School of Education
Sonoma State University

Multiple Subject Blended Credential Program Application

Program Application Period

For Fall Admission

November 1 to January 31

Please note: This application is only for the use of students in the Hutchins Blended, Track III, Program. If you are not part of that program, please visit or call the School of Education Credentials Office for a correct application (707-664-2832, Stevenson 1078).

APPLICATION PACKET CHECKLIST
(Please submit paperwork in this order- see pages that follow for detailed descriptions of these items)

- 1. Office Check Sheet (MSBD– 1)
- 2. Application for Admission to Multiple Subject Blended Program (MSBD-2 through MSBD-3)
- 3. Statement of Purpose (MSBD-4)
- 4. Basic Skills Requirement (see MSB B for details)
- 5. Verification of Pre-Program Field Experience (Hutchins form)
- 6. Letters of Recommendation - two required (MSBD-6a through MSBD-6b)
- 7. Transcripts (official or unofficial) – required only if you have attended colleges or universities other than SSU
- 8. Hutchins Lower Division Evaluation Forms (two required)
- 9. Certificate of Clearance
- 10. TB Clearance
- 11. Legal Information Requirement (this requirement must be completed as part of the admission requirement see MSBD-B for details)
Multiple Subject Blended Credential Program Admission Requirements

Candidates applying for the Multiple Subject Blended Credential Program are expected to meet the admission requirements identified below. Each of the following requirements must be met and materials returned to the Credentials Office in the School of Education, Stevenson 1078, in one complete packet within the admission period.

1. **Office Check Sheet (MSBD – 1)**
   Fill in the required information on the top section of the office check sheet only.

2. **Application for Admission to Multiple Subject Blended Program (MSBD-2 through MSBD-3)**
   Fill in the required information.

3. **Statement of Purpose**
   Please follow guidelines on page (MSBD-4)

4. **Basic Skills Requirement**
   Passing the Basic Skills Exam is an admission requirement for the Multiple Subject Credential Blended program. Please submit the following with your application:
   - Copy of your passing scores for CBEST OR printout of CBEST registration; visit [www.cbest.nesinc.com](http://www.cbest.nesinc.com)

   **Note:** Multiple Subject Blended program applicants must use the CBEST for the Basic Skills Requirement.
   Traditional Multiple Subject Credential program candidates may fulfill the Basic Skills Requirement by either passing CBEST or by passing all three subtests of CSET: Multiple Subjects with CSET: Writing Section. CSET: Multiple Subjects with CSET: Writing Section is not a Basic Skills Requirement option for Multiple Subject Credential Blended candidates.

5. **Verification of Pre-Program Field Experience**
   Submit the form provided by the Hutchins School to verify pre-program field experience. A total of at least 45 hours of pre-program field experience is required and MUST be completed before beginning the Multiple Subject Credential program. If this requirement is in progress at the time you apply, please submit the form once the requirement has been met and prior to admission to the program – no later than March 15 for fall program admission.

6. **Letters of Recommendation: (two required)**
   Ask two instructors, supervisors or other individuals who are in a position to recommend you to the teacher preparation program to write a Professional letter of recommendation on professional letterhead. Letters must be current and original (within the last 6 months). Submit the two letters with your application packet. Please see MSBD-6a through MSBD-6b for more important details regarding letters of recommendation.

   **Note:** Your LIBS 101 and 102 faculty provide Hutchins Lower Division Evaluation Forms (see item 8 below) for inclusion in the application. Do not ask your LIBS 101 or LIBS 102 faculty for letters of recommendation.

7. **Transcripts**
   Provide a complete set of (official or unofficial) transcripts for all colleges (other than SSU) you have attended. (Please note: Admissions and Records will not share transcripts with the Credentials Office). If SSU is the only college or university you have attended, you do not need to provide transcripts. For admission, the candidate must have attained a cumulative grade point average of at least a 3.0 in all college coursework or equivalent.

8. **Hutchins Lower Division Evaluation Forms (two required)**
   Submit copies of two Hutchins Lower Division Evaluation Forms. Contact Hutchins faculty to obtain copies of these forms.

9. **Certificate of Clearance:** In accordance with California State law and Education code, all teaching credential applicants must go through a background check and fingerprinting process BEFORE entering the classroom. Please follow instructions provided in this application. It is advantageous to get this turned in early so that it will not delay your admission. Download, print, and fill out the “Request for Live Scan” form from [http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf](http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf). Acceptable documentation in lieu of forms: most credentials or permits issued by the California Commission on Teacher Credentialing, including emergency 30- day, pre-intern, emergency long-term, clear or preliminary, or children’s center permits.

Instructions MSBD - A  
REV 10.03.12
10. **TB Test**
   TB test verification should be a photocopy of a note or card from a doctor. A negative skin test or a letter from a doctor verifying a clear chest x-ray is acceptable. Test or x-ray evaluation should be no more than 12 months old.

11. **Legal Information Requirement:**
   California law and credential standards require that all teacher education candidates receive information about illegal discrimination, sexual harassment and suspected child abuse reporting BEFORE entering California P-12 classrooms. To meet this requirement, view the on-line video entitled “Legal Seminar” available at [www.sonoma.edu/education](http://www.sonoma.edu/education). Click on the “Admissions” link found on the left-hand side of the “Homepage”. Click on the “Legal Seminar” link. Then, contact the School of Education office at 707-664-3115 to schedule a time to take the follow up 45 minute exam. You can view the on-line video at any time. *This requirement must be completed prior to applying to the program.*

12. **CSET: Multiple Subjects:**
   The CSET: Multiple Subjects exam is not an admissions requirement for Blended program applicants. This requirement **must** be met prior to enrolling in Full Time Student Teaching (EDMS 482). EDMS 482 is taken in the last semester of the credential program. For information on the CSET: Multiple Subjects please visit [www.cset.nesinc.com](http://www.cset.nesinc.com). We advise you to take the CSET: Multiple Subjects exam no later than the **September** test administration for Spring enrollment in EDMS 482. Taking the exams later than recommended may result in delays in your EDMS 482 completion. In order to further expedite the process, upon receipt of test scores please submit a photocopy of your test scores directly to the Credentials Office.

   *If you are having difficulties completing these requirements prior to submitting your application, please email the Credentials Office at: credentials.office@sonoma.edu for assistance.*
# Office Check Sheet

**Application for:** FALL ________ Year

<table>
<thead>
<tr>
<th>Name:</th>
<th>Last</th>
<th>First</th>
<th>Middle</th>
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</thead>
<tbody>
<tr>
<td><strong>SSU Email Account</strong></td>
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<tr>
<td><strong>Personal Email Account</strong></td>
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<td><strong>Address:</strong></td>
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<td><strong>Telephone:</strong></td>
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<td>Work</td>
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</tr>
</tbody>
</table>

**Date Processed:** _______________________

### NEED

1. Office Check Sheet
2. Application for Admission to MS Blended Program
3. Statement of Purpose
4. Verification of CBEST IP Date: ________ OR Passed Date: ________
5. Verification of Pre-Program Field Experience (Hutchins form)
   - If in progress, submit form once experience has been completed no later than March 15
6. Letters of Recommendation (2 Required) **Please Submit:** ___One Letter ____ Two Letters
7. Transcripts from the following institution/s:
   - ____________________________________     ____________________________________
8. Hutchins Lower Division Evaluation Forms (2 Required) **Please Submit:** ___One Form ____ Two Forms
9. Certificate of Clearance
10. TB Clearance (*Not older than 12 months*)
11. Legal Information Requirement

As of ________________, your application packet is □COMPLETE □INCOMPLETE.

If we have marked the INCOMPLETE box, please submit items marked above as NEED no later than _________________. Failure to do so may result in your application being delayed and/or being denied for admission. **Please note: this date does not apply to the pre-program field experience requirement. That form may be submitted once the experience has been completed & prior to enrolling in credential program courses.**

If we have marked the COMPLETE box, no additional items are required at this time. Notification of an Interview and/or admission to the program will follow from the Credentials Office.
APPLICATION FOR ADMISSION TO MULTIPLE SUBJECT BLENDED PROGRAM

Name: ____________________________________________ Last  First  Middle

Date of Birth: ___________________________ Gender: _______ Male _________ Female

Social Security Number: ___________________________ Student ID Number: ___________

Credential Program for which you are applying: (please mark one)

___ Multiple Subject Blended

Ethnic Identity – Indicate the group with which you most strongly identify

   ___ 1. American Indian/Alaskan Native  ___ 13. Laotian
   ___ 2. Black Non-Hispanic, including African American  ___ 14. Vietnamese
   ___ 3. Mexican-American, Mexican, Chicano  ___ 15. Thai
   ___ 4. Central American  ___ 16. Other Southeast Asian
   ___ 5. South American  ___ 17. Guamanian
   ___ 7. Puerto Rican  ___ 19. Samoan
   ___ 8. Other Latino, Spanish-origin, Hispanic  ___ 20. Other Pacific Islander
   ___10. Japanese  ___ 22. Filipino
   ___11. Korean  ___ 23. Other
   ___12. Asian Indian  ___ 24. Decline to State

Applicant Specifics

BA or BS Degree:

<table>
<thead>
<tr>
<th>Major</th>
<th>Institution</th>
<th>Year Graduated (or year &amp; term expected)</th>
</tr>
</thead>
</table>

List ALL accredited colleges and universities attended (other than Sonoma State University):

<table>
<thead>
<tr>
<th>Institution</th>
<th>Dates of Attendance</th>
<th>Degree(s) Awarded (if applicable)</th>
</tr>
</thead>
</table>

Describe any volunteer or paid experience you have had with elementary or secondary school age children (attach additional sheets if necessary):

X

Applicants Signature ____________________________ Date ____________________________

MSBD - 2
REV 10.03.12
PERSONAL and PROFESSIONAL FITNESS

Personal and Professional Fitness: All questions must be answered by placing an “X” in the proper column. 

Any “YES” answer must be explained fully on a separate sheet of paper.

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
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</thead>
<tbody>
<tr>
<td>a. Have you ever had any credential, including but not limited to any Certificate of Clearance, permit, credential, license, or other document authorizing public school service or teaching, suspended, revoked, voided, denied and/or otherwise rejected for cause in California or any other state or place?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Have you ever had any application for a credential, including but not limited to any Certificate of Clearance, permit, credential, license or other document authorizing public school service or teaching denied and/or rejected for cause in California or any other state or place?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Have you resigned from or otherwise left public employment to avoid investigation for alleged misconduct and/or dismissal in California or any other state or place?</td>
<td></td>
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</tr>
<tr>
<td>d. Are you now the subject of any inquiry, review or investigation? by a teacher licensing agency in connection with any alleged misconduct; is any disciplinary action now pending against you in any school in California or any other state; is any adverse action now pending against any credential you hold, including but not limited to any Certification of Clearance, permit, credential, license or other document authorizing public school service or teaching, before any teacher licensing agency or court in California or any other state?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Have you ever been convicted, including a plea of nolo contendere, in California or in any other state or place of any felony or misdemeanor offense, involving children, a school, school employment, educational personnel or property, or any combination of these?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Have you ever been convicted of any felony or misdemeanor offense, including entering a plea of nolo contendere, in California or any other state or place?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of applicant: ____________________________________________________________

Note: Education Code, Section 44320 as amended requires all credential programs applicants to obtain a Certificate of Clearance prior to admission to student teaching, including the field practicum for Pupil Personnel Services credentials. Application materials and instructions are available at the Credentials Office. If admitted to a basic teaching credential program, you will be given the materials to apply for the Certificate of Clearance at orientation. All of the above questions are asked on the application form for the Certificate of Clearance. The Certificate of Clearance is a document issued by the Commission on Teacher Credentialing allowing you to enter a public school classroom for field experience and student teaching. The application for the Certificate of Clearance requires you to answer questions regarding your personal and professional fitness. Along with the Certificate of Clearance application, you are required to submit proof of Live Scan fingerprinting to the Commission on Teacher Credentialing. The fingerprints are processed through the California Department of Justice and the Federal Bureau of Investigation. The Certificate of Clearance is issued after successful completion of the application and fingerprint processing.
Application for: FALL ________ Year

Statement of Purpose (please type)

Directions: Please submit your own word processed essay, but attach this sheet as your cover page. The usual length for the statement is 2 to 3 pages, double spaced.

Name: ____________________________  Last 4 digits of SSN: ____________________________

Please include the following three elements in your statement of purpose:

☐ A brief personal history leading to your decision to become a teacher including your education and activities that directly relate to teaching,
☐ The knowledge, skills and professional dispositions that you believe are essential for the teaching profession,
☐ An explanation of why you chose Sonoma State University to pursue your teaching credential with a focus on the School of Education’s Conceptual Framework and how this framework supports your vision of teaching and learning.
Sonoma State University School of Education
Conceptual Framework

School of Education Mission
To advance excellence in the education profession through university-based preparation of teachers and leaders; to inform that preparation through engagement in and dissemination of exemplary teaching and relevant scholarship and research; and to enact that preparation through collaboration with professional educators, families and the broader educational community.

Performance Expectations
Graduates of the School of Education:
A. Demonstrate depth and breadth of content and pedagogical knowledge
B. Are knowledgeable about and able to design, implement, and evaluate instructional practices and educational assessments that are responsive to the full range of individuals – their social, cultural, linguistic, and ethnic diversity, and/or physical and learning disabilities
C. Practice their profession in ways that are informed by developmental and learning theory, curricular and pedagogical theory and research, professional standards, and reflection
D. Continuously employ their knowledge of research, formative and summative assessments, and qualitative/quantitative methods to measure and improve student learning and their own teaching effectiveness
E. Use technology to enhance teaching and support active, authentic learning
F. Create and work in collaborative and inclusive communities; and,
G. Demonstrate and promote global, multicultural perspectives

Dispositions
Our Graduates are professional educators who:
A. Believe all students can be successful in school and that learning is a lifelong endeavor
B. Value social and emotional growth and an ethic of caring, nurturing, and learning in their classrooms, schools, and communities
C. Value culturally responsive practices and are knowledgeable and appreciative of the diversity among learners
D. Believe that knowledge and learning are based on critical thinking, inquiry, and creativity and that these qualities are essential components of authentic learning
E. Believe that social justice, fairness, equality of opportunity, and civic engagement are vital components of a democratic, free public school education
F. Value and demonstrate professional and ethical standards
Application for: FALL ________ Year

Letters of Recommendation (Supporting Documents)

Applicant Name __________________________ Last 4 digits of SSN: __________

Credential program to which you are applying______________________________

To the applicant: Complete the top of this form. You are required to submit a minimum of two recent (within the last six months) letters of recommendation. Please give a copy of this form to each person writing a letter of reference.

To the person writing this letter of reference:
Please write a letter that indicates your sense of the applicant’s readiness and qualifications for entering a teacher credentialing program. Please sign the letter, attach it to this form, seal it in an envelope, and sign the back of the envelope. You may return the envelope to the applicant or mail it directly to:

Credentials Office
School of Education
Sonoma State University
1801 E. Cotati Ave.
Rohnert Park, CA  94928

In your letter, please address some or all of the following:
• In what capacity you have worked with the applicant
• How long you have known the applicant
• The applicant’s
  o aptitude and passion for teaching
  o openness to exploring new ideas and multiple perspectives and a commitment to lifelong learning
  o ability to communicate and work with children, adolescents, and adults
  o dependability, conscientiousness, reliability, and trustworthiness
• Any other qualities that demonstrate the applicant’s qualifications as a credential student and future public school teacher

______________________________  ___________________ ________________________
Name       Title    Institution

___________________________________________  ________________
Signature        Date
Letters of Recommendation (Supporting Documents)

Applicant Name __________________________     Last 4 digits of SSN:  __________

Credential program to which you are applying________________________________

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• Any other qualities that demonstrate the applicant’s qualifications as a credential student and future public school teacher

____________________________________ ___________________ ________________________
Name       Title    Institution

___________________________________________  ________________
Signature        Date

MSBD – 6b
Certificate of Clearance

The State of California requires that all teachers, counselors and administrators working with students in public schools have a Certificate of Clearance. **PLEASE NOTE:** If you already have a Certificate of Clearance issued through the Commission on Teacher Credentialing (CCTC), or a valid California teaching or service credential (including emergency permits) which require fingerprint clearance, you are not required to be cleared again.

Fingerprint clearances obtained through other organizations or agencies (e.g. school districts, private schools, group homes, or child care centers) are NOT accepted by the CCTC.

**PLEASE carefully review the Notice of Delay policy on the reverse side of this form prior to filing for your Certificate of Clearance.**

**INSTRUCTIONS FOR FILING**

**STEP 1:** Do a Live Scan Fingerprint Service.

Complete the “Request for Live Scan Service” form found at [http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf](http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf) and take it to the Sonoma County Office of Education (SCOE) or another Live Scan service location. Your Live Scan fingerprints will be sent electronically to the FBI and the California Department of Justice (DOJ). **Please Note:** You do not have to go to SCOE for this service. If you are planning on obtaining a substitute teaching permit in Sonoma County, have your fingerprints taken at SCOE. If you don’t plan on getting a substitute teaching permit, have your fingerprints taken at a location of your choice; visit [http://ag.ca.gov/fingerprints/publications/contact.htm](http://ag.ca.gov/fingerprints/publications/contact.htm) to search for fingerprinting locations throughout the state. You can go to any agency that provides live scan fingerprinting provided you use the attached live scan form. **Make sure that the Live Scan operator makes you two copies of the completed form. Keep one for yourself and one for the credential program.**

**STEP 2:** Navigate to the Commission's online Direct Application Site

Visit [www.ctc.ca.gov](http://www.ctc.ca.gov); click on the “Online Services for Educators” link in the orange box at the beginning of the page, click on the “Educators Page” link in the yellow box, you will be directed to the secure area page.

**STEP 3 (read carefully):** Enter your social security number and date of birth. Be ACCURATE when entering information online as it is critical to the clearance process; errors and/or omissions will result in delays on your clearance. **Note:** If you have previously filed for a permit/certificate with the CTC your information will come up. If your personal information appears proceed to step 4. If no information appears you will get the following message “The information entered does not exist in the database, re-enter your Social Security Number and Date of Birth” if you get this message proceed to Step 4A.

**STEP 4:** Verify your personal information. If you need to update your address click on the “New” bottom on the left-hand-side. If no need to update, click “NEXT”.

**STEP 4A:** Enter your Social Security Number and Date of Birth then click “OK”. Click on the “Create Person” button, enter the fields marked with an (*) then click the “Save” box to enter your mailing address and click “Save” then “NEXT”.

**STEP 5:** Click on the “Create New” box under Web Applications. In the “Document/Authorization Pick” section in “General Application Category” box select “Certificate of Clearance/Activity Supervisor Clearance Certificate” from the dropdown menu. Then in the “Document/Authorization Title” select “Certificate of Clearance” from the dropdown menu. Click “Next” at the bottom of the page. Answer “YES” at the bottom of the “Professional Fitness Questions” to proceed to answer the questions click “Next” (do this after you answer every questions).

**STEP 6:** After completing the “Professional Fitness Questions” complete the Oath and Affidavit section and click “Proceed to Payment”, a new window will appear to process your payment. Please do not click the BACK or REFRESS button.

**STEP 7:** Using a VISA or Mastercard debit or credit card, complete the authorized transaction fee of $29.50.

**STEP 8:** Immediately following the successful submission of the online application, an e-mail will be sent containing a confirmation number and a link to the Track Payment web page.

**STEP 9:** Print a copy of the email you receive AND submit a copy of it, along with a copy of your Lives can fingerprinting receipt, to the Credentials Office.
Please note: CTC asks that you submit supporting materials to complete the process. This is required only if you answered “yes” to any of the Professional Fitness Questions.

You will not be allowed to begin program coursework until all steps listed above have been completed. It is, therefore, to your advantage to apply for clearance as soon as possible.

GENERAL NOTES

1. Keep copies of all emails and live scan receipts.

2. The CCTC will issue your Certificate of Clearance online only (it can take up to three months for CCTC to receive reports from the FBI and the DOJ and then issue the actual Certificate of Clearance online). To follow the progress of your Certificate of Clearance application or print documentation of the issued Certificate, go to: https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy.

3. If you have questions, please telephone the Credentials Office at (707) 664-2832 or email us at credentials.office@sonoma.edu.

When a person applies for a Certificate of Clearance or a credential via the California Commission on Teacher Credentialing (CTC), a thorough background check is performed by the CTC. In some cases, if an applicant has a previous record, the CCTC requests additional documentation before a Certificate of Clearance or credential can be granted. This may result in an applicant appearing on a Notice of Delay list. The policy below describes the implications appearing on such a list would have on a School of Education student.

If you have a previous record and would like to discuss the clearance process prior to applying for your Certificate of Clearance, please contact our office at credentials.office@sonoma.edu or 707-664-2832.

Notice of Delay Policy

When students in our programs are placed by CTC’s Professional Practices Division on a Notice of Delay list, they will be immediately placed on a leave of absence from our program (not necessarily removed from the program) until the issue that placed them on the Notice of Delay list is resolved. Individuals on a Notice of Delay list, by law, are not allowed to participate in pk-12 classrooms.

Students on a Notice of Delay list are not allowed to continue in coursework, field related or not, until the Division of Professional Practices has made a determination about their status. Should a student appear on a Notice of Delay list, he or she must immediately contact the appropriate department chair in the School of Education to address this issue.

If a student is removed from courses and he or she is otherwise making satisfactory progress in the program, the withdrawal will be grade neutral (w); fees will not be refundable under this type of withdrawal unless otherwise allowed by University policy. If a school district continues to allow a student on a Notice of Delay list to participate in a pk-12 classroom, as an intern, substitute teacher or in any other capacity, it is clear that the student will be under the responsibility of the school district and not Sonoma State University.

Important: Being placed on a leave of absence from the School of Education does not equal being on a leave of absence from the University. If an enrolled student does not resolve a Notice of Delay issue & re-enrolls within 1 semester after being removed from coursework, he or she will need to reapply for University admission in order to register for courses in a subsequent semester.