



UCSB Credential Services Office- Phelps Hall 2517  
Gevirtz Graduate School of Education



## *Multiple Subject Teaching Credential Program*

***Program Description:*** The Gevirtz Graduate School of Education at the University of California, Santa Barbara offers a state approved Multiple Subject Teaching Credential Program, which provides the knowledge and experience in University and school classrooms needed to begin a teaching career. The Multiple Subject Teaching Credential Program is a small, cohesive program, with approximately 60 students. In California, the Multiple Subject Credential authorizes instruction in self-contained classrooms in elementary schools usually in grades K-6 and instructional services to provide English language skills and academic content to English Learners.

***Partnerships with Schools:*** A unique feature of the program is our partnership with local schools, which provide teacher candidates with opportunities to become involved in all aspects of school life. University supervisors are assigned to a school campus and work closely with cooperating teachers to mentor candidates. Student teaching is concurrent throughout the year with university coursework based on the belief that learning is optimum when we apply what we are learning during the process of study; learning to teach is developmental in nature; and reflection, self examination, and strong collegial relationships enhance professional growth. Program Faculty (<http://education.ucsb.edu/tep/tepfaculty.html>) bring a variety of expertise through their roles as professors of education, clinical faculty, practicing teachers, and school administrators. Faculty members have advanced degrees and/or specialized credentials and substantial experience as classroom teachers.

***Master's Degree:*** An optional Master's Degree in Education is offered concurrently with the Teaching Credential Program. The M.Ed. is a professional degree for students planning on a career in schools. The M.Ed. Portfolio Project is an inquiry exploring a self-selected essential issue in education. The Credential/Master's Degree in Education is a post baccalaureate program. Applicants must have the bachelor's degree awarded by the time the program begins in July.

***Program Duration:*** The Multiple Subject Credential is an accelerated one-year full-time program, beginning in July and concluding the following summer. The program schedule is all day beginning around 7:30 am and ending at 7 pm several days a week. The Master's continues in the second summer. Students have 4 years to complete the M.Ed. See the MST Year-at-a-Glance at <http://education.ucsb.edu/tep/mst-07-08-glance.pdf>

***Preliminary Credential:*** In California a teaching credential is a two-tier process. Students who complete all requirements are then recommended by the University to the state for a SB 2042 Preliminary Multiple Subject Teaching Credential valid for five years. Individuals earn a professional clear credential by completing an Induction program through an approved school district, county office or education, college or university, consortium, or private school. Individuals apply for the professional clear credential through their Induction Program sponsor.



UCSB Credential Services Office

## *How to Apply To the Program*

*The following steps will assist applicants in “How to Apply” to the Multiple Subject Teaching Credential Program.  
Please contact the Credential Services Office at (805) 893-2036 if you have questions.*

### **□ Step 1: Advising**

#### **Credential Information Meetings Available Throughout the Year:**

Applicants to the Teaching Credential Program should attend a Credential Information Meeting, which provides information regarding prerequisites, requirements for admission, instructions for completing the application process, and the structure of the Multiple-Subject Teaching Credential Programs with the Master’s Degree in Education. Applicants should attend an information meeting as soon as possible since it may take one year to complete the state and university prerequisites required for admission to the program. A schedule of meetings is available at the website <http://education.ucsb.edu/tep/infomtg.html> or contact the Credential Services Office at (805) 893-2084.

#### **Advising Appointments:**

Applicants who cannot attend one of the Credential Information Meetings should contact the Credential Services Office at (805) 893-2036 for advisement regarding program prerequisites and the application process. Advisors are available to answer your questions on a walk-in basis, by appointment, or by telephone (805) 893-2084. The application process begins August 15, 2007 and ends February 15, 2008. Applicants are encouraged to apply early.

#### **How to contact the Credential Services Office:**

The Credential Services Office in Phelps Hall 2517 is the central administrative office for students obtaining a Multiple Subject Teaching Credential. Credential advisors in this office provide information on specific requirements for application and admission to the Multiple Subject Credential Program.

**Address:** Credential Services Office  
Gevirtz Graduate School of Education – Phelps Hall 2517  
University of California, Santa Barbara  
Santa Barbara, CA 93106-9490

**Office Hours:** 8 am to 12 Noon and 1 pm to 5 pm

**Telephone:** (805) 893-2084 or (805) 893-2036

**Credential Analyst:** (805) 893-2036

**Email:** [tepapp@education.ucsb.edu](mailto:tepapp@education.ucsb.edu)

**Website:** <http://education.ucsb.edu/program/credentials.html>



## ***Step 2: Complete the Electronic Application***

### **Electronic Application Deadline:**

**For December interview: November 15, 2007**

**Final Application Deadline: February 15, 2008**

Applicants apply by Electronic Application to the Multiple Subject Teaching Credential Program through the UCSB Graduate Division. The Graduate Division, 3117 Cheadle Hall receives the following:

1. Electronic Application
2. \$60.00 Application Fee Payment (by Credit Card or Check)

**1. Electronic Application Process:** Go to <https://www.graddiv.ucsb.edu/eapp/>. Scroll to the end of the page and “begin a new application.” Write down your username and password for future reference and to review your application materials after you apply.

- Your “major” is in the Gevirtz Graduate School of Education
- Indicate your application is for Summer 2008
- Select either Multiple Subject or Multiple Subject/Master’s Degree in Education
- Email Account: Use an account that you check frequently
- Your LOGIN and PASSWORD are necessary for future application reference

If you have problems with the application, refer to the online application preparation guide or email the Graduate Division at [app@graddiv.ucsb.edu](mailto:app@graddiv.ucsb.edu)

**2. There is a \$60 application fee** payable by Visa and MasterCard, check, or International Money Order. For credit card payment, please follow the directions at the end of the electronic application. Make your check or money order payable to *UC Regents*. Write your name and date of birth on the check and mail to: Graduate Admissions, Graduate Division, University of California, Santa Barbara, CA 93106-2070.



### **□ Step 3: MST Credential Program Application**

After you complete the Graduate Division Electronic Application for the Multiple Subject Teaching Credential Program you will receive an email confirmation. The email will include an electronic Gevirtz School MST Credential Program Application. The MST Credential Program Application is also available at the website: <http://education.ucsb.edu/tep/mst-app.pdf>. The Credential Program Application includes general information regarding the state and university requirements necessary for the applicant credential file. Complete the application form and send it as soon as you complete the Graduate Division Electronic Application to the Credential Services Office in Phelps Hall 2517 or send it electronically to [tepapp@education.ucsb.edu](mailto:tepapp@education.ucsb.edu). Your application is considered incomplete unless we have received the Credential Program Application Form.

### **□ Step 4: Schedule a Screening Interview**

Applicants must attend a group-screening interview to be considered for admission to the Program. The interview includes opportunities to assess an applicant's writing and communication skills. Applicants will receive more information on how to prepare for the screening interview after their application is processed by the Credential Services Office. Applicants who apply by November 15 will be invited to attend the December 8 screening interview. Applicants who apply after November 15 but no later than February 15, 2008 will be invited to the interviews scheduled February 23 or February 25, 2008.

Applicants will receive a Pre-Interview Questionnaire that includes an opportunity to select an interview date. (Or can download the questionnaire at <http://education.ucsb.edu/tep/mst-question.pdf>) Since the interviews are scheduled on a first-come, first-served basis, applicants are encouraged to return this form as soon as possible. An email confirmation will be sent within two weeks with more information on how to prepare for the interview. If you do not receive a confirmation please call (805) 893-2084.

One part of the Interview will be a discussion of an Artifact <http://education.ucsb.edu/tep/artifact.pdf> in relation to the California Standards for the Teaching Profession <http://education.ucsb.edu/tep/cstp.pdf>. For more information see the links above.

If the applicant does not attend the interview, the application will be considered incomplete.

Alternative Screening Interview: The on-campus interview is the preferred and recommended process. However, applicants who live outside the Santa Barbara County region and need to travel a distance may request an alternative interview which includes a videotape of a teaching lesson and a telephone interview. Request an alternative interview only if it is not possible to come to UCSB. Contact the Office (805) 893-2084 if you will be requesting an alternative screening interview.

## **Step 5: University Admission Requirements**

The following university prerequisites are required for admission to the Credential Program and must be completed by the timelines specified in the advising document. Applicants who have questions regarding these requirements should contact the Credential Services Office at (805) 893-2084 or (805) 893-2036.

### **University Admission Requirements Include:**

- Two Official Transcripts
- Three Letters of Recommendation
- Statement of Purpose
- Pre-Professional Experience – 60 hours completed by June
- GRE or MAT scores

### **The transcripts, letters of recommendation, and statement of purpose are sent to:**

Student Affairs Office - Phelps Hall 1180  
Gevirtz Graduate School of Education  
UCSB, CA 93106-9490

**1. Official University Transcripts:** Applicants should send two copies of their official transcripts from all post-secondary educational institutions attended, including community colleges, summer sessions, and extension programs. **A 3.0 GPA is required for admission.** The GPA will be evaluated when the official transcripts arrive. Official Grade Point Average calculations are based on the junior and senior year. If admitted before the BA Degree is awarded, the minimum GPA 3.0 must be maintained. The 3.0 GPA is a University admission requirement.

Applicants with a GPA below a 3.0: Given the large number of applicants, admission with a GPA below a 3.0 is rare. We do not discourage applicants with below a 3.0 GPA from applying, but strongly encourage all applicants to apply to other programs to allow multiple options. Recommendation for admission with a below 3.0 GPA must be approved by a faculty committee in the Gevirtz Graduate School of Education and by the Graduate Division. Applicants with a below 3.0 GPA need to wait until this committee meets in spring to receive an admissions decision. Applicants may want to contact the Credential Services Office for additional information to provide supporting documentation for their file.

**2. Letters of Recommendation:** Applicants should send three letters of recommendation. Each letter must be accompanied by the cover sheet available at <http://www.graddiv.ucsb.edu/eapp>. The section *This Part to be Completed by Applicant*, as well as the lower section pertaining to waiver of rights of access, should be filled out before the form is given to the recommenders. At least one letter of recommendation should be from a faculty instructor and one or two from the pre-professional experience. You can send more than three letters of recommendation but at least three are necessary to be considered for admission.

**3. Statement of Purpose:** Applicants should send two copies of their Statement of Purpose. Please attach the Graduate Division Coversheet from <https://www.graddiv.ucsb.edu/admissions/forms/>. The Graduate Division will not accept the Statement of Purpose unless it includes the coversheet. Your

statement of purpose should be written to include the guidelines below. (*Do not follow the guidelines included in the Graduate Division cover sheet; the Teacher Education Program does not require a resume or vita or personal contributions or achievements.*)

## ***Guidelines for Writing a Statement of Purpose***

**YOUR STATEMENT OF PURPOSE SHOULD BE 1- 3 PAGES TYPED  
AND SHOULD INCLUDE A DISCUSSION OF:**

- Your motivation to become a teacher.
- Personal qualities that you will bring to the teaching profession.
- Experience working with elementary/secondary school age students.
- Experience and interest in working with diverse student populations, personal achievements, or contributions you want to include in your Statement of Purpose.
- Any autobiographical information you would like to include.

**4. Pre-Professional Experience:** Pre-professional experience working in an elementary school is required before entering the program. A minimum of 60 pre-professional hours should be completed by June 2008. The Pre-Professional Program at UCSB is available for all applicants and is designed to provide field experience for applicants and undergraduates interested in entering the teaching profession. An applicant works as a volunteer in a classroom under the supervision of a credentialed teacher. This experience provides an opportunity to learn first-hand about the duties and responsibilities of classroom teachers. Current undergraduates can participate in Education 122, which is a 2-unit credit field experience. Applicants from institutions other than UCSB can document their experience with course work from their school that includes pre-professional work in the schools. Forms to document this experience are available online: [www.education.ucsb.edu/tep/preprofessional](http://www.education.ucsb.edu/tep/preprofessional) . Applicants who have already graduated from college and want to complete pre-professional experience with substitute teaching or the equivalent should also document their experience with the forms available at [www.education.ucsb.edu/tep/preprofessional](http://www.education.ucsb.edu/tep/preprofessional) . If you have any questions about the Pre-Professional Experience, please contact the Pre-Professional Coordinator at (805) 893-3976.

**5. Send GRE or MAT Scores to the Graduate Division:** Applicants take the Graduate Records Examination (GRE) or the Miller Analogies Test (MAT). Take the GRE through the Educational Testing Service (<http://www.gre.org>) or call 1-800-GRE-CALL. To register for the MAT contact the UCSB Career Services Office at (805) 893-6004. MAT scores may not be more than five years old. Tests should be taken in time for results to be received for admission consideration. The Graduate Division does not have a general minimum GRE score for applicants. ETS should be instructed to report scores to UCSB using UCSB Institution Code: 4835. The GRE or MAT scores will be sent to the Graduate Division. Applicants who have previously taken the GRE or MAT should send scores to the Graduate Division. These scores are only one of the required sources that support your application for admission.



## □ **Step 6: State Admission Requirements**

In California there are specific state requirements for admission to the Multiple Subject Teaching Credential Program. These requirements must be completed according to specific timelines outlined in this handbook. Though applicants apply to the program (Steps 1-5) before completing these state requirements, the state tests and clearances should be completed as soon as possible and before the program begins in summer.

- \* CSET (Multiple Subject Subtests)
- \* Basic Skills Test = CBEST or equivalent exam
- \* Certificate of Clearance
- \* CPR Certification
- \* TB Clearance
- \* BA Degree: Regional Accreditation

### **CSET: Multiple Subjects Subject Matter Exam**

Applicants to the Multiple Subject program must take and pass the CSET (California Subject Examination for Teachers) Multiple Subjects Exam. The CSET Multiple Subjects Exam requires passing 3 subtests that include multiple-choice and constructed-response items.

<b>Subtest (Test Code)</b>	<b>Domains</b>
I (101)	Reading, Language, and Literature History and Social Science
II (102)	Science Mathematics
III (103)	Physical Education, Human Development, Visual and Performing Arts

Please refer to the CSET website at <http://www.cset.nesinc.com> for more information. Test dates are: September 15, 2007, November 3, 2007, January 12, 2008; Retake Only: March 15, 2008. For Retake Only, *with permission from Admissions Committee*: May 17, 2008. Registration bulletins are available at the CSET website: <http://www.cset.nesinc.com>. Practice CSET Multiple Subjects tests area: [http://www.cset.nesinc.com/CS\\_testguide\\_opener.asp](http://www.cset.nesinc.com/CS_testguide_opener.asp). Since it may take one year to pass all three subtests, applicants are encouraged to take the test as early as possible, preferably by November 3, 2007 but no later than January 12, 2008. Send the passing test score report to the Credential Services Office in Phelps Hall 2517. *Please note: Applicants who take but don't pass CSET by March 15, 2008, may receive a conditional admission status. If admitted applicants do not pass the CSET by March they may be advised to reapply the following year. Exceptions must be approved by the Admission Committee and may require an applicant to extend the program into the next year.*



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## **Basic Skills Requirement (CBEST)**

Applicants must pass a Basic Skills Examination by taking either the CBEST, the California Basic Education Skills Test to demonstrate proficiency in basic reading, writing, and mathematic skills **or** an equivalent basic skills examination approved by the California Commission on Teacher Credentialing. Options include:

- 1) Passage of CBEST (California Basic Education Skills Test). CBEST bulletins are available at <http://www.cbest.nesinc.com> or in the Credential Services Office.
- 2) Passage of the revised CSET: Multiple Subject Examination (CSET: Multiple Subjects Test 101, 102, 103) **plus** the CSET Writing Skills Test Code: 142 Expository Writing and Expressive Writing. CSET bulletins are available at <http://www.cset.nesinc.com>. MST applicants who take and pass the CSET Writing Skills plus tests 101, 102, 103 will **NOT** need to take CBEST.
- 3) Passage of an out-of-state basic skills examination that has been approved by the Commission. (Contact the Credential Services Office at (805) 893-2036 if you think you have passed an equivalent basic skills exam in another state.)

Applicants must take the Basic Skills Examination Requirement by February 2008 and pass before the program begins in June 2008. Send the passing verification card or score report to the Credential Services Office to document that you passed the Basic Skills Test.

## **CPR**

CPR certification is required and offered in the summer during the Credential Program. If you have taken a CPR course, the certification must be valid while you are in the Credential Program. If you have completed a current CPR course bring your card to the Credential Office. The American Red Cross offers the Community CPR and American Heart Association offers the Heart-Saver Course. If you do not have a current card when you begin the program, a CPR course will be available in summer 2008.

## **TB Clearance**

Students need a TB clearance that will be administered by the UCSB Student Health Services in August 2008. If you have a TB test completed by your physician, please **do not** send the results to the Credential Services Office. Bring the results to the TB Testing scheduled with the UCSB Student Health Services in August. TB tests older than one year will not be accepted by the UCSB Office of Student Health Services.



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## **Certificate of Clearance**

Each applicant sends a Certificate of Clearance application to the California Commission on Teacher Credentialing (CCTC) in Sacramento. The CCTC grants you permission to student teach on the basis of this data. An applicant whose legal record contains anything more serious than minor traffic violations should contact the Commission. Any questions of personal qualifications must be resolved before beginning the program. If you have received a Certificate of Clearance or Emergency Permit before January 1, 2006 (or within 5 years after 1/01/06), you do not need to reapply. Each applicant is responsible for submitting the application to the CCTC before March 1, 2008. Applicants should apply as early as possible to allow the time necessary for the Certificate of Clearance to be processed. The Clearance must be on file in the Credential Services Office before student teaching begins.

### **How To Apply For Your Certificate of Clearance**

1. Make an appointment with a Live Scan operator to have your fingerprints taken. Your prints will be sent electronically to the Department of Justice (DOJ) and the FBI. Both organizations will send the clearance responses to the CCTC. You can obtain a Live Scan Form from the Credential Services Office in Phelps Hall 2517 or print the 41-LS "Request for Live Scan Service" available online at the CCTC website <http://www.ctc.ca.gov/credentials/forms.html>.
2. The following fees will be collected by the Live Scan operator – Fingerprint fees (DOJ = \$32.00/ FBI = \$24.00 Total = \$56.00) – in addition to the fee collected by operator, which varies.
3. One week after the Live Scan has been submitted and processed, go online to the CCTC website: [www.ctcc.ca.gov](http://www.ctcc.ca.gov). Click on the link at the left *Look up a Credential* and then click on the link *Direct Application – Non Recommendation Only*. Complete the Application Information. Pay the Certificate of Clearance application fee by credit card.
4. It will take 2 weeks to a month (or longer) to process the clearance. Check the progress of your Certificate of Clearance application by the link *Look up a Credential*, then enter your social security number and birth date.
5. Keep a copy of all your Certificate of Clearance application materials. The Clearance must be on file before the credential program begins. The Credential Services Office in Phelps Hall 2517 will keep the documentation that your Clearance has been approved.



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## **BA Degree**

Applicants must have a baccalaureate degree in an academic subject from a regionally accredited college or university. The baccalaureate degree should be awarded no later than spring 2008 since the graduate level MST Teaching Credential/M.Ed. begins in summer 2008.

Students who have their degree awarded in summer 2008 may still be admitted to the post-baccalaureate teaching credential program but should request information from the Credential Services Office regarding dual enrollment procedures. Dual enrollment allows undergraduates to be enrolled in graduate level courses. Students completing summer degrees should note that the units taken in summer could be counted by an employing school district as undergraduate units. Applicants may request a degree check at the Registrar's Office to determine that degree requirements will be complete by spring 2008. Contact the Credential Office at (805) 893-2084 if you are planning to graduate in summer and have questions regarding dual enrollment.

**Regional Accreditation** The BA (or BS) degree must be awarded in an academic subject from one of the following regional accrediting agencies: *Middle States Association of Colleges and Schools; The Northwest Association of Schools and Colleges; New England Association of Schools and Colleges, Inc./Commission on Institutions of Higher Education; Southern Association of Colleges and Schools/Commission on Colleges; Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities.*

**If your baccalaureate degree is from another country** you will need a transcript evaluation from one of the California Commission on Teacher Credentialing state approved agencies listed at the website: [www.ctc.ca.gov/credentials/leaflets/c1635.html](http://www.ctc.ca.gov/credentials/leaflets/c1635.html) to determine baccalaureate degree equivalency. Before you apply to the program, degree equivalency is required for your credential by the California Commission on Teacher Credentialing. If your degree is from another country, please contact the Credential Services Office (805) 893-2036 before you apply to the program.

## **Step 7: Required Prerequisite Courses**

The following prerequisite courses are required for the Teaching Credential Program. Course substitutions forms are available if the course has been completed at another institution. All course substitutions must include a course description. *PLEASE NOTE:* If you cannot complete the prerequisite courses before the program begins, these course are offered in Program Summer Session.

### **U.S. Constitution**

Applicants must complete either: (1) a three quarter course covering the U.S. History and U.S. Constitution with a grade of C, Pass, or better, or (2) a U.S. Constitution exam at an approved institution. If your baccalaureate degree is from a California State University, please contact the Credential Services Office as the requirement may have been met with the degree. Political Science 12 is the approved UCSB course. Course Descriptions for Substitutions: Political ideas; institutions and processes of American Government; and the roles of Congress and the President in policy formation and of the Supreme Court in interpreting the constitution. *Other options include:*

- Political Science 101: American Government and Politics – SBCC
- Political Science 103: American Government – Allan Hancock College
- Political Science 1: American Government – Ventura Community College
- U.S. Constitution Exam – California Lutheran University

### **Health Education**

Health Education, including the physiological, psychological, and sociological factors that promote health and prevent disease, including alcohol, narcotics, drug and tobacco abuse; nutrition; chronic and infectious diseases; reproductive health and stress management, is required. Education 109M offered in Summer Session meets this requirement. Admitted applicants can also meet this requirement by completing a health seminar offered for TEP students only at UCSB Seminar Session 2008 when the program begins. *Other course options include:*

- Ed XSB 109: Health in the 21<sup>st</sup> century – UCSB Extension
- Health Education 101: Personal Health Awareness – SBCC
- PE 93: Health and Wellness – Ventura Community College
- Health Education 100: Health Education – Allan Hancock College
- ED X312.35: Health Education for Teachers – UCLA Extension

### **Education 103**

Education 103 prepares candidates to meet the Level 1 Technology course offered during the Multiple Subject Program. Applicants can take Education 103 offered at UCSB in the Winter, Spring, or Summer Sessions. Students who cannot take ED 103 before the program begins will take this course in June/July concurrently with the courses for the Multiple Subject Teaching Credential Program. More information regarding ED 103 is available on the website: [www.education.ucsb.edu/ed103](http://www.education.ucsb.edu/ed103).

### **Math 100A and Math 100B**

Mathematics for Elementary Teachers, Math 100A and 100B are required. Students need to take Math 100A before 100B. Math 100A is offered in winter. Math 100B is offered in spring. Both Math 100A and Math 100B can be taken in Summer Session. *Course Substitutions* – Math 100A: teaches ways to think about and explain elementary school mathematics. Topics include: cultural and base-n number systems, algorithms, elementary number theory, probability, and graphing. Math 100B: Completes the explanation of elementary school math by discussing geometry and algebra, and discusses the pedagogy with the California Mathematics Framework, the NCTM Standards, and “replacement units.”



## *Out of State Applicants*

Most California Teaching Credential programs begin in fall or have multiple entrance dates throughout the year, but UCSB's program begins only in summer. Applicants must be able to meet the university and state certification prerequisites according to the timelines as follows:

- ❖ The **CSET** (California Subject Examination for Teachers) state exam must be taken no later than early February. Refer to the Advising Handbook on page 7 and the CSET registration bulletin or website: [www.cset.nesinc.com](http://www.cset.nesinc.com) for more information.
- ❖ **CBEST** (California Basic Education Skills Test): Out of state candidate can take the CBEST in April 2008, if they register for one of the following test sites: Atlanta, Georgia; Austin, Texas; Boston, Massachusetts; Chicago, Illinois; Detroit, Michigan; Las Vegas, Nevada; New York, New York; Phoenix, Arizona; Pittsburgh, Pennsylvania; Salt Lake City, Utah; and Seattle, Washington. Please refer to the registration bulletin or the website: [www.cbest.nesinc.com](http://www.cbest.nesinc.com) for more information. Out of state candidates who cannot take the CBEST in April before they come to California can take the CBEST at the first available test date in August 2008. CBEST is required for student teaching.
- ❖ The course work prerequisites can be completed at any out of state regionally accredited College or University. Applicants must submit a substitution form for the course(s) they want to take at another institution.
- ❖ We have an alternative interview process for out of state candidates who cannot come to UCSB for a screening interview. The interview process will include submitting a videotape of yourself in a teaching role with an individual, small group, or whole class and a phone interview with a credential coordinator.
- ❖ Applicants need to document the 60 hours of pre-professional experience with TEP. Contact the Pre-Professional Coordinator at (805) 893-3796 for more information on how to complete this requirement.

## ***Financial Aid and Cost of the Program***

Financial Aid is available for students in the MST Credential program. Due to this being a graduate program, students are only eligible for loans and work-study. Students must file a Free Application for Federal Student Aid (FAFSA) in order to be eligible for financial aid. Students that have received a Cal Grant during their undergraduate enrollment may be eligible for a fifth year benefit of their Cal Grant while in the Teaching Credential Program. Students should contact the California Student Aid Commission to apply. Other grant and scholarship funding may be available through the Graduate Division. For more information about financial aid please visit the University's website at [www.finaid.ucsb.edu](http://www.finaid.ucsb.edu) and the Teacher Education Program at <http://education.ucsb.edu/tep/support.html>.

All United States citizens and permanent residents must complete and submit the FAFSA at <http://www.fafsa.ed.gov> by March 2, 2008. The following chart represents the cost of attendance figures that the UCSB Financial Aid Office will use for the 2007-2008 academic year and is subject to change without notice. Some of these figures are fixed (such as student fees, non-resident tuition, and on-campus room and board) and some are averages:

**2007-2008 Estimated Student Budget (9 months)**  
**(Subject to change without notice)**  
**Graduate California Resident Off-Campus**

Student Fees	\$7,440
Summer Fees (estimate for 2 sessions)	\$3,000
Other Graduate Fees	\$629
Books and Supplies	\$1,513
Rent (estimate)	\$12,098
Food	\$2,513
Utilities	\$516
Telephone	\$337
Transportation	\$1,487
Health Care Allowance	\$2,034
Personal Expenses	\$1,717
<b>Total (estimate)</b>	<b>\$33,284</b>

**Credential Costs May Also Include:**

Credential Fee	\$55
Certificate of Clearance (available in office)	\$56 (FBI = \$32/DOJ = \$24) + \$27.50
Fee collected by LiveScan Operator	Varies
CSET Exam	\$74.00 per subtest
CBEST Exam	\$41
RICA Exam	\$140+
Official Transcript (all attended colleges)	Varies
TB Clearance	\$22

**Multiple Subject Credential Program**

## Application/Admission Checklist

ADMISSION REQUIREMENT	HOW TO COMPLETE REQUIREMENT	WEBSITE	TIMELINES	√
Apply by Electronic Application (E-App).	Apply online (E-App) and Pay \$60 fee. checks, Visa, or Mastercard.	<a href="http://www.graddiv.ucsb.edu/eapp">www.graddiv.ucsb.edu/eapp</a>	Sept 1, 2007 through Feb 15, 2008	
MST Credential Program Application Includes:	Complete PDF form mail to Credential Services Office Phelps Hall 2517 UCSB Santa Barbara, CA 93106-9490.	<a href="http://www.education.ucsb.edu/tep/tepapp">www.education.ucsb.edu/tep/tepapp</a>	The MST program application should be sent immediately after the E-App is completed.	
Pre-Interview Questionnaire	Will be sent electronically			
Statement of Purpose (2 copies)	Send Statement of Purpose to Student Affairs Office (SAO).	<a href="http://www.graddiv.ucsb.edu/admissions/forms/">www.graddiv.ucsb.edu/admissions/forms/</a>	Send to SAO before or immediately after the E-App.	
Three Letters of Recommendation	Request letters be sent to Student Affairs Office.	<a href="http://www.graddiv.ucsb.edu/admissions/forms/">www.graddiv.ucsb.edu/admissions/forms/</a>	Letters sent to SAO no later than interview date.	
Two copies of Official Transcripts	Request transcripts be send from Colleges and Universities to SAO.		Sent to SAO before or immediately after the E-App.	
Subject Matter Competency: CSET State Exam	Sign up for test dates See registration deadlines on CBEST website	<a href="http://www.cset.nesinc.com">www.cset.nesinc.com</a>	Complete by March test date	
Basic Skills Exam	See Advising Handbook for options.	<a href="http://www.cbest.nesinc.com">www.cbest.nesinc.com</a>	Complete by March test date.	
Pre-Professional Experience	Contact Pre-Professional Coordinator for placement or verification.	<a href="http://www.education.ucsb.edu/tep/preprofessional">www.education.ucsb.edu/tep/preprofessional</a>	Begin pre-professional experience ASAP; 60 hours completed by June 2008	
GRE or MAT	Register for Test.	<a href="http://www.gre.org">www.gre.org</a> or MAT through UCSB Career Services: (805) 893-6004	Recommended before January 2008. Required by April 2008.	
Course Prerequisites:	UCSB or equivalent course at another institution.	* Political Science 12 (U.S. constitution) * Health Ed. Ed 109 * Technology Ed 103 * Math 100A and 100B	Must be completed by the time the program begins in July.	
Certificate of Clearance:	Sent to you in "Hello" Packet. Apply to CCTC.		March 2008 or sooner.	
TB Clearance & CPR	Available to you after acceptance to program.		During the program in July.	
Baccalaureate Degree	Verify spring degree.		Spring 2008.	