

Teacher Education Program- MST & SST Credentials

How to Apply

Application Deadlines: November 15th - Early Application
March 1st – Final Deadline

Applicants MUST:

1. Read the **Credential Advising Handbook** for the most detailed and complete application information: <http://education.ucsb.edu/Graduate-Studies/Credentials/home.htm>
2. Contact Suzanne Raphael (805-893-2036, suzanne@education.ucsb.edu) or attend an Informational Meeting: <http://education.ucsb.edu/Graduate-Studies/Teacher-Education-Program/prospective-students/info-meetings.htm>
3. Plan for this application process to take about a year to complete

UNIVERSITY REQUIREMENTS

SEND THE BELOW INFORMATION TO THE GRADUATE DIVISION

Apply by electronic (E-App) application with the Graduate Division. If you do not have access to the E-App on-line, contact Graduate Division. For application fee waiver requests or more information and requirements: contact Graduate Division (<http://www.graddiv.ucsb.edu>) (805) 893-2277.

E-App (www.graddiv.ucsb.edu/eapp/) Complete and submit on-line. The \$70.00 non-refundable application fee may be paid by Check/Money Order (mail with required Submission form to Graduate Division), or by credit card (Visa or Master card). *Application payment by credit card (Visa or Master card) must be made online as part of the application process. Credit card payments cannot be accepted at any other point.*

To verify if Application materials have been received, please logon to your online application at: <https://www.graddiv.ucsb.edu/eapp/>. **Please note** that Materials will not be ready to view until the applicant has filled out the E-app and has paid the \$70 fee. If you have any questions, the GGSE SAO Office can be reached at (805) 893-2137 or e-mail: sao@education.ucsb.edu.

Official GRE Scores OR MAT Scores

For the [GRE](#), all three sections of the General Test - quantitative, verbal, and analytical writing are required . The **UCSB Institution Code is 4835**. Scores must be within 5 years of quarter for which you are applying. Please note GRE scores must be sent electronically through the [ETS](#). MAT information can be obtained through UCSB Career Services: (805) 893-6004.

Official TOEFL Scores or IELTS (International applicants only): Not required if awarded a bachelor's or master's degree by a U.S. institution. The UCSB Institution Code is 4835. Scores must be within 2 years of the quarter for which you are applying. Please note: TOEFL scores must be sent electronically through the ETS. UCSB accepts the paper-based TOEFL (minimum score 550) scores only. The computer-based TOEFL is not accepted.

SEND THE BELOW INFORMATION TO THE GGSE STUDENT AFFAIRS OFFICE

Send the following documentation to:

Gevirtz Graduate School of Education
Student Affairs Office
University of California
Santa Barbara, CA 93106-9490

I. Statement of Purpose- Full instructions on each portion can be found in the Credential Handbook: <http://education.ucsb.edu/Graduate-Studies/Credentials/home.htm>

There are three parts to the Statement of Purpose.

- * Statement of Purpose
- * Personal Achievements/Contributions statement
- * Resume or Curriculum Vitae
- * Send two copies to the Student Affairs Office and one electronic copy via email to: to tepapp@education.ucsb.edu one week prior to your interview date

II. Letters of Recommendation

Three letters of recommendation are required as part of your application. Letters of recommendation are submitted online through the Online Graduate Application. You will be asked to supply the name, email address, and current institution of each recommender. Once supplied, the online application will provide instructions to each of your recommenders via email. Recommenders may upload letters in PDF, DOC, or TXT file formats. Once you submit your online application, you can manage your letters of recommendation through your Application Status Page. Here, you can:

- * Add or replace a recommender
- * Send a follow-up notification to each of your recommenders
- * View the status of each letter

The faculty members who write the letters of recommendation should be aware of the applicant's scholarly abilities and capability to do graduate work. Applicants can provide recommenders with background information to assist them in writing a strong letter, such as copies of papers written, copies of the Statement of Purpose, a Resume/CV, or a list of courses and grades received from the professor.

Nonacademic letters relate directly to the intended area of study, such as pre-professional experience, internships, etc. **It is suggested that one or two letters be from pre-professional experience.**

In instances where your recommender is unable to submit a letter online, a letter of recommendation may be sent directly to the Gevirtz Student Affairs Office. A Letter of Recommendation Coversheet must accompany the letter. More information is available at the Graduate Division website:

<http://www.graddiv.ucsb.edu/admissions/application/>. The preferred method for submission is online.

VII. Transcripts

NOTE: If your current degree program is still in progress, you will be required to submit final and official transcripts with the degree awarded once your program is complete, if you are admitted.

Two (2) copies of Official Transcripts: For U.S. applicants, send two official copies of the applicant's transcripts from all post-secondary educational institutions attended, including community colleges, summer

sessions, and extension programs, must be sent to the proposed department as part of the application. Transcripts must show all courses taken, credits or hours, grades or marks in each subject, and rank or class level if given. The institutional grading scale, including maximum and failing grades, should be provided. Also required is the type of degree awarded or in progress (e.g., Bachelor of Arts, Bachelor of Science), and the date of the award if the program is complete. Records submitted to UCSB will not be copied, returned, or sent to another institution.

We do not require high school transcripts regardless of the Advanced Placement units attained there. Send 2 copies of your transcript from your BA institution with the initial application. If this transcript does not yet post your degree then you will need to send another copy when your BA is complete and posted on the transcript.

A 3.0 Grade Point Average for the junior and senior year is required. Applicants who do not have a 3.0 GPA are still encouraged to apply and should contact the Credential Office at (805) 893-2036 for ways to strengthen their application. Since the number of qualified applicants will exceed the number of places available, all applicants should apply to more than one school. Please make arrangements for these to be sent directly from your prior educational institutions. Applicants must have a baccalaureate degree in an academic subject from a regionally accredited college or university.

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. Please contact Suzanne Raphael if you have any questions at: suzanne@education.ucsb.edu or phone at (805) 893-2036. We recommend that you have the evaluation completed before you apply to the program.

VIII. GGSE Questionnaire: Download (<http://education.ucsb.edu/Graduate-Studies/Student-Services/prospective-students/application-checklist.htm>) under number 3.

Suggestion: When mailing your information, purchase a post office mailing receipt with date stamped as proof of meeting the application deadline

TEACHER EDUCATION PROGRAM REQUIREMENTS

Pre-Professional Experience. Contact Pre-Professional Coordinator for placement or verification. <http://www.education.ucsb.edu/Graduate-Studies/Pre-Professional/home.htm> Please begin pre-professional experience ASAP; 60 hours must be completed by June 2010.

Screening Interview. The Teacher Education Program will contact you to schedule a required screening interview. Please make sure that the e-mail and the phone number listed on your online application is correct. **It is to your advantage to have all of your supplemental materials sent to the Student Affairs Office by your interview date.**

STATE CREDENTIAL REQUIREMENTS

Send the documentation of the State Requirements to:

Credential Services Office
ATTN: Suzanne Raphael
Education Building Room #4102
University of California, Santa Barbara, CA 93106-9490

Applicants MUST Contact Suzanne Raphael at suzanne@education.ucsb.edu or phone at (805) 893-2036 for specific information on how to complete and document the state certification requirements for the teaching credential.

Subject Matter Competency: CSET CA State Exam. See registration deadlines on CSET website: www.cset.nesinc.com. Please refer to the **Credential Advising Handbook** for more details. If you have questions regarding the correct exam, please contact Suzanne Raphael.

Basic Skills Exam: There are several options to complete the Basic Skills requirement. Please refer to the **Credential Advising Handbook or the CBEST CA State Exam.** See registration deadlines on CBEST website: www.cbest.nesinc.com.

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. <http://mina.education.ucsb.edu/Graduate-Studies/Credentials/home.htm>

Course Prerequisites. These courses can be taken at UCSB or equivalent courses at another institutions. The courses include: U.S. Constitution (Political Science 12); Health Education (Education 109); Technology (Education 103); and Math 100A and Math 100B (required for Multiple Subject only). Course substitutions are available for students who can document course equivalency. The U.S. Constitution requirement must be fulfilled before program begins. If the other prerequisites are not taken before Summer 2010, students will be automatically enrolled in these courses for the first summer quarter in TEP.

CPR Certification: CPR Certification course is required and offered in the summer during the Credential Program.

TB Clearance: Students need a TB clearance that will be administered by the UCSB Student Health in Summer 2010.

Check the Credential Website: Please review the Credential website for a more complete description of the items mentioned above. <http://education.ucsb.edu/Graduate-Studies/Credentials/home.htm>.

Please Note: CBEST (or equivalent test) and CSET are admission requirements. Applicants must take these tests to be considered for admission. If the Admission Committee admits an applicant who has taken but not yet passed the CBEST and/or CSET the admission is considered “conditional. The conditional status must be cleared by the time the program begins in July or the student may need to extend the program for a second year and additional registration fees. If you have any questions contact the Credential Services Office at 805-893-2036. Out of state applicants should refer to page 15 in the handbook.

Downloading PDF Files

PDFs or portable document files are files that can be viewed with Adobe Acrobat Reader plug-in (if you have it) or can be viewed with [Acrobat Reader](#) which should be installed on your computer.