IMPORTANT

- Apply via E-App: [https://www.graddiv.ucsb.edu/eapp](https://www.graddiv.ucsb.edu/eapp)

- Read ALL instructions for each requirement following the checklist. Some instructions differ from E-App.

- Application Deadlines:
  - **January 15, 2015** deadline for early admissions decisions (campus interview option 1).
  - **March 1, 2015** final deadline for all admissions.

  We recommend you complete and pay for the E-App at least one week before the application deadline. This allows TEP to contact applicant should any materials be incorrectly submitted or missing.

  Incomplete or late applications will **NOT** be considered for Campus Screening Interviews.

APPLICATION REQUIREMENTS (Deadline: January 15 or March 1)

- E-App - All documents below must be uploaded electronically to the E-App
- Statement of Purpose
- Personal Achievements & Contributions
- Resume / Curriculum Vita
- Official Transcript(s)
- Three (3) Letters of Recommendation
- Supplemental Program Application (ESC/MST/SST)
- Campus Interview Registration
  - Attend an interview either on January 24th (for early app), February 28th, or March 4th.
- Take or have scheduled Admissions Exams (NOTE: March 7 is last CSET/CBEST test date)
  - GRE or MAT – [UCSB Institution Code: 4835]
  - CBEST - [UCSB School Code #131]
  - CSET – [UCSB School Code #412]
  - TOEFL – (International Students Only)
- Complete at least 15 hours of Pre-Professional Experience by application deadline
- GPA Supporting Statement (For GPA below 3.0)
- Apply for Certificate of Clearance
FINAL ADMISSIONS REQUIREMENTS AND CHRONOLOGICAL DEADLINES

January:
- January 7, 2015 - GRE or MAT for early application deadline
- January 15, 2015 - All application requirements listed above if applying for early admissions decisions
- January 24, 2015 – Campus Interview option #1, 9:00 am -12:00 pm (for Jan 15th Early Applicants)

February:
- February 1, 2015 - GRE or MAT for final application deadline
- February 28, 2015 – Campus Interview option #2, 9:00 am -12:00 pm (for March 1st Applicants)

March:
- March 1, 2015 - All application requirements listed above for final application deadline
- March 4, 2015 - Campus Interview option #3, 9:00 am -12:00 pm (for March 1st Applicants)
- March 7, 2015 – CSET & CBEST (last date to take and pass tests)

(NOTE: If you do not pass all exams the admissions committee will consider your case for a retake for May test date)

May:
- May 1, 2015 - Course Substitution Form for Health

June 1, 2015 (State Certification Requirement):
- U.S. Constitution Requirement
- Bachelors Degree Awarded
- TB Test Clearance
- 45 total Hours of Pre-Professional Experience (note it is preferred to have some completed by the interview date)
- Certificate of Clearance

☐ E-App
Application Fee: $90 ($110 for international students)
For application fee waiver request or for more fee information and requirements, contact Graduate Division:  
http://www.graddiv.ucsb.edu or (805) 893-2277

Credential Cohorts:
ESC - Education Specialist Moderate/Severe Teaching Credential (for special education teachers)
MST - Multiple Subject Teaching Credential (for elementary school teachers)
SST - Single Subject Teaching Credential (for junior high or high school teachers)
M.Ed. - An optional Masters of Education in Teaching (M.Ed.) degree may be pursued with the ESC, MST, or SST teaching credential. The M.Ed. and credential programs are concurrent, with the M.Ed. work extending through the second summer session of study.

When beginning application please be sure to select the following:

✔ Application Quarter: Summer 2015
✔ Major: Education – Teacher Education Program – GGSE (located under Gevirtz Graduate School of Education)
✔ Degree Objective (choose one of the following two options):
  o If you will be pursuing the M.Ed. AND Credential
    ▪ Master of Education (MED), ESC/MST/SST (select cohort you will be applying to), Summer 2015
  o If you will ONLY be pursuing the Credential.
    ▪ ESC/SST/MST (select cohort you will applying to), Summer 2015
**Statement of Purpose**

Please write a separate response to each question below and title each response with the question.

*Please note that the TEP prompts differ from the E-App essay prompts*

**MST and SST Prompts**

1. **In 500 words or less:** Write a brief autobiography as a way of introducing yourself to the TEP faculty. List talents, skills and experiences that have influenced your values and hopes for the future.
2. **In 250 words or less:** Answer the following “What are your greatest fears about the classroom, students or yourself?”
3. **In 250 words or less:** Describe what excites you about embarking into the teaching profession.

**ESC Prompt**

1. **In 500 words or less:** Write a brief autobiography as a way of introducing yourself to the faculty. Describe how your personal experience or mentors have influenced your desire to become a special educator. Describe your motivation to become a special educator. Describe personal qualities and interest that you will bring to the profession of special education.

**Personal Achievements & Contributions**

Please write a separate response to each question below and title each response with the question. Each response should be 250 words or less.

*Please note that the TEP prompts differ from the E-App essay prompts*

**MST and SST Prompts**

1. What are some of your hobbies and special interest? What is it about these activities that keep you interested? How might your participation in these activities influence your teaching?
2. What kinds of experiences have you had teaching or guiding children or adolescents including those with special needs or English learners? What have you learned about this group of students from your experience?
3. **Optional Financial Aid Statement:** Please describe your financial obligations, loans, debts as well as any financial aid support you currently receive. The optional financial aid statement helps make department grant award decisions for applicants with financial aid need.

**ESC Prompt**

1. Describe your experience working with elementary and/or secondary students who experience moderate/severe disabilities.
2. Describe your experience and interest in working with diverse student populations.
3. What kinds of experiences have you had teaching or guiding children or adolescents who were English Learners? What have you learned about this group of students from your experience?
4. What are some of your hobbies and special interests? What is it about these activities that keep you interested? How might your participation in these activities influence your teaching?
5. **Optional Financial Aid Statement:** Please describe your financial obligations, loans, debts as well as any financial aid support you currently receive. The optional financial aid statement helps make department grant award decisions for applicants with financial aid need.
☐ Resume / Curriculum Vita

Include previous employment, volunteer, and pre-professional experience in one to two pages.

☐ Official Transcript(s)

Applicants must submit an official transcript for every institution of higher education where they completed 12 or more quarter units. Scan and upload all pages of your official transcript from each institution, including the grading scale, which is often on the backside of the transcript.

☐ Three (3) Letters of Recommendation

A minimum of three (3) letters of recommendation is required, however you may request a maximum of four letters. Letters must be submitted through E-App. You will be asked to provide the name, email address, and current institution of each recommender. Once you submit the required electronic waiver, the system will automatically email your recommender a request for a letter of recommendation. The E-App will provide instructions to each of your recommenders via email. Recommenders may upload letters in .pdf, .doc, or .txt file formats.

TEP recommends that the following should provide the Letters of Recommendation:
1. Academic – Previous professor that can attest to your capacity to do graduate work.
2. Pre-Professional Experience – Educator that has supervised your interactions in an academic environment.
3. Nonacademic – Supervisor from work experience, internship or teaching experience.

☐ Supplemental Program Application

Each credential program requires a supplemental program application. Applicants must complete the form(s) and upload them to the E-App.

- ESC/MST/SST Supplemental Program Application
  - Verifies how and when you intend to complete the state and course requirements.

- ESC/MST/SST Course Substitution Form
  - Use this form to request an equivalency for the program required courses and the U.S. Constitution requirement.

☐ Campus Interview

Applicants will be invited to attend an on-campus group-screening interview to be considered for admissions. Once applicant completes and pays for online E-App, the TEP office staff will contact applicant via email to schedule interview date. Email invitations are sent on a rolling basis, therefore priority will be given to applicants that submit and pay for E-App earlier. If you do not hear from the TEP office via email within one week of paying and submitting your E-App, please contact the TEP office staff to check on the status of your E-App.

The following dates are available:
- Saturday, January 24, 2015; 9:00am-12:00pm (Early Decisions Only)
- Saturday, February 28, 2015; 9:00am-12:00pm
- Wednesday, March 4, 2015; 4:00pm-7:00pm

If you cannot attend any of the interview dates contact the TEP office as soon as possible so that alternate interview arrangements can be made.
**Admissions Exams**

- GRE OR MAT
  - GRE - Scores must be within five (5) years of Summer 2015 quarter. GRE Scores must be sent electronically through ETS, use UCSB Institution Code 4835 and leave department code blank.
  - MAT – Scores must be sent directly from Pearson to Graduate Division. The applicant may only submit scores if
    (1) The Applicant possesses an official and original score report
    (2) The score cannot be sent from Pearson.
- CBEST [UCSB School Code 131]
  - Applicant must take and pass all sections of computer or paper-based CBEST test to demonstrate proficiency in basic reading, writing, and mathematical skills. CBEST can be waived if applicant takes and passes CSET Writing Skills Test #142.
- CSET [UCSB School Code 412]
  - ESC & MST applicants are required to take and pass all three (3) subtest of the CSET Multiple Subjects exam (tests #101, 102, and 103).
  - SST applicants are required to verify subject matter competency by taking and passing all subtest of the CSET exam in the subject/content the applicant will teach.
- TOEFL or IELTS *(International Students Only)*
  - UCSB accepts a minimum score of 550 on paper-based exam and a minimum of 80 on the Internet based exam.
  - TOEFL scores must be within two years of quarter for which applicant is applying and must be sent electronically.
  - TOEFL not required for international applicants awarded a bachelor’s or master’s degree by U.S. Institution.

NOTE: If applicant does not take & pass the exams by deadlines, applicant might need to reapply for following year. Under extreme circumstances the admissions committee will consider applicant’s case for a retake for May test date if applicant does not pass exams.

**Pre-Professional Experience**

A minimum of 45 pre-professional hours is required before June 1, 2015. Applicants can earn pre-professional hours by volunteering in a K-12 classroom, substitute teaching, or working as an instructional aide. For approval on other teaching experience(s) or for volunteer opportunities please contact Katie Blackwell at kblackwell@education.ucsb.edu.

The following forms must be submitted for verification and/or timesheet or other approved signed evidence detailing hours:

- UCSB TEP Pre-Professional Hours Submission Cover Sheet
  - Used each time Pre-Professional Fieldwork Verification form submitted.
- UCSB Pre-Professional Fieldwork Verification
  - Tracks and verifies number of hours volunteered in a classroom.

Please drop-off or mail hard copies of your documentation to Katie Blackwell at Teacher Education Program ED 3230 University of California, Santa Barbara 93106-9490. Please ensure that you keep a copy of your submitted documentation for your record. Digital copies and Emails will **NOT** be accepted.

NOTE: UCSB students who have completed pre-professional hours through an UCSB ED course(s) such as ED 3A, 4A, 130, and/or 131 are encouraged to submit hours completed during course.

**GPA Supporting Statement (for applicants with a GPA below 3.0)**

UCSB graduate school requires a minimum GPA of 3.0. If your GPA is below 3.0 please submit an additional **GPA Supporting Statement** (i.e., factors that contributed to lower GPA during undergraduate period). The Graduate Admissions Committee will conduct a comprehensive second review of your application materials. Students should expect a longer wait period for admissions decisions, but you may contact the TEP office at any time to check on your status.
Course Substitution for Health Education (UCSB: ED 109 or ED 191W)

- Applicants admitted to TEP will be assigned to this course during Summer 2015 schedule unless a Course Substitution Form is submitted & received by May 1, 2015.

State Certification Requirements (Required by all California programs)

Please feel free to contact the GGSE Credential Analyst, Katie Tucciarone with any questions, comments, or concerns at katiet@education.ucsb.edu or (805) 893-2036.

U.S. Constitution Requirement – Satisfied by one or more of the following:

- Earn a bachelors degree from a California State University (CSU).
- Take and pass, with a C, Pass, or better, a university/college course in the introduction of American government covering U.S. history and the U.S. Constitution. (UCSB Poli Sci 12 / SBCC Poli Sci 101 / AHC Poli Sci 103 / VCC Poli Sci 1)
- Pass a U.S. Constitution exam by approved institution.
  - Notre Dame de Namur University: [http://www.usconstitutionexam.com](http://www.usconstitutionexam.com)

Bachelors Degree Awarded

TB Test Clearance

- TB test and results may not be older than September 2012

CPR (Adult, Child, & Infant) Certification

You do not need to complete this prior to starting the program, as a course will be offered for you.

If you previously completed CPR certification it must meet the following criteria:

- CPR must be valid during entire 2015-2016 academic year.
- Must be approved by the guidelines of the American Heart Association (Heartsaver course) or American Red Cross (Lay Responders course).
- Must be completed via a classroom setting NOT online certification course.

Certificate of Clearance (must apply by application deadline and be awarded by June 1)

- California Education Code requires all individuals who seek to obtain a California teaching credential issued by the California Commission on Teacher Credentialing (CTC) to receive fingerprint clearance from the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).
- The Certificate of Clearance is a requirement for all first time teaching credential applicants.
- To apply see CTC instructions available on our webpage.
- To determine if you have already received a Certificate of Clearance, Emergency Permit of other credential from the Commission that would meet this requirement click on the “Search for an Educator” button on the CTC website at [http://www.ctc.ca.gov](http://www.ctc.ca.gov).
- An applicant whose legal record contains anything more serious than a minor traffic violation should contact the CTC.
- Non-California residents and international student should contact the Credential Analyst for assistance with the Certificate of Clearance application process.