Teacher Education Program
Application Handbook
2018-19
(Attendance Year 2019-20)

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(805) 893-2084
education.ucsb.edu/tep
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FOREWORD

The University of California, Santa Barbara (UCSB)’s Teacher Education Program (TEP) within the Gevirtz Graduate School of Education (GGSE) offers a rigorous, 13-month, post-graduate Credential and M.Ed. program (an academic year fall-winter-spring with two summers). It is one of the highest quality programs in the nation, with state-of-the-art practice grounded in partner schools, a focus on teaching to reach ALL learners, and teacher educators with established records of success.

TEP works with one cohort of Teacher Candidates per year and keeps the program small to ensure individualized attention (approximately 100 candidates). Course- and field-work is concurrent, which means candidates spend the entire academic year in schools, developing their practice with daily guidance, then extending their learning in afternoon/evening courses. This allows for a more streamlined, purposeful integration of university and fieldwork, which drives our faculty to collaborate across all aspects of teacher preparation.

TEP strives for a community of learners where everyone – Teacher Candidates, teacher educators, and K-12 teachers – are working together to meet the needs of our new, our diverse, and our very different generation of learners.

The integrity of our program rests on our shared love for the profession and our shared belief that effective teachers are the key to our future. We invite you to participate in this important program. We hope this handbook answers questions you may have regarding the program and the application & admission requirements. We encourage you to attend one of our information sessions or contact our Teacher Education Program office at (805) 893-2084 or tepapp@education.ucsb.edu if you have any questions.
TEP Directory

Faculty

Andrew Fedders  Interim Director and
ESC Coordinator  fedders@education.ucsb.edu
Sarah Jacobs  MST Coordinator  sarahjac@education.ucsb.edu
Tim Dewar  SST Coordinator  dewar@education.ucsb.edu
Jason Duque  M.Ed. Coordinator  jason@education.ucsb.edu
Katie Blackwell  Pre-Professional Coordinator  kblackwell@education.ucsb.edu

Staff

Samantha Cole  TEP Administrator  samanthacole@education.ucsb.edu
Kelsi Elliott  TEP Assistant  kelliott@education.ucsb.edu
Katie Tucciarone  GGSE Credential Analyst  katiet@education.ucsb.edu

Offices

TEP Office  ED #3230  tepapp@education.ucsb.edu
GGSE Student Affairs Office  ED #4100  sao@education.ucsb.edu
Teacher Education Program Checklist for Applicants

1) APPLICATION REQUIREMENTS
Must be completed & received by **February 1, 2019**.
*Applicants interested in the Chemistry MA / SST credential must apply by the December 1st deadline [http://www.chem.ucsb.edu/](http://www.chem.ucsb.edu/)

- Electronic Online Application (E-App) [https://www.graddiv.ucsb.edu/eapp](https://www.graddiv.ucsb.edu/eapp)
  - Statement of Purpose (following the essay prompts listed on page 9)
  - Personal Achievements and Contributions
  - Resume / Curriculum Vita
  - Official Transcript(s)
  - Three (3) Letters of Recommendation
  - $105 Application Fee ($125 for international applicants)
  - Fee Waiver if qualified [http://www.graddiv.ucsb.edu/admissions/how-to-apply#application-fee](http://www.graddiv.ucsb.edu/admissions/how-to-apply#application-fee)
  - Application Progress Form

- Campus Interview Scheduled
- GRE or MAT Scores – take test by **January 15, 2019**
- TOEFL (International students only)
- GPA Supporting Statement if Cumulative Undergraduate GPA is below a 3.0
- **15 hours of Pre-professional Experience documentation submitted to the Pre-Professional Coordinator, Katie Blackwell**

2) STATE CERTIFICATION REQUIREMENTS
Must be completed & scores received by **February 8, 2019**

- Subject Matter Requirement ([CSET subtests taken by January 20, 2019](http://www.chem.ucsb.edu/)) or Subject Matter Waiver Program Letter from the credential analyst at your undergrad institution.
- Basic Skills Requirement ([CBEST exam taken by February 3, 2019](http://www.chem.ucsb.edu/)) or other method.

Must be completed & received by **July 1, 2019**:

- Certificate of Clearance

Must be completed & received by **July 1, 2019**:

- U.S. Constitution Requirement
- Bachelors Degree Awarded
- TB Test Clearance
- CPR (Adult, Child, & Infant) Certification, if previously completed

3) PROGRAM REQUIREMENTS
- Remaining 30 hours of Pre-professional Experience documentation submitted to the Pre-Professional Coordinator, Katie Blackwell. 45 hours due by **July 1, 2019**

4) COURSE SUBSTITUTION OPTIONS

- Health Education (at UCSB: ED 109 or ED 191W)
- **ESC ONLY**: Human Development (at UCSB: ED 111 or Psych 105)

* Complete a Course Substitution Form by **February 1, 2019** if you believe you have already taken a course in one of these subject areas. If not, you will be assigned to take these courses during Summer.
E-App Instructions

ACCESSING THE E-APP
Applications to the UCSB TEP are processed through the Graduate Division’s Online Graduate Application (E-App) between September 2018 and February 1, 2019 at https://www.graddiv.ucsb.edu/eapp. All E-App materials are to be uploaded electronically through the E-App.

When applying to the TEP and starting your E-App, be sure to select the following:

- **Application Quarter:** Summer 2019
- **Major:** Education – Teacher Education Program -- GGSE (located under Gevirtz Graduate School of Education)
- **Degree Objective** (Choose one of these two options):
  - Master of Education (MED), Multiple Subject Teaching Credential (MST); or Single Subject (SST); or Education Specialist (ESC). Summer 2019 if you will be pursuing the M.Ed. and credential
  - Multiple Subject Teaching Credential (MST); or Single Subject (SST); or Education Specialist (ESC). Summer 2019 if you will only be pursuing the credential

Follow the instructions on the E-App to complete the Personal, Address, Demographic, Citizenship, and Financial Information sections. Email correspondence is the primary way of contacting applicants. Please use an email address without an expiration date.

EDUCATION HISTORY
Applicants must list all institutions where you have received 12 or more quarter units with an accurate GPA. Applicants must also have a bachelor’s degree awarded by June 2019. For each institution listed you must upload one official transcript to the E-App; this applies to all applicants, including applicants that are current or past UCSB students. If you have not been awarded a bachelor’s degree at the time of application, please upload one official transcript to the E-App showing progress of completion of the bachelor’s degree.

Scan and upload all pages of your official transcript from each institution, including the grading scale, which may be on the backside of the transcript. The uploaded transcript must be an official transcript, produced by the institution with all appropriate seals/stamps. **If applicable, remove your Social Security Number by crossing/blacking out numbers before uploading.**

**Tips for uploading official transcripts:**
- Scan a copy of your official transcript. Color documents are not necessary.
- Ensure that your document is saved as a PDF and that its size does not exceed 10 MB
- Ensure that the institution name and all other identifying marks are visible and clearly legible and that your scan can print on letter-size paper - 8 ½ by 11 in (21 ½ by 30 cm)
- Click the "view document" button to verify whether the uploaded document is legible, if it is not legible, try again
- If you need assistance, please note that public libraries, office supply stores (Kinko's, Office Max, Office Depot, Staples, etc.), and other services can create scanned documents for you
UC Santa Barbara reserves the right to require official transcripts at any time during the admissions process, and rescind any offer of admission made if discrepancies between uploaded and official transcript(s) are found.

**FOREIGN TRANSCRIPT EVALUATIONS**

Applicants with a bachelor’s degree from another country must have a Foreign Transcript Evaluation completed by a state Commission approved agency. A list of agencies approved by the state Commission is available at [https://www.ctc.ca.gov/docs/default-source/leaflets/cl635.pdf?sfvrsn=bb4f6e6a_6](https://www.ctc.ca.gov/docs/default-source/leaflets/cl635.pdf?sfvrsn=bb4f6e6a_6)

**GPA REQUIREMENT**

A minimum cumulative GPA of 3.0 is required for admission. The GGSE Admissions Committee (GAC) additionally reviews applicants with a GPA below 3.0. These applicants are required to upload an additional **GPA Supporting Statement** to their E-App.

The GPA Supporting Statement should explain the reasons for your listed GPA (i.e., any outside circumstances or events that were a factor during your undergraduate period) and should support your application by explaining thoroughly why you believe you are a strong TEP applicant. These applicants should have very strong letters of recommendation and passed all required tests (GRE or MAT, CSET, and CBEST) by the time they submit their completed application, in order to have the best case possible for admission consideration.

If the TEP faculty recommends an applicant for admission with a GPA below 3.0, the GAC committee will complete a comprehensive second review of the application materials, GPA Supporting Statement, screening interview results, and required test results to decide whether to approve the case. Graduate Division will have final approval of the admission decisions made by the GAC committee.

Due to these extra steps in the application review process, applicants with a GPA below 3.0 should expect a longer waiting time to receive their admission decision.

**LETTERS OF RECOMMENDATION**

Three (3) letters of recommendation are required and must be submitted through the 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. While three letters of recommendation is the minimum requirement, applicants can request a maximum of four letters of recommendation, to be submitted through the E-App.

Faculty members who write letters of recommendation should be aware of the applicant's capability to do graduate work. Applicants should provide recommenders with background information to assist them in writing a strong letter, such as a course assignment sample and a Resume/CV. Nonacademic letters such as work experience from internships or teaching might also be sent. For TEP applicants, at least one academic letter and one letter from your pre-professional experience are recommended.

**GRE OR MAT EXAM SCORES**

Applicants must take the GRE or MAT by January 15, 2019. Official GRE-General or MAT scores must be provided; scores must be within 5 years of the date the application is paid and submitted.

GRE scores must be sent electronically through ETS, please use **UCSB Institution Code 4835** and leave the department code blank. Please also indicate that the scores are for graduate purposes only. Graduate Division will need your Test Date and seven-digit Registration Number found on your official ETS Report of Scores to match your official scores to your E-App.

Revised 8/1/2018
MAT scores must be sent directly from Pearson to Graduate Division. Scores may be submitted by the applicant only if: (1) the applicant possesses an official and original score report and (2) the scores cannot be sent from Pearson.

- Only the most recent GRE or MAT test score report will be reviewed for admission.

**OFFICIAL TOEFL SCORES OR IELTS (INTERNATIONAL APPLICANTS ONLY)**

Official TOEFL Scores or IELTS are not required if the international applicant was awarded a bachelor's or master's degree by a U.S. institution. The UCSB Institution Code is 4835. TOEFL Scores must be within two years of the quarter for which you are applying and must be sent electronically through ETS. UCSB accepts the paper-based (minimum score 550) and internet-based (minimum: 80) TOEFL scores. The minimum IELTS score for consideration is an Overall Band Score of 7.

**NON-REFUNDABLE APPLICATION FEE**

A non-refundable graduate application fee of $105.00 for domestic applicants ($125.00 for international applicants) must accompany the application. Unpaid applications will not be reviewed for admission.

Fees must be paid in U.S. dollars by check, domestic money order, international money order, demand draft, or credit card. Please make checks and money orders payable to UC Regents. Checks and money orders must be drawn on a bank that has a branch in the United States and mailed to the Graduate Division with the Check/Money Order Submission form found on the final page of the E-App. Applicants may pay using a Visa or MasterCard, but only at the point of submission. Cash is not accepted and application fees are not refundable under any circumstances.

**APPLICATION FEE WAIVERS**

A limited number of application fee waivers are available to qualified U.S. citizens and permanent residents who demonstrate evidence of financial need or proof of participation in an undergraduate research program. McNair Scholars and Project 1000 applicants are among those eligible. Fee waivers are not available to international applicants.

To apply for a fee waiver begin an online application at www.graddiv.ucsb.edu/eapp. Within your application click on the Payment Information tab and scroll-down to the fee waiver information. Submit your request online by selecting the option relevant to you and uploading your supporting documentation. You must submit your fee waiver request at least two weeks before the application deadline. Do not submit a fee waiver request the day before the application deadline, it will not be processed and your application will not be reviewed.

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**Teacher Education Application Requirements**

The following are application requirements specific to the TEP and must be submitted through the E-App by the published deadlines. The program application requirements include TEP-specific admission essays, resume/CV, a supplemental program application, letters of recommendation, and pre-professional experience documentation.

Carefully review the essay question prompt requirements below as they are very specific for the applicants of the TEP and they differ from the E-App essay prompts. Applicants need to write to the essay question prompts listed in each section below and not to the E-App instructions. Each essay section
should be its own document, with the section title, your name, and the cohort you are applying to at the top of the document. (*Example: Statement of Purpose, Joe Gaucho, MST.*)

**Statement of Purpose Prompts for MST and SST**
Please write a separate response to each question below and title each response with the question.
1. Write a brief autobiography as a way of introducing yourself to the TEP faculty. In **500 words** or less explain how your background skills, talents, and experiences have influenced your values and hopes for the future.
2. In **250 words** or less answer the following question: “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.

**Personal Achievements & Contributions Prompts for MST and SST**
Please write a separate response to each question below and title each response with the question. Each response should be **250 words** or less.
1. 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?
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. In your **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 TEP make department block grant award decisions for applicants with financial aid need.

**Statement of Purpose Prompts for ESC**
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 interests that you will bring to the profession of special education.

**Personal Achievements & Contributions Prompts for ESC**
Please write a separate response to each question below and title each response with the question. Each response should be **250 words** or less.
1. Describe your experience working with elementary and/or secondary students who experience 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. In your **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 TEP make department block grant award decisions for applicants with financial aid need.
**Resume or Curriculum Vitae**  
Applicants should submit a resume or CV of 1-2 pages in length. Be sure to include employment, volunteer, and pre-professional experience.

**Application Progress Form**  
Applicants must complete the TEP Progress Form found in Appendix A, page 16 and upload it to the E-App.

**Please upload the following items to the Documents section of the E-App in the following order:**
1. Statement of Purpose  
2. Personal Achievements/Contributions & Optional Financial Statement  
3. Resume or CV  
4. Application Progress Form  
5. Basic Skills Requirement (proof that it has been met)  
6. Subject Matter Competency (either CSET score report or Subject Matter Waiver Letter)

**NOTE:** the E-App writing sample document requirement does not apply to TEP applicants.

**Screening Interviews**  
Applicants who have paid and submitted their application as well as uploaded their Statement of Purpose and Application Verification Form will be contacted to participate in an Interview. More information can be found on the How to Apply page under “Campus Interviews”  
http://education.ucsb.edu/tep/propective-students/how-apply

**Alternate 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 long-distance may request an alternate interview that includes a video of a teaching lesson and a telephone interview. Request an alternate interview only as a final option if it is not at all possible to come to UCSB.

**Pre-Professional Experience**

A minimum of 45 pre-professional hours is required as part of your application. At least 15 hours are **due prior to your application deadline**, and the remaining 30 hours must be submitted before **July 1st**.  
Applicants can earn pre-professional hours by volunteering in a K-12 classroom, substitute teaching, or working as an instructional aide. The hours must be completed during the regular school day (after-school programs do not count). For approval on other teaching experience or for volunteer opportunities please contact Katie Blackwell at kblackwell@ucsb.edu. Please also visit the Pre-professional website at http://education.ucsb.edu/tep/pre-professional/credential-applicants

To submit your hours, please email your pre-professional documentation to Katie Blackwell at kblackwell@ucsb.edu. Please include your full name and the program you’re applying to (MST, SST, or ESC) in your email. If SST, please include your subject as well. The following forms of pre-professional documentation will be accepted:

- a Fieldwork Verification form signed by your supervisor (Appendix C, pages 19-20)  
- a signed letter from your supervisor that includes your number of hours and a brief description of what you did. The letter must include the name and address of the school, as well as your supervisor's name and contact information.
- a transcript and syllabus (if the hours were completed through a university course)
- a timesheet (if you earned the hours by working as a substitute teacher or instructional aide)
State Credentialing Requirements

The California Commission on Teacher Credentialing (CTC) establishes certification requirements for admission to a teaching credential program. Applicants who cannot complete these requirements may need to withdraw their application and/or reapply the following year. If you have questions about these state requirements, contact the Credential Analyst, Katie Tucciarone. It is the applicant’s responsibility to verify these requirements are completed & documented according to the timelines in this handbook.

**BASIC SKILLS REQUIREMENT**
The California Education Code and Title 5 Regulations specify, in most cases, that applicants for a credential, certificate, or permit to serve in the public schools of California must verify basic skills proficiency before the credential, certificate, or permit will be issued.

**Please use (1) of the following (5) Options to complete the Basic Skills requirement:**

**Option (1) - CBEST Exams:** [https://www.ctcexams.nesinc.com/](https://www.ctcexams.nesinc.com/)
Please use UCSB School Code 131 for CBEST.

**Option (2) - CSET Exams (142 writing skills + 101 + 214 + 103):** [https://www.ctcexams.nesinc.com/](https://www.ctcexams.nesinc.com/)
This Option is best for MST Candidates since CSET Exams #101, #214, and #103 are required. Please use UCSB School Code 412 for CSET.

**Option (3) - CSU Early Assessment Program or CSU Placement Exam**
Candidates must submit original score reports to Katie katiet@education.ucsb.edu.

<table>
<thead>
<tr>
<th>CSU EAP Placement Tests (taken in Spring of 11th grade)</th>
<th>Score reports can be ordered at: <a href="http://ww.ets.org/csu">http://ww.ets.org/csu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Assessment Program (EAP)</td>
<td>“College Ready” or “Exempt”</td>
</tr>
<tr>
<td>Entry Level Math (ELM)</td>
<td>“College Ready” or “Exempt”</td>
</tr>
<tr>
<td>English Placement Test (EPT)</td>
<td>50*</td>
</tr>
<tr>
<td>* ELM tests taken prior to March 2002 required a minimum passing score of 550</td>
<td></td>
</tr>
</tbody>
</table>

**Option (4) - Qualifying Score on the SAT OR ACT**

<table>
<thead>
<tr>
<th>College Board SAT</th>
<th>Math</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>550</td>
<td>500*</td>
</tr>
<tr>
<td>ACT</td>
<td>23</td>
<td>22</td>
</tr>
</tbody>
</table>

*Critical Reading section of the College Board SAT Reasoning Test*

**Option (5) - College Board Advanced Placement**

<table>
<thead>
<tr>
<th>Examination</th>
<th>Math</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Board Advanced Placement Examinations</td>
<td>Score of a 3 or above on one of the following:</td>
<td>Score of a 3 or above on one of the following:</td>
</tr>
<tr>
<td></td>
<td>● AP Calculus AB</td>
<td>● AP English Language and Composition</td>
</tr>
<tr>
<td></td>
<td>● AP Calculus BC</td>
<td>● AP English Literature and Composition</td>
</tr>
<tr>
<td></td>
<td>● AP Statistics</td>
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</tr>
</tbody>
</table>
SUBJECT MATTER COMPETENCY REQUIREMENT
Applicants are required to show proof that they have met the Subject Matter Competency Requirement.

This may be achieved one of two ways:
1) The CSET Exam
2) Completion of a CTC Approved Subject Matter Waiver Program as an Undergraduate.

CSET EXAM
Applicants must take and pass all subtests of the CSET (California Subject Examinations for Teachers) to verify subject matter competency. Passing exam scores must be used for certification purposes within ten years of the passing test date and applies to each score independently. The ten-year limit does not apply to exam scores that have previously been used for certification purposes. Applicants are required to indicate UCSB (School Code #412) as a score-reporting agency for CSET. If applicants do not list UCSB as a score-reporting agency, they may contact the Credential Analyst to present their original CSET score report or upload score reports to their online application.

Applicants should take the CSET as early as possible to ensure passing scores have been reported to the TEP by the time applications are being reviewed for admission. It is the individual’s responsibility to take the appropriate examination(s).

APPLICATION TIP: Applicants that have taken the CSET by January 20, 2019 will be more competitive when compared to applicants who have not yet taken these exams.

<table>
<thead>
<tr>
<th>The following CSET subjects are available for Applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MST and ESC Applicants</strong></td>
</tr>
<tr>
<td>* Preferred route for ESC</td>
</tr>
<tr>
<td>Multiple Subjects Exams</td>
</tr>
<tr>
<td>Subtest I (101)</td>
</tr>
<tr>
<td>Subtest II (214)</td>
</tr>
<tr>
<td>Subtest III (103)</td>
</tr>
<tr>
<td><strong>SST and ESC Applicants</strong></td>
</tr>
<tr>
<td>English</td>
</tr>
<tr>
<td>English Subtest I (105)</td>
</tr>
<tr>
<td>English Subtest II (106)</td>
</tr>
<tr>
<td>English Subtest III (107)</td>
</tr>
<tr>
<td>English Subtest IV (108)</td>
</tr>
<tr>
<td>History/Social Science</td>
</tr>
<tr>
<td>Social Science Subtest I (114)</td>
</tr>
<tr>
<td>Social Science Subtest II (115)</td>
</tr>
<tr>
<td>Social Science Subtest III (116)</td>
</tr>
<tr>
<td>Mathematics (Foundational Level)</td>
</tr>
<tr>
<td>Mathematics Subtest I (211)</td>
</tr>
<tr>
<td>Mathematics Subtest II (212)</td>
</tr>
<tr>
<td>Mathematics Subtest III (213)</td>
</tr>
<tr>
<td>Science: Biological Sciences</td>
</tr>
<tr>
<td>Science Subtest I: General Science (215)</td>
</tr>
<tr>
<td>Science Subtest II: Biology/Life Science (217)</td>
</tr>
<tr>
<td>Science: Chemistry</td>
</tr>
<tr>
<td>Science Subtest I: General Science (215)</td>
</tr>
<tr>
<td>Science Subtest II: Chemistry (218)</td>
</tr>
</tbody>
</table>
Test Preparation is available through the following options:
- CSET Test Guide page:
- Ventura County Office of Education:

**SUBJECT MATTER COMPETENCY - WAIVER PROGRAM**
If you completed a CTC approved Subject Matter Waiver Program during your undergraduate career, a letter from that program must be given to Katie, the Credential Analyst. Approved Programs can be found at: [https://www.ctc.ca.gov/commission/reports/data/app-sub-matt-prog](https://www.ctc.ca.gov/commission/reports/data/app-sub-matt-prog)

**CERTIFICATE OF CLEARANCE**
California Education Code requires all individuals who seek to obtain a California teaching credential issued by the CTC to receive fingerprint clearance from the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). **Individuals who have received fingerprint clearance through other California agencies or who are cleared for UCSB Pre-Professional work are not exempt** from this process. You can click on the “Search for an Educator” button on the CTC website at [http://www.ctc.ca.gov](http://www.ctc.ca.gov) to determine if you have already received a Certificate of Clearance, Emergency Permit or other credential from the Commission that would meet this requirement.

The Certificate of Clearance application is sent to the CTC in Sacramento and the CTC grants permission to the student to teach on the basis of this data. An applicant whose legal record contains anything more serious than minor traffic violations should contact the CTC. Any questions of personal qualifications must be resolved before beginning the program. Each applicant is responsible for submitting the Certificate of Clearance application to the CTC. **Non-California residents and international students should contact the Credential Analyst with questions.**

- Quick tips for completing the application process are available at [https://www.ctc.ca.gov/docs/default-source/leaflets/cl900.pdf?sfvrsn=b6bd8b52_2](https://www.ctc.ca.gov/docs/default-source/leaflets/cl900.pdf?sfvrsn=b6bd8b52_2)

**U.S. CONSTITUTION**
For applicants admitted to and attending TEP, proof of U.S. Constitution requirement completion must be submitted to the TEP office or the Credential Analyst.

**The following will satisfy the U.S. Constitution requirement:**
1. Earn a bachelor's degree from a California State University (CSU).
2. 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.
   a. UCSB’s course substitution: Pol S 12, Introduction to American Government
   b. Other nearby course substitution options:
      i. SBCC: Political Science 101
ii. Allan Hancock College: Political Science 103
iii. Ventura Community College: Political Science 1

c. To submit a course substitution, please complete a Course Substitution Form.
3. Pass a U.S. Constitution exam at an approved institution
   a. Notre Dame de Namur University: http://www.usconstitutionexam.com
   b. California Lutheran University:
      http://www.callutheran.edu/education/programs/cpe/us_constitution.php

**BACHELOR’S DEGREE**

Applicants must have a bachelor’s degree in an academic subject, except professional education, from a regionally accredited institution by **June 2019**. A list of regionally accredited institutions can be found at http://www.ctc.ca.gov/credentials/accreditation-bodies.html. Applicants with a bachelor’s degree from another country must have a Foreign Transcript Evaluation completed by a state Commission approved agency. A list of agencies approved by the state Commission is available at http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf.

**CPR Adult, Child, and Infant Certification**

For applicants admitted to and attending TEP, a CPR certification course will be offered Summer 2019. If you have already completed and received prior CPR certification please provide proof to the TEP office or Credential Analyst

**CPR certifications must:**

- Include CPR for adults, children, and infants,
- Be valid during the entire 2019-2020 academic year,
- Be approved by the guidelines of the American Heart Association (Heartsaver course) or American Red Cross (Lay Responders course), and
- Be completed via a classroom setting and **not** as an online certification course.

**TB Clearance**

For applicants admitted to and attending TEP, proof of TB test clearance must be submitted to the TEP office or Credential Analyst. UCSB’s Student Health, a physician, or medical clinic must administer the TB test and results may not be older than September 2017.

**Teacher Education Program Financial Support**

There are three kinds of financial assistance sources available to support students in the Teacher Education Program at UCSB:

1. Federal Grants & Loans
   a. **5th Year Cal Grant**: up to 100% of fall-winter-spring tuition & fee costs for qualifying students. Recipients must reactivate their Cal Grant benefits within 15 months of the end of the term for which they last received payment.
   b. **Federal Unsubsidized Direct Loan**: annual maximum per academic year a TEP student may borrow is $20,500
   c. **Graduate PLUS Loan**: available to cover the remaining, uncovered cost of attendance.

2. **TEACH Grant**: The TEACH Grant is administered by the UCSB Financial Aid office. Students that meet all of the requirements for this grant will apply during their first summer session. Please review the [TEACH Grant Federal Student Aid](link is external) webpage for the full requirements and more information. Questions can be directed to the UCSB Financial Aid office.
Aid office TEACH Grant advisor. Please also visit the Teacher Education Financial Assistance website for more details.

3. **Program Block Grants** (awards range from $2,000 to $6,000), **students that include a Financial Aid Statement in their Personal Achievements/Contributions** section of their Admission Essays will be considered.

4. **Privately funded Fellowships and Scholarships**: award announcements are emailed to all students starting fall quarter of each year by the TEP faculty scholarship coordinator.

All U.S. citizens and permanent residents interested in financial aid must complete and submit a 2018-2019 FAFSA to receive summer financial aid for 2019, due by June 30, 2019, **AND** a 2019-2020 FAFSA to receive financial aid for Fall, Winter Spring of the 2018-2019 year. The following questions on both FAFSA applications can be answered as follows:

**Student’s Grade Level in College**: 1st yr. Graduate/Professional Degree  
**Type of Degree/Certificate**: Graduate/Professional Degree  
**Working on Master’s or Doctorate**: Yes  
**UCSB School Code**: 001320

University Fees for the program are assessed for five academic sessions: summer (up to 12 units), fall, winter, spring, and a second summer (6 units for completion of the M.Ed.). A summary of summer fees and expenses is available at [http://www.summer.ucsb.edu/registration-fees/2018-fee-information](http://www.summer.ucsb.edu/registration-fees/2018-fee-information). An estimated summary of the Fall, Winter and Spring Fees and Expenses for residents and non-residents is available at [http://registrar.sa.ucsb.edu/fees-residency/fee-information/summary-of-quarterly-fees-and-expenses](http://registrar.sa.ucsb.edu/fees-residency/fee-information/summary-of-quarterly-fees-and-expenses) Please note fees are subject to change.

**Other costs for the application and credentialing process may include:** *Costs are estimates and subject to change*

<table>
<thead>
<tr>
<th>Exams</th>
<th>Cost</th>
<th>State Requirements</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSET</td>
<td>$198-297</td>
<td>Constitution Exam <em>if needed by NDNU</em></td>
<td>$85.00</td>
</tr>
<tr>
<td>CBEST (computer based)</td>
<td>$184</td>
<td>TB Results</td>
<td></td>
</tr>
<tr>
<td>RICA (taken in Winter Qtr)</td>
<td>$171</td>
<td>CPR (offered in Summer)</td>
<td>$35.00</td>
</tr>
<tr>
<td>edTPA (taken in Spring Qtr)</td>
<td>$300</td>
<td>Certificate of Clearance</td>
<td>$52.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fingerprint for Certificate of Clearance</td>
<td>$39.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Credential Application</td>
<td>$100.00</td>
</tr>
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</table>

*The $50 Certificate of Clearance fee becomes a credit to be applied towards the issuance of an individual's teaching or service credential.*
### Requirements:

(Please check requirements completed and list date of completion and/or date scheduled to be completed)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deadline:</strong> February 1, 2019</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>* Applicants interested in the Chemistry MA / SST credential must apply by the December 1st deadline: <a href="http://www.chem.ucsb.edu/">http://www.chem.ucsb.edu/</a></td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>Electronic Online Application (E-App):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Official Transcript(s)</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>Three (3) Letters of Recommendation</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>Statement of Purpose</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>Personal Achievements &amp; Contributions</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>Resume/Curriculum Vita</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>$105 Application Fee ($125 for international applicants)</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>Fee Waiver (<a href="http://www.graddiv.ucsb.edu/admissions/how-to-apply#application-fee">http://www.graddiv.ucsb.edu/admissions/how-to-apply#application-fee</a>)</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>GPA Supporting Statement (If GPA Below 3.0)</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>Admissions Exams:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ GRE or ☐ MAT (Graduate School Exam Scores due with application)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ TOEFL (International Students Only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-Professional Experience (45 Hours Total due by July 1st)</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>15 Hours Minimum Due at Time of Application</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varied Deadlines for State Requirements:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Certification Requirements:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Basic Skills Requirement - Complete by January 20, 2019 (Pg. 2)</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>* Subject Matter Competency - Complete by February 3, 2019 (Pg. 2)</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>** Certificate of Clearance - Submit Online Application by April 1st, 2019</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>TB Test Clearance</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>CPR (Adult, Child, &amp; Infant) Certification</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>* U.S. Constitution Requirement</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>Campus Interview Scheduled</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>Please rank 1st, 2nd, and 3rd choice (if applicable) or contact the TEP Office ASAP (no later than application deadline) to request alternate interview date. Interviews will not be scheduled until the Statement of Purpose and Progress Form are uploaded to the applicant’s application.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Substitution* (Pg. 3)</td>
<td>☑</td>
<td></td>
</tr>
</tbody>
</table>

*PLEASE FILL IN INFORMATION ON DESIGNATED PAGES

** OR VALID SUB PERMIT – PLEASE SEE APPLICATION HANDBOOK FOR MORE INFORMATION
**BASIC SKILLS REQUIREMENT**

Individuals must satisfy the Basic Skills Requirement by **ONE** of the following options. *Please select one.*

- **Option 1:** CBEST Exam: [https://www.ctcexams.nesinc.com/](https://www.ctcexams.nesinc.com/)  
  Exams taken by February 3, 2019 for February 8, 2019 Results Reporting Date. **Please use UCSB Code 131 for CBEST.**

- **Option 2:** CSET Exams (142 writing skills + 101 + 214 +103) : [https://www.ctcexams.nesinc.com/](https://www.ctcexams.nesinc.com/)  
  This option is best for MST and ESC Candidates since CSET Exams #101, #102 (or #214), and #103 are required. **Please use UCSB Code 412 for CSET.**

- **Option 3:** CSU Early Assessment Program or CSU Placement Exam: Candidates must submit official paper score reports  
  * Please see Basic Skills Leaflet at: [https://www.ctc.ca.gov/docs/default-source/leaflets/cl667.pdf?sfvrsn=91a6cf60_22](https://www.ctc.ca.gov/docs/default-source/leaflets/cl667.pdf?sfvrsn=91a6cf60_22)

- **Option 4:** Qualifying Score on the SAT or ACT: Candidates must submit official paper score reports

<table>
<thead>
<tr>
<th>Math</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>550</td>
<td>500*</td>
</tr>
<tr>
<td>23</td>
<td>22</td>
</tr>
</tbody>
</table>

* Critical Reading section of the College Board SAT Reasoning Test

- **Option 5:** College Board Advanced Placement: Candidates must submit official paper score reports

<table>
<thead>
<tr>
<th>Examination</th>
<th>Math</th>
<th>English</th>
</tr>
</thead>
</table>
| College Board Advanced Placement Examinations | Score of a 3 or above on one of the following:  
- AP Calculus AB  
- AP Calculus BC  
- AP Statistics | Score of a 3 or above on one of the following:  
- AP English Language and Composition  
- AP English Literature and Composition |

**SUBJECT MATTER COMPETENCY REQUIREMENT**

- **CSET Exams:** [https://www.ctcexams.nesinc.com/](https://www.ctcexams.nesinc.com/)  
  CSET Scores must be valid within 10 years of applying for a credential. -or-

- **Single Subject Matter Preparation Program Letter:** In lieu of the Single Subject CSET, you may submit a subject matter waiver letter from an approved credential analyst indicating 100% completion of subject area.  
  [https://www.ctc.ca.gov/commission/reports/data/app-sub-matt-prog](https://www.ctc.ca.gov/commission/reports/data/app-sub-matt-prog)

**EXAMS TAKEN BY JANUARY 20, 2019 FOR FEBRUARY 8, 2019 RESULTS REPORTING DATE**

<table>
<thead>
<tr>
<th>SST and ESC</th>
<th>Math</th>
<th>English</th>
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</thead>
<tbody>
<tr>
<td><strong>English:</strong></td>
<td>☐ Science -- Chemistry</td>
<td>☐ World Language -- Spanish</td>
</tr>
<tr>
<td>Subtest #105, Test Date Taken:</td>
<td>Subtest #215, Test Date Taken:</td>
<td>Subtest #145, Test Date Taken:</td>
</tr>
<tr>
<td>Subtest #106, Test Date Taken:</td>
<td>Subtest #218, Test Date Taken:</td>
<td>Subtest #146, Test Date Taken:</td>
</tr>
<tr>
<td>Subtest #107, Test Date Taken:</td>
<td>☐ Science -- Earth and Space Sciences</td>
<td>Subtest #147, Test Date Taken:</td>
</tr>
<tr>
<td>Subtest #108, Test Date Taken:</td>
<td>Subtest #215, Test Date Taken:</td>
<td>☐ Mathematics [Foundation Level]:</td>
</tr>
<tr>
<td>☐ History/Social Sciences:</td>
<td>Subtest #219, Test Date Taken:</td>
<td>☐ Mathematics:</td>
</tr>
<tr>
<td>Subtest #114, Test Date Taken:</td>
<td>☐ Science -- Physics</td>
<td>Subtest #211, Test Date Taken:</td>
</tr>
<tr>
<td>Subtest #115, Test Date Taken:</td>
<td>Subtest #215, Test Date Taken:</td>
<td>Subtest #212, Test Date Taken:</td>
</tr>
<tr>
<td>Subtest #116, Test Date Taken:</td>
<td>Subtest #220, Test Date Taken:</td>
<td>Subtest #213, Test Date Taken:</td>
</tr>
<tr>
<td>☐ Science -- Life Sciences</td>
<td>☐ World Language -- French</td>
<td>Subtest #212, Test Date Taken:</td>
</tr>
<tr>
<td>Subtest #215, Test Date Taken:</td>
<td>Subtest #148 Test Date Taken:</td>
<td>Subtest #213, Test Date Taken:</td>
</tr>
<tr>
<td>Subtest #217, Test Date Taken:</td>
<td>Subtest #149, Test Date Taken:</td>
<td>**World Languages Applicants need to contact the TEP Office 805-893-2137 before submitting a payment **</td>
</tr>
<tr>
<td>Subtest #150, Test Date Taken:</td>
<td>☐ Mathematics:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>MST and ESC</th>
<th>Math</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtest #101 -- Test Date Taken:</td>
<td>☐ Science -- Chemistry</td>
<td>☐ World Language -- Spanish</td>
</tr>
</tbody>
</table>

**Revised 8/1/2018**
COURSE SUBSTITUTION

APPLICANT NAME ____________________________________________________________

Please fill in below to request an equivalency for the program required courses and the U.S. Constitution requirement. Submit course syllabus and a transcript (photocopy is sufficient for evaluation) verifying the course was completed. Courses are not considered equivalent unless the student receives verification in writing from the Teacher Education Program.

Please note that completing the Health Education course prior to attending the program is optional as the course is offered during the summer.

<table>
<thead>
<tr>
<th>U.S. Constitution</th>
<th>Course Number &amp; Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>* If POL S 12 was taken at UCSB, please indicate this here.</td>
<td></td>
</tr>
<tr>
<td>Institution:</td>
<td></td>
</tr>
<tr>
<td>Quarter Taken:</td>
<td>Grade Received:</td>
</tr>
<tr>
<td>Office Notes:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ED 109M: Health Education</th>
<th>Course Number &amp; Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>* If ED 191W was taken at UCSB, please indicate this here.</td>
<td></td>
</tr>
<tr>
<td>Institution:</td>
<td></td>
</tr>
<tr>
<td>Quarter Taken:</td>
<td>Grade Received:</td>
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<tr>
<td>Office Notes:</td>
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</table>

<table>
<thead>
<tr>
<th>ESC ONLY</th>
<th>Human Development</th>
<th>Course Number &amp; Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>* If ED 111 OR Psych 105 was taken at UCSB, please indicate this here.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institution:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quarter Taken:</td>
<td>Grade Received:</td>
<td></td>
</tr>
<tr>
<td>Office Notes:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# UCSB

## PRE-PROFESSIONAL FIELDWORK VERIFICATION

**NAME**

**SUPERVISING TEACHER**

**CONTENT AND/OR GRADE LEVEL**

**SCHOOL NAME & ADDRESS**

**YEAR**

Please check:
- **FALL**
- **WINTER**
- **SPRING**
- **SUMMER**
- **ED COURSE (if applicable)**

### Example

<table>
<thead>
<tr>
<th>Week of</th>
<th>M</th>
<th>Tu</th>
<th>W</th>
<th>Th</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/04/16</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td>1 (A)</td>
</tr>
</tbody>
</table>

**Pre-professionals:** Please fill in the number of hours for each day you volunteered.

This must be an accurate accounting of your time in the classroom, and it must be verified by the supervising teacher when he/she signs at the end of the quarter. Please record the TOTAL HOURS before giving it to your supervising teacher to sign.

Up to 1 of your total hours may be logged with an (A) for your auxiliary activity.

**TOTAL HOURS**

---

**Supervising Teachers:** Please sign to verify your pre-professional's TOTAL HOURS.

Supervising Teacher's signature ___________________________ Date: ________________

Supervising Teacher's email address ___________________________

---

**Supervising Teacher’s Comments**

*We appreciate your comments on your pre-professional’s performance in any of the following areas:*

- **Professionalism** (attendance, punctuality, attire, communication,)

(continued on back)
Attitude and Demeanor

Contributions to your Classroom

Interactions with Students and Staff

Subject Matter Competency

Additional Comments

Supervising Teachers: Please return this completed form to your pre-professional. Feel free to contact Pre-Professional Coordinator Katie Blackwell (kblackwell@education.ucsb.edu) with any questions or concerns. THANK YOU for your time and support of our pre-professionals!