



Department of Elementary Education
Multiple Subject Credential Program
Advisement Guide

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A Welcome Note from the Department Chair

Thank you for considering the Lurie College of Education at San José State University as your teacher preparation program. As the oldest public teacher preparatory school in California, the SJSU Department of Elementary Education has a well-established reputation for being one of the finest available. Teaching is a profession that involves norms and expectations, and all K-8 teachers in California are expected to teach the new content and practice standards in a coherent, focused, and rigorous manner. We are thus prepared to support you in obtaining the necessary preparation that will enable you to provide all your students with equitable access to learning that leads to their academic success. We are deeply engaged and committed to preparing the highest quality teachers who will address 21st century needs and hence look forward to assisting you join this premier rank.

Inside the Advisement Guide you will find information about the various program models offered in the Multiple Subject Credential Program, including details about the application process and a list of the required courses and contact numbers. I encourage you to read the material carefully and begin your application process by attending a General Advisement Session.

Teaching continues to be a challenging, exciting, and rewarding profession for individuals who desire to influence the lives of children and young adolescents in our community. In our Multiple Subject Credential Program, you will not only learn and apply best practices in teaching but you will also develop a knowledge base for justifying those practices that will serve you well throughout your professional career. In the process, you will learn about yourself as a person, educator, and contributor to changes in our world.

We welcome you to our Multiple Subject Credential Program and hope that the information contained in this guide will be helpful to you. Please feel free to contact us if you have any questions.

Sincerely,

F. D. Rivera
Chair, Department of Elementary Education

Vision and Guiding Principles, Academics and Professional Dispositions

Vision:

Our vision is to prepare ethical and social justice oriented teachers who create relevant, rigorous, transformative educational experiences, attuned to students' academic, cultural, linguistic, social, and emotional needs.

Guiding Principles:

We are committed to: preparing a diverse community of teachers, across factors including race, culture, class, language, gender and sexual orientation; serving a diverse range of communities, including underserved and under-resourced schools; and promoting equity and social justice oriented perspectives. Four key principles drive these commitments:

- **Teaching as a Political Act:** We believe that teaching is a political act. Our program engages candidates to develop an educational philosophy, grounded in theory, research, and the socio-political context of schooling, towards challenging social and educational injustice.
- **Teaching as Praxis:** We believe that teaching should be informed by both theory and research. Our program develops candidates' abilities to 1) reflect deep content knowledge of the disciplines, 2) make student centered pedagogical choices informed by theory and research, 3) leverage cultural wealth toward student empowerment, and 4) engage with teachers, students, and communities to co-create dynamic changes within schools, curriculum and neighborhoods.
- **Teaching as a Reflective Practice:** We believe that teachers must be reflective and collaborative. Our program offers candidates continuous, collegial and dynamic learning opportunities. Candidates develop an orientation toward reflection and inquiry.
- **Teaching as a Complex Activity:** Teaching is a complex, challenging profession. Our program develops candidates' academic, political, social, and emotional resilience.

These principles are foundational to the Elementary Education Program. We recognize that there are certain dispositions embedded within these principles. We expect that students entering the Credential Program will recognize the importance of these principles and dispositions and will strengthen and demonstrate their understanding of them as they progress through the program:

- **Commitment to ethical conduct**
Disposition: Demonstrates professional presentation of self, honesty, fairness, responsibility, compassion, collaboration, and collegiality
- **Commitment to equity and social justice**
Disposition: Recognizes and opposes social injustice in themselves, their institutions, and professional environments and strives to improve the social conditions that promote equity
- **Commitment to reflective practices and continuous learning**
Disposition: Systematically and regularly reflects on personal practice with an aim to engage in continuous improvement
- **Commitment to the belief that all children can learn, and to promote academic excellence**
Disposition: Values diversity and accepts responsibility to facilitate learning for all students

These principles and dispositions must be demonstrated at all times in courses as well as field experiences with peers, instructors, advisors, cooperating teachers, and supervisors. Candidates are expected to demonstrate progress in developing these dispositions. Those who fail to do so will be exited from the program.

Assessment of Dispositions:

The Department uses the following three tools to assess each teacher candidate's personal and professional dispositions: Professional Attributes Form; Formative/Summative Assessment Form; and, the Performance Assessment for California Teachers (PACT). Both the Professional Attributes and Formative/Summative Assessment forms were developed and improved over the years with input from supervisors and cooperating teachers.

All California candidates for a preliminary teaching credential must pass a state-approved teaching performance assessment. PACT is the state-approved performance assessment adopted by the Multiple Subject Credential Program at San Jose State.

Introduction to SJSU Multiple Subject Credential Program

The Multiple Subject Credential authorizes its holder to teach in a "self-contained" classroom in which several subjects are taught to the same group of students. Most elementary schools are organized around self-contained classrooms. The Multiple Subject Credential is also an authorization to teach in middle school core classroom settings and, with the relevant supplementary authorization or additional credential, in subject-oriented departments (e.g., math or science) or bilingual settings.

The Multiple Subject Credential Program offered at San José State University is No Child Left Behind (NCLB) compliant under SB 2042 and meets the California Commission on Teacher Credentialing (CCTC) revised 2013 standards for teaching English Language Learners

San José State University currently offers the Multiple Subject Credential, and for candidates who qualify, the Supplementary Authorization in Bilingual Education:

- The **Multiple Subject Credential Program** is designed for those who will teach in culturally and linguistically diverse settings in English. In addition to standard foundations, methods and field-based practicum courses (clinical practice), preparation for this credential includes the study of language acquisition, sociocultural diversity, bilingual education, and instructional strategies for second language learners. Our department offers several models that enable students to obtain their teaching credential.
- The **Multiple Subject Credential Program with a Bilingual Authorization (Spanish)** is designed for those who intend to teach in culturally and linguistically diverse settings in which both Spanish and English are the languages of instruction. Preparation for this authorization includes study of the same topics as the Multiple Subject Credential but requires substantial proficiency in Spanish because teacher candidates take some of their coursework in Spanish and teach elementary school students in Spanish and English in Bilingual Programs or schools that have designated bilingual classes. Check our website for updates or email us.

Program Design

The Multiple Subject Credential Program at San Jose State University is a post baccalaureate kindergarten through grade 8 teacher preparation program centered on the principles of social justice, teacher inquiry and student-centered learning. For more than 150 years, our credential program has prepared teachers to meet the varying needs of the students and districts and we continue to prepare a majority of the teachers in Silicon Valley.

The Multiple Subject Credential Program is committed to providing the best teacher preservice preparation available. In addition to standard foundations, methods and field-based clinical practice, our preparation program includes the study of language acquisition, sociocultural diversity, instructional strategies for second language learners, and an emphasis in Common Core State and Next Generation Science standards.

Candidates wishing to pursue a Multiple Subject Credential have the option of doing so through a traditional student-teaching model, an intern model, or a combined credential and Masters degree model.

- In our **traditional student-teaching model**, candidates are placed in K-8 classrooms during their student teaching semesters. Candidates gain practical experience in co-teaching in two or more grade spans. As with all traditional models, teacher candidates spend two semesters of student teaching experience in two or more of these grade spans cohorts (K-2 and 3-5 or 6-8). The first semester of student teaching is part time and increases to full time during the second semester. Candidates receive support throughout their student teaching assignments from cooperating teachers and university supervisors. In addition, candidates may pursue a **Foundational or Single Subject credential** to enable them to teach in departmentalized settings at the middle school level.

Candidates who are **bilingual/biliterate in English and Spanish** may pursue a **bilingual authorization** which prepares them to teach in bilingual settings. Candidates pursuing a bilingual authorization are assigned to classrooms in which both English and Spanish are the languages of instruction. Candidates have the option of completing their clinical practice through the traditional student teaching or intern models.

- In the **Intern Model**, intern-eligible candidates are hired as classroom teachers by one of our partner districts and receive support from their university supervisor and district mentors throughout the academic year. Interns must complete designated coursework prior to being placed in an intern position and must remain actively enrolled in credential coursework throughout their intern teaching assignment.

- The Critical Research Academy (CRA), our **combined credential and masters degree program model**, is designed for candidates who wish to earn their credential and delve deeper with masters in curriculum and instruction. In this model, some of the candidates' credential course units count toward the credential and the masters degree. In one extra semester, candidates' masters courses build toward a culminating teacher inquiry project.

Required Coursework for a California Preliminary Credential

Important: Students must be admitted to the Multiple Subject Credential Program and have a Program Planning Form on file before taking credential courses offered through the Elementary Education Department. Course sequence and/or requirements may vary slightly across program models. A set course sequence should be followed. Course times and schedule offerings may be changed due to fluctuations in enrollment.

Table 1: Required Credential Courses. *Please note - This is a listing of program courses, not the sequence in which they will be taken.*

Course	Title	Units
Prerequisite Courses*		
EDTE 190	Health Education for Classroom Teachers	3
EDSE 192A***	Including and Supporting Students	3
Foundation Courses		
EDEL 102	Psychological Foundations of Education	3
EDEL 103**	Social-Multicultural Foundations of Education <i>CRA: Substitute EDTE 208</i>	3
EDTE 162**	Meeting the Needs of Second-Language Learners <i>CRA: Substitute EDTE 262</i>	3
Curriculum Courses		
EDEL 108A**	Curriculum: Reading/Language Arts <i>Pre-requisite: EDTE 162</i>	6
EDEL 108B	Curriculum: Science	3
EDEL 108C	Curriculum: Social Studies	3
EDEL 108D	Curriculum: Mathematics	3
Field Experience Practica		
EDEL 143A**	Field Practicum: Phase I <i>Pre-requisite: EDTE 162 & Concurrent Enrollment in EDEL 108A required. Additional prerequisites are required for Intern candidates. See Program Plan for details.</i>	5 – 10****
EDEL 143B**	Field Practicum: Phase II <i>Pre-requisite: EDEL 143A.</i>	5 – 10****
EDTE 246	Classroom Management and Governance <i>Concurrent Enrollment w/ 143A or 143B required CRA: Substitute EDTE 260</i>	3

*Prerequisite Courses required by the State of California for ALL credential candidates; may be taken at any time during the program.

**Spanish Bilingual students must enroll in specific sections of these courses that are taught in English and Spanish. I

*** EDSE 192A is offered through Special Education Department.

**** Assigned units for field service may vary by program pathway

Note:

- Only those admitted to the Multiple Subject Credential Program may take courses in the Elementary Education Department.
- All courses are offered in both fall and spring terms. Summer session course offerings are contingent upon enrollment, faculty availability and budget. Field Service Practicum (EDEL 143A and EDEL 143B) is not available in summer.
- If you have taken a course outside SJSU that you feel is very similar to a course taught in our program, you may petition for a review of course equivalency. **Course equivalency petitions may not be submitted until you have been formally admitted into the credential program.** If the review is approved, you are waived from taking the course in our program.

Course Descriptions

Table 2: Course Description (NOTE: These are descriptions of courses only and not the sequence in which courses will be taken.)

<p>Prerequisite Courses (Required by the State of California for ALL credential candidates). May be taken at any time during the program.)</p>
<p>EDTE 190: Health Education for Classroom Teacher - Current problems of individual, family and community health. Theories, organization, methods and materials for teaching health education.</p>
<p>EDSE 192A: Including and Supporting Students -Exploration of laws, service delivery systems, instructional methods and assessment processes to support inclusion of students with disabilities in regular education environments.</p>
<p>Foundation Courses</p>
<p>EDEL 102: Psychological Foundation of Education - Cognitive, affective and social/emotional development related to school settings. Theories of development, learning and instruction critically examined. Other topics include individual differences, measurement, evaluation, instructional goals, classroom management and diversity in the classroom.</p>
<p>EDEL103: Social-Multicultural Foundations of Education - Foundational preparation focused on implications of social, cultural, linguistic and economic diversity on teaching and learning. Emphasis on understanding the implications of history and social context on the educational endeavor in a pluralistic and democratic society. (CRA candidates take EDTE 208)</p>
<p>EDTE 162: Meetings the Needs of Second Language Learners - Second language acquisition theories and application to teaching in diverse elementary classrooms. Social and psychological influences on linguistic behavior of students. Cultural and political issues affecting language attitudes. (CRA candidates take EDTE 262)</p>
<p>Curriculum Courses</p>
<p>EDEL 108A: Curriculum: Reading/Language Arts - Elementary school language/literacy acquisition in culturally diverse classrooms; emphasis on listening, speaking, reading and writing within the context of theory and practice.</p>
<p>EDEL 108B: Curriculum: Science - Elementary school science curriculum and theoretical approaches; emphasis on materials, methods, content, and evaluation procedures for teaching science in elementary and middle schools in a multicultural and technological society.</p>
<p>EDEL108C: Curriculum: Social Studies - Elementary school social studies curriculum and instruction with emphasis on the influence of ethnic, linguistic, cultural, economic, gender and disability factors on present day culture.</p>
<p>EDEL108D: Curriculum: Mathematics - Elementary school mathematics curriculum and methodology relationships between instructional materials and how children construct knowledge; the role of technology and issues that bear on the teaching of school mathematics.</p>
<p>Field Service Practicum-- Practica in public school classrooms is required at two grade levels for a complete student teaching experience. Both practica include time on the field/classrooms, coursework, and campus seminars connecting theory and practice.</p>
<p>EDEL 143A: Field Practicum: Phase I - Role of state and local government in education. Clinical observation of classroom, school and district organization. Emphasis on lesson planning and practicing different teaching configurations in diverse classrooms. Supervised by College of Education faculty. CR/NC Grading Scheme</p>
<p>EDEL 143B: Field Practicum: Phase II - Practicum in public school classrooms; includes time in the field/classroom and campus seminar. Increasing responsibilities in the planning and management of the learning environment, instructional planning, teaching, and assessment of students' progress. Supervised by College of Education faculty. C/NC grading scheme</p>
<p>EDTE 246: Classroom Management and Governance - Study of theory, practice and research related to effective communication in linguistically and culturally diverse classrooms. (CRA candidates take EDTE 260)</p>

Program Admission and Application Requirements

- **Attend a General Advisement Session:**
http://www.sjsu.edu/elementaryed/programs/Multiple_Subject_Credential/advisement_session/
- **Bachelors Degree:** Complete a baccalaureate or higher degree from a regionally-accredited college or university. Candidates completing the final semester of their undergraduate programs are also encouraged to apply. **Candidates who have earned their degrees outside of the United States should follow the steps detailed on pg. 8.**
- **Determine your entry semester.** You should review the admission semesters, entry requirements, and document deadlines carefully. Once you have applied for admission, you may not request an internal change of semester at the University level.
- **Apply to the University via CSU Mentor:** <http://www.CSUmentor.edu/>. Choose "Credential Program" as your Objective. After you are interviewed by a department representative, we will make a recommendation regarding your acceptance to the Department and the admission to the University. Admission to the University is required for you to be admitted to the Elementary Education Multiple Subject Credential Program
- **Apply to our Elementary Education Program directly.** We encourage you to apply to the University and Department at the same time. Submit your Department application and required documents to the Elementary Education Office, Sweeney Hall (SH) 305. See Step A on page 9.
- Be sure to apply for the correct entry semester.
 - As stated previously, once you have applied for admission, you may not request an internal change of semester at the University level. You will need to withdraw your initial university application and then reapply to the correct semester to formally make the change in your entry semester.
 - Be sure to meet submit ALL required deadlines to ensure your application is complete. Make a note to yourself regarding University and Department deadlines.
 - **Remember: You are applying to both the University and the Department. You must complete both application files to be admitted to the University and the Department.**

The table below summarizes the entry semesters, admission windows, and document deadlines. Detailed information regarding the University process and deadlines may be found at the following: http://www.sjsu.edu/gape/prospective_students/deadlines/

Summer 2015	MSCP Traditional; Spanish Bilingual; Intern Program	November 1, 2014 - April 1, 2015	November 1, 2014- April 1, 2015	April 20, 2015
Fall 2015	MSCP Traditional; Spanish Bilingual	October 1, 2014 – July 1, 2015	October 1, 2014 – July 1, 2015	July 20, 2015
Fall 2015	Combined Credential/MA Program (CRA)	October 1, 2014 – May 15, 2015 (Priority Deadline)	October 1, 2014 – July 1, 2015	July 20, 2015

University Applications: Spring 2015 Admission Deadlines

To apply online go to www.CSUmentor.edu Please click on the links below to view application and document deadlines for specific programs.

Please note: Your application will be reviewed by SJSU's Graduate Admissions and Program Evaluations Office (GAPE) as well as the academic program to which you are applying for admission. Be sure to check the website of the academic program for program-specific admission requirements in addition to California State University minimum standards.

Information about Degrees Earned Outside the United States of America

Applicants must possess the equivalent of a Bachelor's Degree granted by a recognized and accredited post-secondary institution and program (the equivalent of a total of at least 16 years of academic education). Foreign transcript evaluation is a two-part process for individuals who earn their degree outside of the United States. The California Commission on Teaching Credentialing (CCTC) requires independent evaluation of transcripts via agencies they have approved while San Jose State University's Graduate Admission and Program Evaluation (GAPE) Department evaluates all foreign transcripts in house to determine degree equivalency. Admission to the program is contingent on **BOTH** CCTC and SJSU individually validating your foreign degree is equivalent to a U.S. Bachelors or Higher Degree.

STEP 1: Apply to San Jose State University via GAPE (www.csumentor.edu) / Foreign Degree Evaluation for University Admission

At San Jose State University, International Applicants are those who currently hold or are applying for an F-1 or J-1 visa and currently reside either in the U.S. or abroad. International students must inform Graduate Admissions and Program Evaluations of their current VISA status. This is the status at the time of the application. Visit the GAPE website for information on how to apply as an international applicant:

http://www.sjsu.edu/gape/prospective_students/international/

1. Submit the University online application to SJSU via <http://www.csumentor.edu/>. See instructions on pg. 7.
2. **NOTE about International School Work and Degrees:** International Applicants must submit the appropriate application providing the information for the visa they hold at the time the application is submitted. (Example, if applicant currently holds an "H" visa, but anticipates changing to an "F" visa, they must submit a domestic application. The change in visa status may be requested only after the application process has been completed. If an applicant is not in the United States and requires an "F" visa to attend, they must submit an international application. If an applicant is transferring an "F" visa to SJSU, an international application is also required.)

Effective Fall 2014, SJSU requires that all applicants who have completed course work at an institution outside the United States provide a WES (World Education Services) ICAP, course-by-course evaluation. Mark sheets/transcripts must be sent directly to WES for evaluation. (SJSU must receive the academic record and the evaluation directly from WES.) A complete WES evaluation is preferred. However, GAPE will review applications of those in the final year of study. For these applicants, the WES Evaluation must contain a minimum of 7 semesters of work. More information can be found on the **International Applicants: How to Apply** page on the GAPE website at www.sjsu.edu/gape/

STEP 2: Foreign Degree Evaluation for CCTC

CCTC must validate that your foreign degree is equivalent to a U.S. Bachelors or Higher Degree before you may apply to the Multiple Subject Credential Program at San Jose State University. This part of the evaluation is only for your department application and does not need to be submitted to GAPE for evaluation.

1. Submit your foreign transcripts to one of the approved agencies for evaluation. For a list of agencies approved by the California Commission on Teacher Credentialing for Foreign Transcription Evaluation, please visit the CCTC website at: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>
2. Request two sets of transcript evaluation. One for your records and one to submit with your application to the Department. Please check your transcript evaluation and verify that you have an equivalent U.S. Bachelors or Higher Degree.
3. A) If your evaluation determines that your foreign degree is equivalent to a U.S. bachelor's or higher degree, you may proceed to STEP 2 & 3. A copy of the transcript evaluation should only be submitted with your application in STEP 3.
B) If your evaluation determines that your foreign degree IS NOT equivalent to a U.S. bachelor's or higher degree, you are not eligible to apply to the Multiple Subject Credential Program at SJSU. Your application process STOPS here.

Questions about the CCTC transcript evaluation process? - Contact the Elementary Education Dept. at 408.924.3771.

STEP 3: Apply to the Elementary Education Department for the Multiple Subject Credential Program

Candidates must submit a departmental application to the Elementary Education Department by the deadline. Please refer to pgs.9- 13 for detailed information about the application requirements.

APPLICATION INFORMATION
APPLICATION FORMS MAY BE FOUND AT THE END OF THE ADVISEMENT GUIDE.

A. DEPARTMENT APPLICATION: The following documents are required for consideration as an application into our credential program.

ITEMS 1-7 BELOW ARE REQUIRED BEFORE A PRE-ADMISSION INTERVIEW CAN BE SCHEDULED.

1. Complete the Department Application Form on pg. 16.
2. Provide official transcripts from ALL colleges/universities you attended, including SJSU. Students with pending degrees should submit current transcripts to start application file and will also need to submit final transcripts with degree conferred to complete file. **If you received you BA/BS outside the US, please see information on the previous pages.**

PLEASE NOTE: The minimum GPA required for admission into the Elementary Education Department at San José State University is 2.87. The absolute minimum for admission to the University as a graduate student is 2.5. **Applicants with GPA lower than 2.5 will automatically be denied by the University**

3. **Minimum of 50 hours of Pre-Professional Experience:** Pre-professional experience in a public school is a requirement for admission to the Multiple Subject Credential Program. **Document experience by using the Pre-professional Experience Verification Form on pg. 17.** Document in-process hours/coursework at the time you apply. Final documentation is due by the Document Deadline.
4. **Provide Score Report Verifying Completion of Basic Skills Requirement:** California law requires that all teachers verify basic skills proficiency. **This is a requirement to apply to the Department and to be admitted into the Multiple Subject Credential Program.** Individuals may satisfy the basic skills requirement by **ONE** of the following methods:
 - **Pass the CBEST (California Basic Educational Skills Test).** Individuals only need to pass the CBEST once; CBEST passing scores remain valid indefinitely for all credential and employment purposes. To pass the CBEST, one must obtain a minimum scaled score of 41 in each of the three sections—reading, writing, and mathematics. However, a section score as low as 37 is acceptable if the total scaled score is at least 123. Any or all sections of the CBEST can be repeated as many times as necessary to obtain a passing score, but the full registration fee is charged for each test administration. Additional testing information about CBEST is available at: <http://www.cbest.nesinc.com>.
 - **Pass the CSET Multiple Subject and Writing Skills Examination.** When using this option to meet the Basic Skills Requirement, all scores must be submitted with your initial department application.
 - **Pass the CSU Early Assessment Program or the CSU Placement Examinations.** See CCTC website at: <http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf>.

Please Note: We do not receive scores sent by the testing site. **YOU** must provide photocopies of official score reports for both the CBEST and CSET exams.

5. **Personal Essay: *Why I Want to be a Teacher.*** In your personal essay, explain how you arrived at your decision to become a teacher and your commitment to complete the requirements for the credential. Your essay should be two pages in length (double spaced, 10-12 font type).
6. **Resume:** Prepare a brief (one page) resume that details your college-level academic, employment, and volunteer experiences. In describing a position you held (employment or volunteer service), highlight the duties you performed and any awards/accomplishments you would like us to know about.
7. **Three (3) Letters of Recommendation:** Three (3) letters of recommendation must accompany your initial application. Your letters should speak to your qualities as a teacher. Only one letter of recommendation may be from a personal friend. The remaining two letters should be from those who know you as a in a work or voluntary service environment (e.g., a supervisor) or academic environment (e.g., a professor). All letters must be current (written within the past 3 years). **ALL** letters of recommendation must include the date the letter was written, the handwritten signature of the recommender, and a telephone contact number for the

recommender. Photocopies may be submitted in place of original documents. Letters of recommendation may not be emailed to the department. Hard copies are required.

8. **Deliver your complete Department Application packet to the Elementary Education Department in Sweeney Hall 305 or by mail to:**
Multiple Subject Credential Application
Department of Elementary Education
San Jose State University
One Washington Square
San Jose, CA 95192-0074

B. Once you have been accepted into the credential program, the following ADDITIONAL DOCUMENTS are required. You are encouraged plan ahead so that they are able to provide the following within two weeks of receipt of your acceptance letter. Documents that arrive after the posted Document Deadline will not be considered.

1. **Certificate of Clearance:** California law requires individuals in a teacher credential program to obtain a Certificate of Clearance prior to beginning student teaching. The Certificate of Clearance is required to complete the admissions process. A Certificate of Clearance is a document that verifies that the individual has completed the Commission's (CCTC) fingerprint and character and identification process. As fingerprinting is a requirement for Emergency Permits, individuals holding **unexpired** permits do not need to complete the Certificate of Clearance. A copy of the Emergency permit may be submitted to the Elementary Education Department in lieu of the Certificate of Clearance. See the following section for instructions on how to obtain the Certificate of Clearance.

NOTE: A felony conviction generally disqualifies a candidate from teaching in California.

You must provide evidence that your Certificate of Clearance is on file with the CCTC by the Document Deadline.

Certificate of Clearance

What is a Certificate of Clearance and do I need one?

A Certificate of clearance is a document that verifies that the individual has completed the Commission's fingerprint and character and identification process. Individuals must obtain a Certificate of Clearance prior to beginning student teaching.

How do I apply for a Certificate of Clearance?

*California residents must apply for their Certificate of Clearance online effective July 1, 2007. Follow the steps outlined below. **NOTE: The Certificate of Clearance is a two part process.***

Part ONE – LIVESCAN

1. Make an appointment for Live Scan Service at **SJSU Police Department** by calling (408) 924-2172. For additional Live Scan Service Locations: <http://caag.state.ca.us/fingerprints/publications/contact.html>.
2. Print three copies of Livescan 41-LS form and take with you to Live Scan appointment. (<http://www.ctc.ca.gov/credentials/leaflets/cl900.pdf>)

Part TWO – Certificate of Clearance Application via CCTC

1. After live scan is done, complete online application for the **Certificate of Clearance** via the CCTC website: https://educator.ctc.ca.gov/esales_enu/start.swe?SWECmd=GotoView&SWEView=CTC+Educator+Login+View+Web. Instructions on how to submit the Certificate of Clearance Web Application: <http://www.ctc.ca.gov/credentials/online-services>.
2. The fee for a Certificate of Clearance is payable by credit card only.
3. Immediately following the successful submission of the online application, an e-mail will be sent containing a confirmation number and a link to the Track Payment web page.
4. Once the Certificate of Clearance application is submitted, the system will search for your LIVESCAN electronic fingerprints, which is sent electronically to CCTC by the Live Scan Service.
5. When requirements for issuance of the Certificate of Clearance are completed, an e-mail will be sent informing the individual that the document has been granted and can be viewed in 48 hours on the Look-up and Status page: <http://www.ctc.ca.gov/credentials/online-services/default.html>
Submit a copy of the online Certificate of Clearance to the Elementary Education Office in SH 305.

What is the processing time?

*Online applications submitted prior to 4:00 p.m. PST will display on the website the following day at approximately 2:00 p.m. PST or later. The approximate processing time is two weeks. **Plan ahead. Delays occur during processing, especially if there is something that you need to have expunged from your record, since such request might take up is often difficult to resolve quickly. In cases where misdemeanors cannot be expunged, you will not be able to continue working toward a teaching credential in California.***

What is the fee for a Certificate of Clearance?

The fees vary from year to year. If applying for the Certificate of Clearance online, an additional service fee will be required.

How do I use my Certificate of Clearance fee?

Your Certificate of Clearance fee may be applied towards a future application fee if you are submitting your application via postal mail or if your application was submitted through a California college or university as part of their online submission process. Effective January 1, 2007, the fee will be available to use towards the issuance of your initial credential only. Please see the Certificate of Clearance leaflet for additional information.

(<http://www.ctc.ca.gov/credentials/leaflets/cl900.pdf>)

What is the validity period of a Certificate of Clearance?

Effective February 2005, a Certificate of Clearance includes an expiration date of five years after the issuance date. Documents issued prior to this date do not expire.

Why didn't I receive my Certificate of Clearance document?

On January 1, 2006, the Commission stopped issuing paper copies of Certificate of Clearance documents. When a Certificate of Clearance is issued, it will display online under "All Documents" and the associated application will no longer appear under "Status of Application(s)."

To view your Certificate of Clearance: <http://www.ctc.ca.gov/credentials/online-services/default.html>.

2. **Subject Matter Competence: Pass the CSET Multiple Subject Examination.** California law requires that all teachers verify subject matter competence in subjects taught in K-8 classrooms. Individuals must verify subject-matter competence by passing all three (3) sections of the California Subject Examinations for Teachers (CSET). Passing scores are valid for 5 years and must be used for certification purposes within five years of the passing test date. This limit also applies to each score independently.

When planning the date(s) on which you will take the CSET exams, be sure to review the "Get Results" tab on the CSET website. This will ensure that your test results will be available prior to the Document Deadline. Score reports showing passing scores for each section of the Multiple Subject CSET are due by the Document Deadline.

As a reminder, we do not receive scores from the testing site. It is YOUR responsibility to submit a photocopy of your official scores to the Elementary Education Department. If you are taking the sections individually, submit each score report to us within 3 days of the date you receive the report.

IMPORTANT NOTICE: The Multiple Subject CSET has been redesigned to meet the Common Core Standards. If you took the CSET exam prior to the change to Common Core, your score reports are still valid, as long as they have not exceeded the five year limitation. Candidates nearing the end of the five year limitation may be required to take retake the exam prior to beginning a student teaching or an intern placement.

Additional testing information about the California Subject Examination for Teachers (CSET) is available at: <http://www.ctcexams.nesinc.com/>

FAQ about CSET

How can I prepare for this test? CSET study guides can be purchased at any bookstore. Start a study group and study with other students who plan to enter the program.

Do I have to take all three subtests on the same test date? No, the CSET Multiple Subject subtests I, II, and III may be taken individually on separate dates but all three subtests must be passed to verify competence. The Multiple Subject CSET is a computer-based exam, available Monday-Saturday (excluding holidays) at most testing sites.

May I retake an exam that I did not pass? Yes, but must wait 45 days from your original test date to retake the exam. You may reschedule your exam as early as the date you receive your score report, but scheduled date may be no sooner than 45 days from the date you took the initial exam.

Do I need to submit CSET passing scores to the Department even if I request for them to be sent directly to SJSU? **YES.** We do not receive scores from the testing site. It is YOUR responsibility to submit a photocopy of your official scores to the Elementary Education Department.

C. ADDITIONAL REQUIREMENTS BEFORE STUDENT TEACHING

- **District-Level Fingerprint Clearance:** Although candidates are required to have a Certificate of Clearance on file with the California Commission on Teacher Credentialing, some of our participating districts require district-level clearance as well. Candidates should arrange an appointment with the participating district's Human Resources Department at least 10 working days before the start of the field placement/ student-teaching experience to ensure district-level fingerprint clearance is completed. Candidates may not begin their field placement without having both CTC and district-level clearance.

- **TB Test:** For the safety and health of all involved in field placement, it is essential that every SJSU student-teacher provide documentation of the TB test taken within the last 3 years. In cases where the results were positive, we also need a copy of the X-ray report that verifies that TB is not present in your lungs. This documentation will be required in order to enroll in student-teaching (EDEL143A or EDEL143B). *Submit a copy of your official test results to the Elementary Education Dept.*
- **Bilingual Authorization (Spanish):** Applicants for a Bilingual Authorization must satisfy second language requirements before student teaching, EDEL 143B or, for interns, prior to being placed in a bilingual intern assignment. The requirement is met by passing the CSET LOTE exams. See chart below for tests required. Additional testing information about the CSET LOTE exams for Bilingual Authorizations is available at: http://www.ctcexams.nesinc.com/test_info_CSET_LOTE.asp?t=145

Bilingual Authorization Area	CSET Subtests Required for SJSU Program
Spanish	Spanish Subtest III* (test code 147)

For Spanish Bilingual Authorization only, passage of this subtest is not required if (1) you hold a valid, non-emergency Single Subject or Standard Secondary Teaching Credential with a major in the language authorized by the Bilingual Authorization you are seeking, or (2) you hold a three-year or higher degree from a foreign institution in which all instruction is delivered in the language authorized by the Bilingual Authorization you are seeking and the institution is equivalent in status to a regionally accredited institution of higher education in the United States. **Submit a copy of your official test results to the Elementary Education Dept.*

D. REQUIREMENTS BEFORE COMPLETING THE CREDENTIAL PROGRAM:

NOTE: The requirements listed below may be completed before, during* or after completion of the credential coursework (except where noted). However, all requirements must be completed before applying for your Preliminary Multiple Subject Credential at the end of the program. (*Reminder: SJSU unit cap restrictions apply.)

- **U.S. Constitution:** California law requires individuals to verify completion of a course (two semester units or three quarter units) in the provisions and principles of the U.S. Constitution **OR** pass an examination given by a regionally-accredited college or university. The U.S. Constitution requirement may be satisfied by **ONE** of the following methods:
 1. **If you received your Bachelors Degree from a CSU, you have met this requirement.** Requirement will be verified by degree conferred on official transcript.
 2. **Course Option.** The courses below are approved by the CCTC to meet the U.S. Constitution requirement at Bay Area Community Colleges.

College	Course
Cabrillo	Pols 1 or 5
City College of S.F.	Pols 1
DeAnza College	Hist 17A or Pols 1
Evergreen College	Pols 1
Foothill College	Pols 1 or 7
San Jose City College	Pols 1
West Valley College	Pols 1 or 1H

If you have taken a course at another institution that you believe satisfies the requirement but is not listed above, follow the instructions for the **U.S. Constitution Requirement** listed at http://www.sjsu.edu/education/departments/cred_office/credinfo/us_req/index.html. The COE Credential Office will review the request and inform you of the decision.

3. **Exam Option:** The following testing centers offer the U.S. Constitution exam. Candidates are encouraged to complete this requirement prior to student teaching.

Testing Center	Contact
SJSU Testing Office https://testing.sjsu.edu	408-924-5980 testing-office@sjsu.edu
Notre Dame de Namur University (online US Constitution Exam)	650-508-3545 http://www.usconstitutionexam.com/

- **Technology Level I:** Applicants for a Preliminary Credential demonstrate knowledge that includes general and specialized skills in the use of computers in educational settings. This can be satisfied by one of two methods:

1. **Course Option:** Take a CCTC approved course below. Official transcripts are required to verify completion of course.

Institution	Course
SJSU	EDUC 122 or EDTE 214
Foothill College	CIS 50A

2. **Test Option:** Pass the Technology Test via one of the following testing options.

Testing Center	Contact
Lurie College of Education http://www.sjsu.edu/education/techtest/index.html	luriecollegetechtest@sjsu.edu
CSET Preliminary Educational Technology Subtests I (133) & Subtests II (134) http://www.ctcexams.nesinc.com/about_CSET.asp	(800) 205-3334 (916) 928-4003

- **CPR:** CCTC's Standard 10¹ states that all applicants for a Preliminary Certification must include certification of having completed Infant, Child and Adult CPR. **Certification must be valid at the time of applying for the Credential.** Below are institutions approved by our Credentialing Office http://www.sjsu.edu/education/departments/cred_office/credinfo/cpr_req/index.html.

Institution	Contact
American Heart Association Heart Saver Healthcare Provider	(408) 977-4950
American Red Cross Community CPR Adult, Child & Infant	(408) 577-1000
San Jose State University Healthcare Provider	(408) 924-6204

- **RICA:** Pass the Reading Instruction Competence Assessment. Additional testing information about the RICA Test is available at http://www.ctcexams.nesinc.com/about_RICA.asp. NOTE: RICA is to be taken following completion of EDEL 108A (Reading and Language Arts Curriculum), since this course helps prepare candidates for the RICA exam.

¹ California Commission on Teacher Credentialing: Standard 10: Preparation for learning to create a supportive, healthy environment for student learning.

Policies, Credential Requirements and Additional Information

Program Planning Form

The program planning form is your contract with the department. It specifies which courses you are to take and in what sequence. The form is generated based on your program pathway choice and a copy is sent to you along with your acceptance packet. The department database includes the contents of your program plan and it is used to determine the schedule of classes each semester. Any change to your program plan must be authorized in advance by the department. To request a change in your plan, email Lenette Solis at Lenette.Solis@sjsu.edu. If your request is approved, you will receive a revised program planning form and instructions on how to register for the requested course(s).

NOTE: Program plan/timelines are subject to change at any given time depending on enrollment or budget demands.

Course Sequence

When registering for classes follow your program planning form and keep the following course sequences in mind:

- EDTE 162 is a prerequisite for EDEL 108A and EDEL 143A
- EDEL 108A is offered as a pathway-specific course. Candidates are to take EDEL 108A as specified on their program planning forms.
- EDEL 143A must be taken before EDEL 143B.
- Unless otherwise noted on your program planning form, EDTE 246 must be taken with EDEL 143A or EDEL 143B.

Schedule of Classes & Registration

The Elementary Education Department's schedule of classes is never posted online. Each semester, the schedule of classes is sent via email to students on or after the date that the University schedule of classes becomes available. Please remember to notify the Elementary Ed Office immediately of any change in your email address. Be sure to register for all classes according to your Program Planning Form on or before the last day to add and pay your registration fees on time. **If you do not pay by the deadline, you will be dropped. Late adds will not be approved.** Fall class schedules are emailed to students in mid-June; Spring class schedules are emailed to students in mid-November; Summer class schedules are emailed to students in mid-April/early-May.

Grading Policy/Academic Probation

Students are expected to maintain a grade point average of 3.0 or better in their academic work in Elementary Education. Failure to maintain a cumulative GPA of 3.0 will result in disqualification. In addition, each course must result in a "CR" or a letter grade of "C" or higher. Grades of "C-" or lower will remain on your record, be computed for GPA, and require a retake of the course. Students disqualified from the University, on academic probation, or those with a GPA below 3.0 will NOT be eligible for student-teaching/intern placement. A 3.0 GPA is required to apply for their Preliminary Credential.

Policy Regarding the Determination of Candidate Competence in Student-Teaching/Field Service Practicum

According to the Commission on Teacher Credentialing (CTC), candidates must attain competency in all areas of relevant content and communication outlined in the CTC standards. The Elementary Education Department has thus adopted procedures to ensure such competence. Should a candidate perform unsatisfactorily in either phase of the practicum (EDEL 143A or 143B) by failing to achieve the expected level of performance, the Process for Remediation would be enacted. If the process of remediation is unsuccessful, or if the candidate is removed from a practicum placement, she or he will receive no credit for that phase of the practicum.

The candidate will have two opportunities to successfully complete either EDEL 143A or EDEL 143B. If time allows, the second opportunity may occur within the same semester. If there is not adequate time left in the semester, the second opportunity will occur in a subsequent semester. Candidates with two unsuccessful experiences in either EDEL 143A or EDEL 143B will be disqualified from the SJSU Multiple Subject Credential Program.

CSET

California law requires that all teachers verify subject matter competence in subjects taught in K-8 classrooms. Individuals must verify subject-matter competence by passing all three (3) sections of the California Subject Examinations for Teachers (CSET). Passing scores are valid for 5 years and must be used for certification purposes within five years of the passing test date. This limit also applies to each score independently. The five-year limit does not apply to exam scores that have previously been used for other certification purposes. Candidates must document completion of the CSET requirement specified deadlines. **A registration hold will be placed on accounts of those students who do not pass the CSET by the specified deadlines. The registration hold is removed and clear admission to the credential program is granted only after the department receives results of ALL 3 subtests of the CSET Multiple Subject exam. A hold indicates that students are not allowed to continue taking courses in the program until verification of passing CSET is submitted to the Elementary Education Department.**

Certificate of Clearance

California law requires individuals in a teacher credential program to obtain a Certificate of Clearance prior to beginning student teaching. A Certificate of Clearance is a document that verifies that the individual has completed the Commission's (CCTC) fingerprint and character and identification process. NO student may advance to student teaching or approved for an intern placement (EDEL 143A/B) without a Certificate of Clearance on file.

Technology Level I Requirement

It is required by the State of California that all credential candidates demonstrate knowledge and operational skills pertaining to the use of computers in the classroom. This can be satisfied by one of two methods: 1. Pass the SJSU or CSET Technology Test. Information for the SJSU Tech Test including a calendar of test dates and registration deadlines is available at <http://www.sjsu.edu/education/techtest/index.html>. Information on the CSET Technology Exam may be found at http://www.ctcexams.nesinc.com/about_CSET.asp or 2. Take a course: EDUC 122 or EDTE 214 (at SJSU) or an equivalent. Students may complete the technology requirement at any time while completing coursework in the Multiple Subject Credential Program. However, the department strongly advises students to fulfill this requirement early in their credential program.

RICA and PACT Requirements

The California Commission on Teacher Credentialing (CCTC) requires two assessments prior to applying for a Multiple Subject Credential:

- **The Reading Instruction Competence Assessment (RICA)** is to be taken following completion of EDEL 108A (Reading and Language Arts Curriculum). See RICA website for registration and fee information. http://www.ctcexams.nesinc.com/about_RICA.asp
- **The Performance Assessment for California Teachers (PACT)** is required. PACT includes a summative Teaching Event project conducted as part of EDEL 143B (Student Teaching) requirements. In addition, embedded signature assessments in EDTE 162, EDEL 108B (Science Curriculum), EDEL 108C (Social Studies Curriculum) and EDEL 108D (Math Curriculum) make up the department portfolio. Materials supporting the PACT process are found at <http://www.sjsu.edu/education/pact/index.html>

Seven Year Time Limit for Completing the Coursework

All coursework required for the Multiple Subject Credential must be completed within seven years preceding the application for the Preliminary Credential. This also applies to course transfers. If courses become outdated, a student may request for course revalidation. The Department Chair will review all course revalidation requests which will be approved on a case by case basis. PLEASE NOTE: Candidates who did not complete their coursework within five years will need to retake all sections of the CSET to remain in/return to the program.

Application Checklist

Name _____ SJSU Student ID: _____

UNIVERSITY APPLICATION PROCESS		Date Completed	
1	Submit University Application via www.csumentor.edu . See pg. 7 for instructions.		
2	<p>TRANSCRIPTS - One set of official transcripts MUST be sent directly to GAPE:</p> <p>San Jose State University Graduate Admissions & Program Evaluations (GAPE) One Washington Square San Jose, CA 95192-0017</p> <p>If you hold a Foreign Degree, see pg. 8 for instructions and additional requirements for GAPE. NOTE: SJSU graduates DO NOT need to submit transcripts to GAPE if SJSU was last attended, however, transcripts must be submitted with Department Application Packet, see below.</p>		
TO START YOUR INITIAL APPLICATION FILE		RECEIVED	
		YES	NO
1	Application Checklist (this page) Print and enclose a blank copy with your department application packet		
2	Application Form (pg. 16)		
3	Resume		
4	Statement of Purpose – “Why I Want to be a Teacher”		
5	Letters of Recommendation 1 -		
	Letters of Recommendation 2 -		
	Letters of Recommendation 3 -		
6	Basic Skills Requirement (CBEST) – Submit a <i>photocopy</i> of your passing scores. DO NOT SUBMIT ORIGINAL COPY, KEEP FOR YOUR RECORDS.		
7	OFFICIAL TRANSCRIPTS – ALL students, including SJSU students, MUST submit ONE set of official transcripts of all colleges/Universities attended with the Department Application Packet. Foreign Degree, see pg.8.		
DUE BY DOCUMENT DEADLINE TO FINALIZE YOUR ADMISSION INTO THE CREDENTIAL PROGRAM			
8	50 hours of Pre-Professional Experience. See detailed instructions and document experience on the Pre-Professional Experience Verification Form on pg. 17.		
9	<p>CSET: Multiple Subjects Exam (Subtests 1-3) – Submit a <i>photocopy</i> of passing scores. DO NOT SUBMIT ORIGINAL COPY, KEEP FOR YOUR RECORDS.</p> <p>California law requires that all teachers verify subject matter competence in subjects taught in K-8 classrooms. Individuals must verify subject-matter competence by passing all three (3) sections of the California Subject Examinations for Teachers (CSET). Passing scores are valid for 5 years and must be used for certification purposes within five years of the passing test date. This limit also applies to each score independently. The five-year limit does not apply to exam scores that have previously been used for other certification purposes. Candidates must document completion of the requirement by the deadline program pathway deadlines. NOTE: A registration hold will be placed on accounts of those students who do not pass the CSET by the specified deadlines. The registration hold is removed and clear admission to the credential program is granted only after the department receives results of ALL 3 subtests of the CSET Multiple Subject exam. A hold indicates that students are not allowed to continue taking courses in the program until verification of passing CSET is submitted to the Elementary Education Department.</p>		
10	Certificate of Clearance - Copy must show issuance date. Instructions on how to obtain the certificate on pgs.10-11.		

Application Form

Application Date: _____ Application Semester (Circle One) **SUMMER 2015** **FALL 2015**

Personal Information (PRINT) **NEW** Credential Student **RETURNING** Credential Student

SJSU Student ID _____ Social Security No. _____ - _____ - _____ DOB _____
 Last Name(s) _____ First Name _____ M.I. _____
 Mailing Address _____ City, State, Zip _____
 Phone Number (home) _____ (cell) _____ (Other) _____
 E-mail address (print clearly) _____

Sections 205 through 208 of Title II of the Higher Education Act (HEA), as amended in 2008, (PL110-315) call for accountability for programs that prepare teachers. Teacher preparation programs are mandated to report this information to their state which then reports to the U.S. Department of Education. **The information requested below will be used strictly to comply with this act; it will not be used for admission and will be kept confidential.**

Sex :	M or F
Race:	American Indian or Alaskan Native - Asian - Black or African American - Native Hawaiian or Other Pacific Islander - White - Two or more races
Ethnicity Hispanic/Latino of any race:	Y or N

Residency Information

Are you a CA resident? ____ Yes ____ No

Degree Information

Institution: _____ Undergrad Major: _____

Graduation Date: _____ GPA: _____ (Minimum of 2.87 required for admission)

List ALL Colleges/Universities attended in which credits were earned towards your undergraduate or graduate degree. All candidates must submit one set of official set of transcripts to the department for each institution listed below. NOTE: Students with pending degrees must submit current transcripts for the admission process. Once admitted, final transcripts with degree conferred must be submitted to the department to clear admission.

Institution	Degree	Date Conferred

Credential Program Objective

Please note:

- Part-time Enrollment / 1-6 units (2 classes a semester) – Aligns with SJSU's Part-time tuition.
- Full-time Enrollment / 7-18 units (3 or more classes a semester) – Aligns with SJSU's Full-time tuition.

Choose ONE application semester and ONE program model:

Program Models	Admission Semester(s): Check (✓) ONE box only semester			
	SUMMER 2015	Circle One	FALL 2015	Circle ONE
Traditional Student Teaching Model		FT / PT		FT / PT
Spanish Bilingual Model		FT / PT		FT / PT
Intern Model		Full Time Only	Not available	Not Available
Credential w/MA (CRA)	Not available	Not available		Full-time only

Pre-Professional Experience Verification Form

Pre-professional experience in a **K-8 public school setting** is a requirement for admission to the Multiple Subject Credential Program. This requirement can be met either through K-8 fieldwork hours completed as part of a college course, experience in a K-8 classroom, or a combination of the two. Experience observing or assisting in a K-8 classroom in a Title 1 or "low performing" school is encouraged.

Experience in a private school setting, in a public or private high school, or in a public or private preschool cannot be included as part of 50-hour minimum for pre-professional experience. *Such hours may only be included in addition to the 50-hour minimum.*

Name _____

Student ID _____

Documentation of Field Experience: A total of 50 hours is required for admission into the program. You may use one or more of the options below to meet the 50-hour requirement. *Please indicate the appropriate option(s) by circling the option number(s). Be sure to attach the required documentation verifying completion of the hours. This page must be signed and submitted by the document deadline.*

1	2	3	4
<p>Completion of 50 hours paid experience as a teacher's aide or teacher assistant in an elementary classroom, the majority of which time has been spent in direct or indirect contact with students. The classroom teacher, site administrator or district administrator may verify this experience.</p>	<p>Completion of 50 hours as a classroom teacher in an elementary public school as a substitute teacher with a substitute permit as verified by a district or site administrator.</p>	<p>Completion of 50 hours working as a volunteer, the majority (35 hours) of which has been spent a regular education elementary classroom with a credentialed teacher. The remaining 15 hours may be spent in an elementary level special education or special services classroom (e.g., SDC, ELL or literacy-focused). The classroom teacher or site administrator may verify this experience.</p>	<p>Successful completion of any course or courses which have field experience in which you worked with elementary (K-8) children. Please note courses number and titles as they appear on your transcripts. Courses must be included on your official transcripts to verify successful completion of the required course.</p>

OPTIONS 1, 2, 3: School Service. School service must have been at the K-8 level and in a public elementary school setting to be considered as pre-professional experience. The number of completed hours must be signed off by the supervisor/classroom teacher.

School _____ District _____

Your position _____ Grade level _____

Dates of Service _____

Supervisor / Classroom Teacher verification *

I (name) _____ certify that the above-named applicant served _____ hours in an instructional capacity (substitute, aide, volunteer, tutor, etc.) as stated above.

Supervisor Signature _____ Position _____

Telephone _____ Date _____

* Note: You may submit district-generated time sheets in lieu of signature. Timesheets must delineate the time spent in the specific job classification and be signed by the supervising administrator. Please attach timesheet(s) to this form.

OPTION 4: Coursework. This option required fieldwork experience in a **K-8 setting** as part of our college coursework. Not all courses meet the 50 hour minimum requirement. Check with your instructor for additional information

Course (title and number) _____ Date/Semester _____

College of University _____

Attach transcripts reflecting completion of course.