

Single Subject Credential Program
San Jose State University - Department of Secondary Education
 One Washington Square
 San Jose, CA 95192-0077

408-924-3755, seced@email.sjsu.edu, website: www.sjsu.edu/secondaryed

All required forms can be downloaded from our website. The items that are checked have already been submitted.

- Apply online** to Graduate Studies at www.csumentor.edu & submit official transcripts
- CBEST**- submit copy of official score sheet, must see original
- Subject Matter Competency Review**, (form prints below) Meet with a Subject Area Advisor listed below and submit original signed form to SH 301.

Art	Lee Hanson	924-4396	A 211	leehan@pacbell.net
	Donna Thompson	924-4395	A 211	donnart@pacbell.net
English	For an appointment please contact the English dept. at 408-924-4425			
Foreign Language	Helene Chan	924-4618	CH 408K	vipchan@aol.com
	Dominique Van Hooff	924-4602	CH 421	dvanhoof@email.email.sjsu.edu
Math/ Science	Ann Baldwin	924-5184	DH 212	abaldwin@jupiter.sjsu.edu
Music	Diana Hollinger	924-4631	MUS103	diana.hollinger@sjsu.edu
Physical Education	Dr. Cathy Buell	924-3755	SH 301	cmbuell@email.sjsu.edu
Social Science	Please email Eileen O'Halloran at eileen.o'halloran@sjsu.edu for an appointment.			

- Writing Requirement**- A writing task given at the time of the subject matter review.
- CSET scores**- Submit copy of official scores
- 3 Current Letters of Recommendation** from individuals on a professional level
- Resume** - one page stating your work and educational experience
- Official Transcript** showing Bachelors or in the last semester of completing Bachelors
- U.S Constitution**- Transcript showing an approved course or proof of passing the exam
- Pre-Professional Experience** (form on website) 45 hours in a public middle or high school
- Applicant Information Form** - Print, Complete and submit to SH 301
- Certificate of Clearance** (Fingerprinting process)
- Technology Competency**- submit proof of passing the exam or take an approved course

Applicant Information Form
Single Subject Credential Program
San Jose State University

Instructions: Complete and submit this form to Sweeney Hall 301.

Last Name _____ First Name _____

SJSU ID # _____ Birth Date _____ SS# _____

Address _____
City _____ State _____ Zip _____

Telephone Number _____ Alternate Telephone _____

E-mail _____ Fax _____

When do you intend to start the Credential Program? Fall Spring Year _____

Are you an applicant for the Internship Program? Yes No

NOTE: The intern option is designed for individuals who would like to be employed as a teacher while they complete the credential. The 2-year cohort intern program begins each June.

Teaching Subject Area (Check one): Art English Music Math

Physical Education Science Social Science: Biology Chemistry Physics Foreign Language: Spanish French Mandarin

Are you currently teaching on a temporary certificate? No Yes If yes, please indicate:

Subject _____ Grade _____

School _____ District _____

Signature _____ Date _____

Pre Professional Experience Form Single Subject Credential Program San Jose State University

Name _____ SJSU ID: _____
Last First MI.

1. In the space below, list the course(s) you have taken, if any, which may satisfy the pre-professional experience requirement (30 hours in a public secondary school classroom).

Course #	Course Title	Institution	When Taken	Grade

2. Describe the position(s) you held or service you provided (e.g., teacher's aide, substitute, observer) in which you were required to observe/work with students in a public secondary school classroom. This experience can be documented by having the person who supervised your observations/work (1) sign below under **Supervisor Verification** or (2) send a letter of verification to Chair of Secondary Education, College of Education, San Jose State University, San Jose, CA, 95192-0077.

Title of Position	Institution or Organization	Responsibilities or Duties	Dates

Supervisor Verification: I (print name) _____ verify that the above named applicant to the SJSU Single Subject Credential Program served in an instructional/aide or observation capacity in a regular public secondary school classroom for a minimum of forty-five hours from (dates) _____ to _____ at (institution) _____.

Supervisor Signature _____ Date _____

Position _____ Telephone _____

To the best of my knowledge, the above information is accurate.

 Applicant Signature Date

**Subject Matter Competency Report
Single Subject Credential Program
San Jose State University**

Instructions: Complete only the part above the dotted line. Meet with your teaching subject area advisor to complete the parts below the dotted line.

Name (last first) _____ SJSU ID _____

Address _____
City _____ State _____ Zip _____

Telephone _____ Email _____

Teaching Subject Area _____ Undergraduate Major _____

_____ Degree _____ Date Awarded _____ Institution _____ GPA _____
(Program Minimum 2.75)

Subject Matter Competency to be satisfied by (√): Plan A: Courses Plan B: Exam(s)

Plan A. Subject matter requirements No courses required (√) Courses Required(√)

Course	Course	Courses
_____	_____	_____
_____	_____	_____
_____	_____	_____

Plan B. Exam requirements. No Exams Required (√) Exams Required (√) Exams Passed (√)

CSET: (1) _____ (2) _____ (3) _____

Note: Candidates may not enroll in a student teaching experience until they are 100% subject matter competent.

Assessment completed: (√) Yes No **GPA meets minimum 2.75** (last 60 units): (√) Yes No

Recommended for Internship Program: (√) Yes No

Advisor Recommendation: (√) Admit Admit Conditionally Allow to Enroll (SMC)
 Defer Semester _____ Year _____

Comment/Restrictions/Conditions:

Advisor _____ **Date** _____