

Cal Poly Humboldt.

School of Education, Secondary Education Credential Program

Timeframe	Requirement	Ways to Meet Requirement
Due March 1	Application	Apply to Cal Poly Humboldt online via Cal State Apply between October 1st and March 1st (application fee: \$70) (Single Subject - Fall 2025)
Due March 1	Letters of Recommendation	Two Letters of Recommendation are required. <ul style="list-style-type: none"> - Recommendations are digital evaluations sent through Cal State Apply to your recommenders
Due by Interview (April)	45-hours Early Field Experience	Observation of a CA Credentialed Teacher for a minimum of 45 hours <ul style="list-style-type: none"> • Must be grade level and subject specific (secondary) • Must be in a contained classroom • Will accept up to 22.5 hours from previous teaching work experience • Course fulfilling this requirement offered at Cal Poly Humboldt: SED 210/410
June 30	Certificate of Clearance	Prior to being allowed into any classroom(s) during the credential program, candidates must obtain clearance from the CTC in the form of one of the following : <ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Clearance <input type="checkbox"/> 30-day Sub Permit <input type="checkbox"/> Provisional Intern Permit <input type="checkbox"/> Short Term Staffing Permit Must be a valid document throughout the length of the credential program.
June 30	Subject Matter Competency	Met one (or a combination) of the following ways: <ul style="list-style-type: none"> <input type="checkbox"/> Completion of an approved <i>Subject Matter Program</i> <input type="checkbox"/> Passage of a subject matter examination (CSET) <input type="checkbox"/> Baccalaureate or higher degree from an accredited university with a major in the Subject Matter <input type="checkbox"/> Successful completion of coursework that addresses each domain of the subject matter requirements
August 1	CPR Certification	Adult, Child, and Infant CPR Certification <ul style="list-style-type: none"> <input type="checkbox"/> Red Cross or American Heart Association only <input type="checkbox"/> Must be in person or blended format (must have some in person component) <input type="checkbox"/> Must be valid while in credential program
August 1	US Constitution Course or Exam	Met one of the following ways : <ul style="list-style-type: none"> <input type="checkbox"/> CSU Graduates meet this requirement with degree <input type="checkbox"/> Undergraduate course that covers the principles and provisions of the US Constitution, passed with a C- or better <input type="checkbox"/> Take the exam: http://www.usconstitutionexam.com/
August 1	Health Verification (do not submit via email!)	<ul style="list-style-type: none"> <input type="checkbox"/> Submit proof of Measles, Mumps, Rubella (MMR) vaccination from your records or Cal Poly Humboldt Health Center records <i>If you do not have these records, ask your doctor for a titre test to show you have had the vaccination</i> <ul style="list-style-type: none"> <input type="checkbox"/> Current Tuberculosis (TB) screening (within the last 2 years)

Email questions to: Keshnee Naidoo at kmn67@humboldt.edu

(see back)

All program requirements listed above ***must be submitted no later than August 1st at 5pm*** in order to register for the program that year. Start early on completing the Certificate of Clearance and Subject Matter Competency requirements as these take the greatest amount of time to complete and are the most likely to be delayed or held up.

Other Notes

We are a two semester program that starts in the Fall and finishes in the Spring. We encourage candidates to remain at their placement sites even when Cal Poly Humboldt is not in session. **Please be prepared to be available for the duration of the program.**

Submit the completed application online by the deadline

Not all of the program requirements listed above must be completed by the time you submit your application. That being said, the more requirements completed early, the better position you will be in.

The School of Education Credential Program advising committee will conduct applicant interviews in late March, interviews in April, and admission notices will follow. Subject Matter Departmental Reviews can only take place if all official transcripts have been received by Cal Poly Humboldt.

Questions?

Contact the Program Coordinator, Keshnee Naido at kmn67@humboldt.edu or 707-826-5108