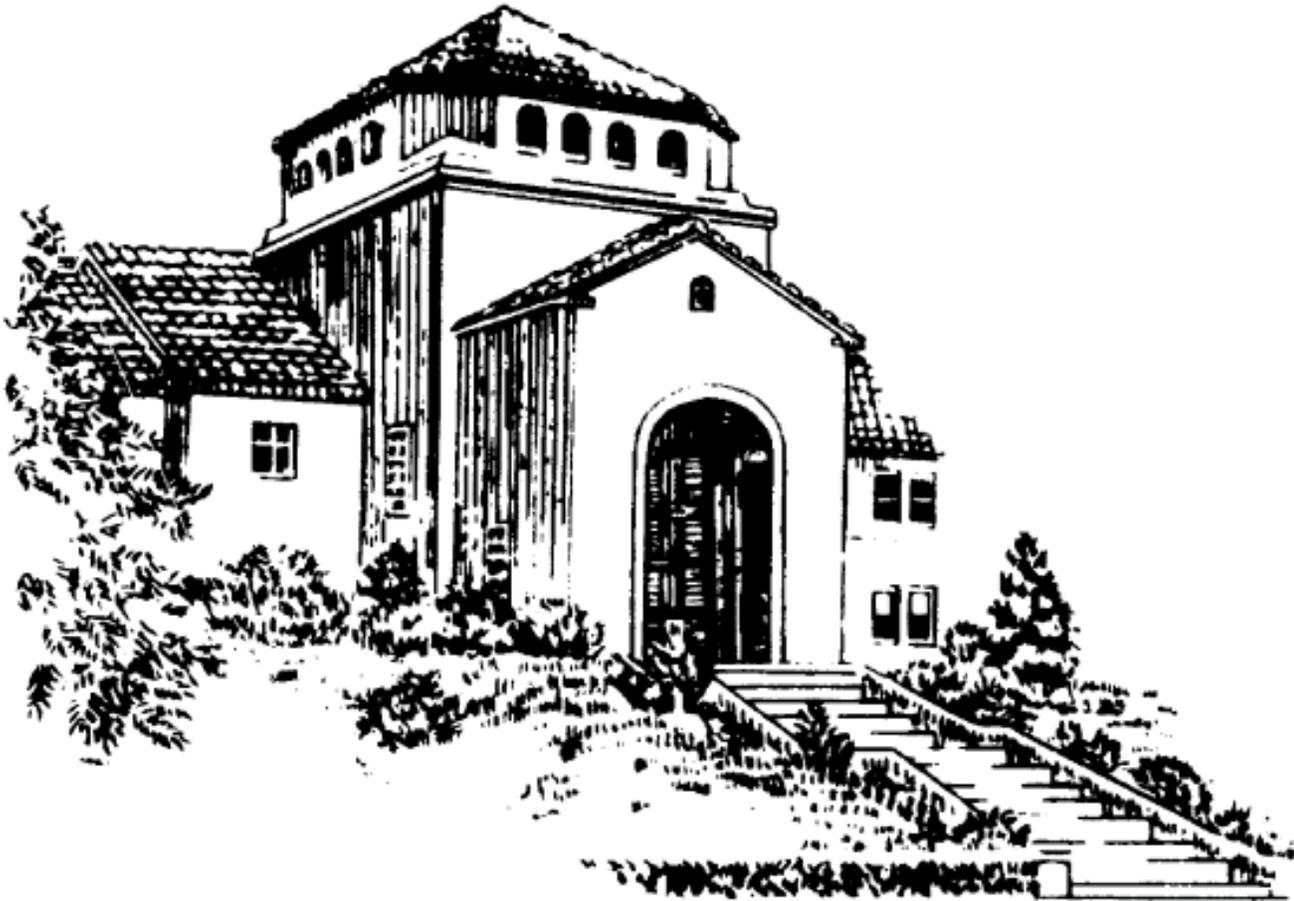


*Secondary Education  
Credential Program*  
Admission Guide for 2018-2019



**HUMBOLDT STATE UNIVERSITY**

Secondary Education Program, College of Professional Studies

Harry Griffith Hall 202, (707) 826-5867



## Secondary Education Program Mission Statement

We in the Secondary Education Program at Humboldt State University are committed to the high quality education of teachers. As former classroom teachers ourselves, we are all deeply committed to children and adolescents and keep them at the heart of our teaching. Our goal for all of our students is that, upon graduation from our program, they will become exceptional classroom teachers and take on leadership roles within public schools across the state as strong and articulate advocates for children and adolescents and for public education.

We believe that our rigorous and thorough selection process of the individuals we accept into our program helps to promote success in our public schools because that success relies on the hiring of highly qualified teachers. We believe in offering a challenging academic program that focuses on best educational practices and the creation of a community of caring in our program and in our public school classrooms. Because of our small size, we are able to offer the personal, community-centered program that best aligns with our educational philosophy. Thus, we respond to our students' work personally; help our students become aware of their own assumptions, preconceptions, and personal filters; and assist them in understanding how such assumptions, preconceptions, and filters affect their teaching and the equity of the education that their students receive.

We believe that passion must be the touchstone of all teaching, and we believe that we as teachers should join with our students to bring our hearts as well as our minds into the classroom.

We are committed to the act of teaching as being one of social activism and promotion of social justice. We see teachers as being agents of social change. We are aware that prospective teachers may perceive a disconnect between the philosophy of education in some public school systems and that which we profess, and we see it as part of our mission to assist our students in their development so that they are able to take their place in those systems as thoughtful and sensitive agents of change, constantly working to bridge, narrow, and eventually close the gap between what they experience in schools and what they believe.

We know that teaching is hard work, and we believe that no profession is more rewarding and more worth the dedication it requires than our profession. This becomes especially apparent when we as teachers perceive students not as passive recipients but rather as active seekers of knowledge and learning, and this philosophy is central to our program and our teaching. We believe that literacy is the responsibility of every teacher in secondary schools, and we recognize that this too represents hard work and, for some, a stretch beyond our students' definition of what should be included in their disciplines and their teaching.

We see the individuals in the Secondary Education Program as being involved in the process of becoming a teacher in lieu of being a student. Such a transition is, by definition, sometimes a difficult one, and we believe it is our responsibility to attempt to ease that transition and to assure that every person who graduates from our program is one we are proud to number among those we have prepared for entrance into our profession.

# The Secondary Education Teaching Credential at HSU

Set between redwood groves and the Pacific Ocean, 270 miles north of San Francisco, Humboldt State University offers an intimate, naturally beautiful setting for your studies. HSU has a strong reputation for academic excellence and educational value. There is a long tradition of teacher education and preparation at Humboldt State, dating back to 1914, when it first opened as a Normal School. Over the years, HSU has educated most of the teachers and administrators of this region while developing a reputation for innovation and close cooperation with local school districts. Today over 1,000 of the 8,500 HSU students are involved in some phase of preparation for careers in education.

HSU's Secondary Education Program is now set up as a distance-accessible online program. What this means is that you can enroll in classes, complete fieldwork requirements, and interact with professors and university supervisors from anywhere in California, as long as you have easy access to reliable and high-speed internet. In the interest of being distance-accessible and in line with preparing our credential candidates to teach in the classrooms of tomorrow, our program is heavily reliant on technology, so it is important to your success that you be comfortable with computers.

With the relatively small student population here on the North Coast, education is best served by a small teacher preparation program. Our size (under 100 candidates annually) works to your advantage: smaller classes, more one-on-one supervision, office workers happy to answer individual questions, and a chance to build lifelong friendships with other candidates. We promise: you won't get lost in our program. Always feel free to let us know how we can help you further.

A California single subjects credential permits teaching a specific subject, kindergarten through grade 12 (typically in middle and senior high schools). Humboldt State University currently offers the following areas of subject specialization:

Art	Music
English	Physical Education
Industrial Technology	Science
Math	Social Science
World Languages	

Our local service area includes a high concentration of indigenous American Indian tribes (seven rancherias, four reservations, 13 distinct tribal groups). The larger reservations are more than an hour's distance from campus. We make every effort to accommodate candidates who wish to student teach in one of these locations.

Humboldt State University's Secondary Education (SED) program enjoys positive relationships with the local schools that work with our apprentice teachers from year to year. With the cooperative efforts of excellent mentor teachers, SED professors, and university supervisors, you can receive the individual attention that will make your credential-year experience most rewarding.

HSU's Career Center assists students in job-search strategies. In a survey of recently credentialed SED candidates, over 90% of the respondents had found jobs in the teaching profession.

The School of Education offers a Masters of Arts degree in Education and has four credential programs: Educational Leadership – Administrative Services Credential (707-826-5886), Special Education (707-826-5795), Elementary Education (707- 826-5108) and Secondary Education (707-826-5870).

Visit our website:  
**<http://www.humboldt.edu/education>**

# Are You Ready to Apply to HSU's Secondary Education Program?

1.  **Baccalaureate Degree** Do you have (or will you soon have) a baccalaureate degree from a regionally accredited college/university?
2.  **CSU Postbaccalaureate Application** Have you submitted a CSU postbaccalaureate application and official transcripts directly to HSU's Admissions office? You can apply online at <https://calstate.liaisoncas.com/applicant-ux/#/login>. Submit this application any time between October 1 and the February 1 deadline. Please contact the Credential Programs office for questions.
3.  **2.67 GPA** Will your cumulative overall grade-point average (GPA) meet or exceed 2.67 (on a 4.0 scale) or 2.75 in last 60 semester units? If your GPA falls short of the standard, you must file a low GPA appeal with your application. Please contact the Credential Programs office for questions.
4.  **45 Hours Early Fieldwork** By the time you apply, will you be able to document at least 45 hours of early fieldwork (observation and participation) in one or more grade 7-12 classrooms? You can meet this requirement through the SED 210/410 course at HSU, through a comparable course at another university, or through privately arranged experiences (approved by the SED coordinator) in accredited schools with credentialed teachers. [www.calstate.edu/credentialforms/early-field-experience.pdf](http://www.calstate.edu/credentialforms/early-field-experience.pdf)
5.  **CBEST** Have you passed all sections of the CBEST (California Basic Educational Skills Test)? If not, you will need to sign a statement in the application packet saying that you understand you cannot begin the SED program unless you pass the CBEST. *You must take the CBEST on or before the June test date.* Information about the examination is online at <http://www.cbest.nesinc.com>. *You may be exempt from the CBEST requirement if you received passing scores on the EAP or the EPT and the ELM.* Contact the program coordinator for details – 707-826-5870.
6.  **Computer Competency Requirement** All candidates are required to demonstrate entry level computer competency by one of the following four options:  
(1) pass EDUC 285: "Technology Skills for Educators" at HSU; (2) pass the CSET Preliminary Educational Technology Exam, registration online at <http://www.cset.nesinc.com>; (3) complete the CIS minor; (4) pass course(s) equivalent to EDUC 285 that meet Level 1 standards, such as EDUC 120 at College of the Sequoias or EDUC C103 at Coastline Community College.
7.  **CPR Requirement** Are you CPR certified? Candidates are required to have current adult, child, and infant CPR certification to begin the program. **An online course is not acceptable.**
8.  **Constitution Requirement** To apply for a credential, **California requires a basic Constitution course** (at HSU, courses PSCI 110, 210, 359, or 410) or a passing score on the U.S. Constitution Test scheduled by a California County Office of Education. Most CSU graduates have met this requirement. If you are not a CSU graduate, contact the Coordinator's Assistant at (707) 826-5867 to determine whether your coursework satisfies this requirement.

9.  **Certificate of Clearance** Are you eligible to receive a Certificate of Clearance? You will need to obtain a certificate of clearance through the California Commission on Teacher Credentialing (unless you are already teaching with an emergency permit). **If you have any arrests, contact the SED Coordinator, (707) 826-5870, for advising before applying for your Certificate of Clearance.** Live Scan transmission of fingerprints can be done at the University Police Department. Your original certificate of clearance must be filed with CCTC before you may begin the credential program. Therefore, *you must file for your certificate of clearance, on or before February 1.*
10.  **Subject Matter Program Waiver Major** When you apply, will you have completed at least 4/5 of an undergraduate subject matter program major approved by the California Commission on Teacher Credentialing? At HSU, these majors are labeled Art Education, English Education, etc. Other schools have comparable programs. *If you won't complete such a body of course work, you must meet the requirements outlined next in "a".* **If you are unsure if your degree qualifies, please contact the Credential Programs Office at 826-5867 by the application deadline.**

**FOR STUDENTS WITHOUT A SUBJECT MATTER PROGRAM WAIVER MAJOR:**

- a.  **CSET** Have you passed all applicable sections of the CSET subject matter exam? Testing information is available online at <http://www.cset.nesinc.com> and at the HSU Testing Center, (707) 826-3611. The CSET registration bulletin has tables which tell you which tests to take. Applicants are expected to pass all required exams by August, meaning you will need to pass all the necessary CSET subtests on/before the May test date. *Applicants who have passed all subject matter exams prior to the February 1 application deadline may be given admission priority.*
11.  **Subject Matter Departmental Review** Will you be able to meet the Subject Matter Departmental Review requirements established by the appropriate HSU subject area committee? SMDR requirements could include tests, specific course work, portfolios, oral exams, interviews, and more. For details, call the appropriate departmental office listed below and ask for the **single subject credential advisor**. Details available here: <http://www2.humboldt.edu/education/programs/credential-programs/secondary-education/subject-matter-departmental-review>

**If you can answer YES to these questions,** you are ready to submit an application for admission to the Secondary Education program, described in the following pages.

*If you currently are unable to meet one or more of these requirements, please consider further preparation before applying to our program.*

# Application Process Time Line

## *One year before entering the program . . .*

### **Before mid-September**

- Register for CBEST and CSET subject examinations, if needed. *Depending on college placement test scores, you may be exempt from taking the CBEST. See text box in the lower right corner for details.*
- Arrange to meet the Subject Matter Department Review

### **Late September through December**

- Take CBEST and CSET subject examinations (if necessary). Pass the tests as early as possible. California college testing centers have registration information.
- Visit the SED [website](#) to review application and program information, or attend an SED program application workshop. Workshops are held on campus to assist you in the application process. Call the School of Education office to find out when workshops will be held, (707) 826-5867.
- Arrange for recommendation letters. See the online SED application for details.
- Obtain transcripts to accompany your SED application. Applications are due February 1.
- Complete the early fieldwork requirement (observation and participation for 45 hours).
- Get fingerprinted and complete the Certificate of Clearance process **before** February 1.
- Complete health verification materials (TB test and records of MMR vaccinations).

### **February/March**

- ***Deadline to submit SED application February 1.***
- Packets forwarded to subject matter departmental review committees for approval.
- GPA-appeals committee makes selections.
- Coordinator contacts applicants with results of the subject matter departmental review.
- Approved applicants interview with SED faculty and coordinator.

### **April through June**

- Field site placement interviews with local school district administrators and mentor teachers.
- Participation in mentor teachers' classrooms to confirm placements.
- Official acceptance email confirms admission to SED.
- Attend an orientation meeting to receive summer assignments and meet other candidates.

### **Mid- August**

- Attend 8:00am-5:00pm, M-Fri, **i n - p e r s o n** intensive classes for one week that include an orientation for incoming SED candidates, meeting with faculty and supervisors, and registering for classes. **SED classes begin about a week prior to the regular fall semester at HSU.**
- Turn in clearance certificate, CPR verification, and original passing CBEST and CSET (if applicable) score reports.

**[Cal State Apply Application Due Feb. 1<sup>st</sup>](#)**

If you are using **Early Assessment Program (EAP) or CSU English Placement and Entry Level Math (EPT and ELM)** test scores instead of taking the CBEST, **you will need to provide us with an original score report by February 1<sup>st</sup> = the application deadline.** You need to score "College Ready" or "Exempt" on the EAP. The minimum EPT score is 151, and ELM is 50. If taken prior to March 2003, ELM score must be 550 or higher to exempt you from CBEST.

***For further information, visit our website:***  
**<http://www.humboldt.edu/education>**

***Direct any questions regarding program requirements and procedures to:***

**School of Education  
Credential Programs Office  
Harry Griffith Hall 202,  
One Harpst Street, Arcata, CA 95521  
Fax: (707) 826-5868**

Heather Ballinger, Coordinator  
(707) 826-5870,  
[heather.ballinger@humboldt.edu](mailto:heather.ballinger@humboldt.edu)

Assistant Coordinator  
(707) 826-5867, [education@humboldt.edu](mailto:education@humboldt.edu)

**For questions about state credentialing requirements, contact:**

Amy Lennox, Credential Analyst  
Registrar's Office, (707) 826-6217

Waivers and Out-of-State Credentials  
(707) 826-5867

The California Commission on Teacher Credentialing  
PO Box 944270, Sacramento CA 94244-2700  
1-888-921-2682, Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Website : <http://www.ctc.ca.gov>