

HUMBOLDT STATE UNIVERSITY

Secondary Education Credential Program Application Checklist

Due Date	Action Required	Explanation
March 1	Application to CalState Apply	<ul style="list-style-type: none"> <input type="checkbox"/> Apply to HSU as a Teaching Credential applicant online via Cal State Apply between October 1st and March 1st (Cost: \$70)
March 1	Letters of Recommendation	<ul style="list-style-type: none"> <input type="checkbox"/> Two letters of recommendation are required, three are preferred. <ul style="list-style-type: none"> <input type="checkbox"/> One letter from an academic reference <input type="checkbox"/> One letter from a professional reference <input type="checkbox"/> Optional: Additional letter from either an academic or professional reference
May 1	Application for Certificate of Clearance Complete	<ul style="list-style-type: none"> <input type="checkbox"/> Prior to being allowed into any classroom to complete observations, fieldwork, or student teaching, you must obtain a Certificate of Clearance* through the California Commission on Teacher Credentialing (CTC). This process can take up to 6 weeks to complete, so please apply for your Certificate of Clearance early! <p><i>*Exemption - It is not necessary to obtain a Certificate of Clearance if you can present a copy of a VALID California Certificate or Credential issued by the CTC such as an emergency sub permit, PIP, STSP, Children's Center Permit or Adult Vocational Education Credential.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Clearance Instructions and LiveScan Form
Passed or Registered for test date prior to June 1	Basic Skills CBEST exam	<ul style="list-style-type: none"> <input type="checkbox"/> Passage of courses in reading, writing, and mathematics; please check with the School of Education if you think this applies to you <input type="checkbox"/> The CBEST is a reading and writing test that includes some math word problems. The CBEST is valid for life. It can be taken at the HSU Testing Center. Sign up at: ctcexams.nesinc.com <input type="checkbox"/> For other options to satisfy this requirement, contact the School of Education
Passed or Registered for test date prior to June 1	Subject Matter Competency: CSET exam	<ul style="list-style-type: none"> <input type="checkbox"/> Take the Single Subject CSET exam for your specific area of focus. There are between 2-4 subtests. They can be taken together, or individually. They can be taken at the HSU Testing Center. Sign up at: ctcexams.nesinc.com <ul style="list-style-type: none"> <input type="checkbox"/> You can take the CSET as many times as you want and if you don't pass a subtest, you must only retake that subtest. There is a 45-day waiting period between attempts. <input type="checkbox"/> Valid for 10 years <input type="checkbox"/> If you graduated from an approved Subject Matter Program (ie Art Education, Math Education, etc.) you may be exempt from the CSET requirement, please check with the School of Education if you think this applies to you <input type="checkbox"/> If you graduated from a degree program in your subject matter (ie English, Art, Math, Biology, etc.) you may be exempt from the CSET requirement. Please check with the School of Education if you think this applies to you.
August 1	CPR Certification	<ul style="list-style-type: none"> <input type="checkbox"/> Adult, Child, and Infant CPR certification <ul style="list-style-type: none"> <input type="checkbox"/> Online, hybrid and in-person courses are accepted, in-person or hybrid formats preferred <input type="checkbox"/> Typically valid for 2 years

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August 1	US Constitution Course or Exam	<ul style="list-style-type: none"><input type="checkbox"/> If your undergraduate transcripts include a Political Science class with a grade of C- or better, you may have met this requirement.<ul style="list-style-type: none"><input type="checkbox"/> If you graduated from an HSU Undergraduate program, you have met this requirement.<input type="checkbox"/> Alternatively, you can meet this requirement through this exam: https://usconstitutionexam.com/
August 1	45-Hours Early Field Experience	<ul style="list-style-type: none"><input type="checkbox"/> Observe a CA Credentialed teacher for a minimum of 45 hours<ul style="list-style-type: none"><input type="checkbox"/> Must be grade level specific (ie High School level Science, or Middle School level Math)<input type="checkbox"/> Must be in a contained classroom (not an after school program or summer camp)<input type="checkbox"/> Observation has to be of a credentialed teacher (will accept up to 22.5 hours of substitute teaching)<input type="checkbox"/> Course fulfilling this requirement offered at HSU: SED 210/410
August 1	Health Verification	<ul style="list-style-type: none"><input type="checkbox"/> Submit proof of Measles, Mumps, Rubella vaccination (MMR) from your vaccination records or from the HSU Health Center. If you don't have records, a local clinic can give you a test (titre test) to show you have had the vaccination.<input type="checkbox"/> Current Tuberculosis (TB) test (within the last 2 years)

All program requirements listed above *must be submitted by August 1st at 5pm* in order to register for the program that year. Start early on completing the Certificate of Clearance, CBEST and CSET, as these take the greatest time commitment and are the most likely to be delayed or held up in other bureaucratic processes.

Other Notes

We are a two semester program that starts in the Fall and finishes in the Spring. We start a week earlier than HSU and continue through the end of the public school calendar (typically mid-June). 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 you have completed, the better position you will be in.

Subject Matter Departmental Reviews of applicant materials will take place in March. The Secondary Education Credential Program advising committee will conduct applicant interviews in April, admission notices will follow.