Elementary Education
Credential Program
Admission Guide for 2016-2017

School of Education, College of Professional Studies
Harry Griffith Hall, Room 202, 707.826.5867
The Elementary 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.

The University has a long tradition of teacher education and preparation 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.

The School of Education’s Credential and Masters programs, in conjunction with the Center for Educational Excellence, Collaboration & Inquiry, foster positive working relationships with the local schools accommodating student teachers and graduate students. With small class sizes and cooperative efforts of excellent mentor teachers, education professors, and university supervisors, you can receive individual attention in a friendly, supportive environment.

The Elementary Education (EED) program fieldwork placements include at least one opportunity to student teach in a culturally diverse classroom. The program provides all candidates with fieldwork experiences designed to prepare them to teach English language learners in their future classrooms.

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

Support Services

HSU makes a concerted effort to recruit a student population with a balanced representation by sex, ethnicity, and handicapping conditions, to retain those students throughout their studies, and to seek this representation in specific programs throughout the campus.

The Indian Teacher and Educational Personnel Program (ITEPP), established in 1969, provides specialized services for Native American candidates, provides access to specialized courses and curricular resources to all HSU students and faculty and to other educators in the community.

Visit our website: http://www.humboldt.edu/education
Credential-Year Course Work

Level I credential courses are sequential, beginning in the fall semester. Attendance is mandatory. On the first day of school for your fall placement site, you will be there full time to observe your mentor teacher begin the school year and establish the classroom environment. For the first eight weeks of fall semester, you will have afternoon-evening courses five days per week (Monday-Friday) and participate at your field site four hours per morning, Monday-Thursday, each week. The last seven weeks of the semester, you will be student teaching full time, integrating theories learned in the course work with your teaching practice and culminating in solo student teaching (three day minimum).

Spring semester course work/fieldwork follows a pattern similar to fall: full-time observation and participation in your second fieldwork placement the first two weeks of January; eight weeks of course work (Monday - Friday) with four hours per morning, Monday-Thursday, per week in your placement, and fourteen (or more) weeks of full-time student teaching, culminating in a two-week (minimum) solo and team teaching to the end of the K-12 school year. One of your fieldwork placements, either fall or spring, will be in primary grades (K-3). Your other placement will be in upper elementary grades (4-8). You will enroll in the following courses during the credential year (units in parentheses):

### Fall Courses
- EED 701 Performance Assessment Support (.5)
- EED 720 The School and the Student (1.5)
- EED 721 Multicultural Foundations (1)
- EED 722 English Language Skills and Reading (2)
- EED 723 Integrating Math/Science in Elementary School (2)
- EED 724 Fine Arts in the Integrated Elementary Curriculum (1)
- EED 726 Professional Development Seminar (1)
- EED 728 History/Social Science in the Integrated Elementary Curriculum (1)
- EED 733 Teaching English Learners (1) (1)
- EED 740 Special Populations in the General Education Classroom (1)
- EED 751 Fieldwork in Elementary School (2)
- EED 752 Apprentice Teaching in Elementary School (6)
- EDUC 377 Education of Exceptional Individuals (3)

### Spring Courses
- EED 701b Performance Assessment Support (.5)
- EED 720b The School and the Student (1.5)
- EED 721b Multicultural Foundations (1)
- EED 722b English Language Skills and Reading (2)
- EED 723b Integrating Math/Science in Elementary School (2)
- EED 724b Fine Arts in the Integrated Elementary Curriculum (1)
- EED 726b Professional Development Seminar (1)
- EED 728b History/Social Science in the Integrated Elementary Curriculum (1)
- EED 740b Special Populations in the General Education Classroom (1)
- EED 741 Health & Physical Education Curriculum in Elem. Educ (2)
- EED 751 Fieldwork in Elementary School (3)
- EED 754 Apprentice Teaching in Elementary School (6)
- *EED 755 Apprentice Teaching in Elementary School (2)

Many candidates find it difficult to hold part-time jobs or take additional course work while in the credential program. Candidates must maintain a "B" average in preliminary credential coursework to remain in the program. To be recommended for a credential, candidates must have no grade lower than a "C" in a preliminary credential course. For additional information about the credential year, please read the EED Handbook, which is available online at the Elementary Education website, located at: http://humboldt.edu/education/images/uploads/documents/eed_handbook_15-16.pdf

*Please note: Fieldwork extends through mid-June, the end of the K-12 school year. Credential candidates may participate in commencement exercises in May, and then must continue teaching in their fieldwork placement until the end of the public school academic year.
**Credential Options**

A California Multiple Subjects Credential permits teaching in self-contained classrooms with or without English language learners, Kindergarten through grade 12 (typically in grades K-5 in elementary schools).

<table>
<thead>
<tr>
<th>(2042) Multiple Subjects Preliminary Credential</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Verified passing score on all required tests (CBEST, CSET, RICA)</td>
</tr>
<tr>
<td>• Completion of:</td>
</tr>
<tr>
<td>1. Constitution course requirement</td>
</tr>
<tr>
<td>2. accredited bachelors degree</td>
</tr>
<tr>
<td>3. CPR (infant, child, and adult levels at an in-person training)</td>
</tr>
<tr>
<td>4. EED preliminary credential course sequence</td>
</tr>
</tbody>
</table>

*The preliminary credential authorizes teaching for five years, by which time you must acquire a Professional Clear Credential.*

<table>
<thead>
<tr>
<th>Multiple Subjects Professional Clear Credential</th>
</tr>
</thead>
</table>

Preliminary credential holders can earn a Professional Clear Credential by completing a CCTC-approved Induction Program. For Humboldt, Del Norte, Mendocino, Lake and Sonoma counties, the approved induction program is offered through the Beginning Teacher Support and Assessment (BTSA) program. Information is available at www.scoe.org; fast link to Beginning Teacher; click on BTSA.

*Induction Program Option*

• Requires employment as a teacher
• State subsidized (depending on the school district)
• Advanced study in health education, special populations, technology, and instruction of English language learners.
• Two-year mentoring program for beginning teacher
• Upon successful completion, teacher is recommended by Induction Program for Professional Clear Credential

*The Multiple Subjects Professional Clear Credential must be renewed every five years.*

**Option for additional certification:** application for Single Subject Preliminary after passing the CSET exams for a specific subject area and completing 3 units of methods courses in the content area. Completion of this option satisfies “highly qualified” teacher requirements for middle school, junior high, and high school grade levels, as required by "No Child Left Behind", the Federal Education Reauthorization Act of 2002. To be eligible to take Single Subject methods courses at HSU, you need a degree in the content area or to have passed at least one of the CSET subtests by the beginning of fall semester, or approval by the instructor. Information on supplementary and specific subject matter authorizations is available at: [http://www.ctc.ca.gov](http://www.ctc.ca.gov). Select "Credential Requirements."

**Oath or Affirmation of Loyalty to State – Nation and to be Disaster Service Workers**

All certificated employees must affirm that they support the Constitution of the United States of America, the Constitution of the State of California, and the laws of the United States and the State of California. This oath or affirmation is a licensing requirement of Education Code 44334 and must be filed with the Commission on Teacher Credentialing.

All public employees are declared by law to be disaster service workers and thus shall take the oath or affirmation required for disaster workers before beginning employment with a district. In the event of natural, manmade or war-caused emergencies which result in conditions of disaster or extreme peril to life, property and resources, all district employees are subject to disaster service activities as assigned to them by their supervisors or by law. (Government Code 3100-3102)
Are You Ready to Apply?

☐ Will your overall grade-point average (GPA) meet or exceed 2.67 or 2.75 on your last 60 semester units (on a 4.0 scale)? If your GPA falls short of the standard, file a low-GPA appeal with your application and provide proof of passing the California Subject Examinations for Teachers (CSET) exam. Only a few appeals applicants are permitted to enter the program each year.

☐ 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 K-8 classrooms? You can meet this requirement through Humboldt's EED 210/310 course, through a comparable course at another university, or through privately arranged experiences (approved by the Coordinator) in accredited schools with credentialed teachers.

Have you passed:

☐ All three sections of the CBEST (California Basic Educational Skills Test or CSET: Writing Skills Test)? You must take the CBEST or CSET Writing Skills exam prior to admission and pass the exam on or before the May or June test date. Information is online: 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 credential programs office for details – 707-826-5867.

☐ Subject matter competency? You must pass all three subtests of the Multiple Subjects California Subjects Examination for Teachers (CSET) on or before the end of May. Information is online: www.cset.nesinc.com. Passage of CSET on or before the January test date improves the likelihood you will be accepted by mentor teachers for your fieldwork placements.

☐ Entry level computer competency? All candidates are required to demonstrate entry level computer competency by one of the following options: (1) pass EDUC 285 "Technology Skills for Educators," (2) pass the CSET Preliminary Educational Technology Exam, registration online at the website: www.cset.nesinc.com; (3) complete the CIS minor; or, (4) pass course(s) equivalent to EDUC 285 that meet CCTC Level I standards (e.g. C103 at Coastline Community College).

☐ Are you eligible to receive a Certificate of Clearance? You must 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 coordinator ASAP, 707-826-5108, for advising before applying for your Certificate of Clearance. Live Scan transmission of fingerprints can be done at our University Police Department. Your Certificate of Clearance must be filed with CCTC before you may begin the credential program.

☐ To apply for a credential, California requires a basic Constitution course (at HSU, courses PSCI 110, 210, 359, or 410), a passing score on the U.S. Constitution Test scheduled by the HSU Testing Center or 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 the Constitution requirement.

☐ Do you have (or will you soon have) a baccalaureate degree from a regionally accredited college/university?

☐ Have you submitted a CSU graduate application online at www.csumentor.com? The deadline is February 15. (Instructions for accessing the application online are in the credential program application.)

If you can answer YES to these questions, you are ready to submit an application for admission to the Elementary Education program. (Please note: This application packet is in addition to your application to HSU as a post-baccalaureate student, which you complete online.) If you are unable to meet one or more of these requirements, please consider further preparation before applying to our program.
Application Process & Timeline

One year before entering the program . . .

Before September
☑️ Register for the CBEST (if needed) and CSET: Multiple Subjects exams. If using college placement test scores in lieu of CBEST, see the text box in the lower right corner of this page.
☑️ Arrange to meet the computer competency requirement.

September through January
☑️ Take CBEST (if needed) and CSET examinations.
☑️ Attend any one of the program orientation sessions at HSU to learn about the application process and have your questions answered.
☑️ Arrange for recommendation letters from educators who have observed you working with young people, preferably in a classroom situation.
☑️ Fill out credential program application and obtain unofficial transcripts to accompany your application.
☑️ Fill out CSU application online and arrange for official transcripts to be sent to HSU Admissions and Records by February 1 (if not an HSU graduate).
☑️ Complete the early fieldwork requirement (observation and participation for 45 hours).
☑️ Get fingerprinted; apply for clearance.
☑️ Get health verification materials (TB & MMR).
☑️ File FAFSA to be eligible for financial aid.

February/March
☑️ Deadline for receipt of application packets at School of Education: Feb. 15.
☑️ Deadline for online HSU application: Feb. 15.
☑️ Packets forwarded to EED screening committee for approval. If your preparation in any of the content areas (literature and language studies; mathematics; history/social science; cultural diversity; science; visual and performing arts; human development; physical education) is insufficient, you may be required to pass (with a "B" grade) additional courses prior to admission to the program.
☑️ Transcripts, as well as writing skills demonstrated in the application (professional goal statement and experiences & skills pages) and admission process, will be used to determine sufficiency.
☑️ Coordinator contacts applicants by letter/email with interview dates and times.
☑️ Approved applicants interview with faculty and Coordinator.

April through May
☑️ Coordinator contacts applicants with dates and times for field site placement orientation.
☑️ Orientation of approved applicants for field site placement interviews.
☑️ Field site placement interviews with local school district administrators and mentor teachers.
☑️ Participation (1/2 to one day) in mentor teachers' classrooms to confirm placements. Placements with fall and spring mentor teachers are required for admission into the program.
☑️ EED program admission confirmation letter/email in early June.

July through August
☑️ Complete computer competency requirement.
☑️ Take an in-person CPR course for adult, infant, and child CPR.
☑️ Turn in original forms: clearance certificate, proof of passing CBEST and CSET scores, CPR training verification for adult, child, and infant CPR.

Postponing Entry
If you decide to postpone entering the program, you will be required to update and resubmit your application and be formally readmitted. Please resubmit your application by February 15 of the year you would like to enter the program.

Advantages of passing CSET & CBEST early:
• No delay in admission to HSU
• No delay in receiving financial aid
• Mentor teachers and administrators prefer interviewing applicants who have passed exams

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 15th – the application deadline. You need to score “College Ready” or “Exempt” on the EAP. 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.
**Costs**

$55 CSU application fee  
$40 CBEST (+ $20 to register late)  
$216 CSET  
$178 RICA exam (taken during program)  
$20 Liability insurance (fee attached to EED 751 registration)  
$101 Certificate of Clearance  
~$40 Teaching Event software (approx. cost)  
$70 Credential Fee ($37 rolls over from clearance)  
$34 CCTC fee (per subject) when using test scores to apply for a credential  
$30 Commencement fee (required)  
$1000 Books, full year (approximate costs)  
$8018 Full-year Tuition for California residents: this cost may vary from year to year.

HSU’s Financial Aid office (707-826-4321) can answer questions about loans and other financial aid.

**Scholarships & Grants**

*Note: Scholarships administered by HSU are subject to change. Please see our website or contact the Credential Programs Office at 707-826-5867 on/after April 30th to find out which scholarships will be offered each program year and their amounts.*

- California Retired Teachers Association: One scholarship per year, candidates from EED, SED, and SPED may apply. Based solely on financial need. Contact the School of Education, (707) 826-5867.

- Fick Memorial: Four scholarships awarded to EED, SED, and SPED candidates; contact the School of Education, (707) 826-5867.

- Reinman: Open to EED and SED candidates who have graduated high school 15 or more years ago. Contact the School of Education, (707) 826-5867.

- Rousseau: Only open to EED credential candidates. Contact the School of Education, (707) 826-5867.

- Schober: For EED, SPED, and SED credential candidates. Contact the School of Education, (707) 826-5867.

- Laura Settle: Awarded alternately to EED, SED, or SPED candidates through the Retired Teachers' Association. Contact the School of Education, (707) 826-5867.

- Mark Sheive Memorial: For EED candidates, with preference to HSU graduates with LSEE major. Contact the School of Education, (707) 826-5867.

- Humboldt Area Foundation administered scholarships: see directory and criteria at [www.hafoundation.org](http://www.hafoundation.org).


- California Faculty Association: for children of HSU faculty; contact the CFA at (707) 826-3340.

- Stafford Loan Forgiveness: Assumption Program of Loans for Education. Contact Financial Aid, (707) 826-4321.

- PELL: for credential students who have completed their bachelor's degree and are enrolled in a credential program.; contact Financial Aid, (707) 826-4321.

- Cal Grant T: a competitive grant with specific teaching requirements for students who have never received a Cal Grant or are no longer eligible for a fifth year renewal. Contact Financial Aid Office or the California Student Aid Commission.

- Hispanic Scholarship Website: [www.scholarshipforhispanics.org](http://www.scholarshipforhispanics.org)

"No Child Left Behind" (NCLB) Qualifications Enhance Job Prospects

All public schools are required to employ NCLB qualified teachers. A 2042 Multiple Subjects Preliminary Credential is NCLB compliant for self-contained classrooms grades K-12. Teaching in departmentalized schools (middle schools, junior high, high schools) requires authorizations added to your credential. Specific information on authorizations is available at [www.ctc.ca.gov](http://www.ctc.ca.gov) by clicking on CA Educators / Credential Requirements / Supplementary & Subject Matter Authorizations.
For further information, visit our website:
www.humboldt.edu/education

Direct any questions regarding program requirements and procedures to:

School of Education
Harry Griffith Hall, Room 202

Bryn Coriell, Coordinator
707.826.5108, bpc11@humboldt.edu

Assistant Coordinator
707.826.5867

For questions about state credentialing requirements, contact:

Amy Lennox, Credential Analyst
Academic Information & Referral Center, 707.826.6217

Waivers and Out-of-State Credentials
707.826.3729

The California Commission on Teacher Credentialing
PO Box 944270, Sacramento CA 94244-2700
916.445.7254, Email: certification@ctc.ca.gov