

Application Checklist

- Application to the [California State University online](#) (Cost: \$55)**
- Official transcripts from all colleges/universities sent to HSU Admissions and Records Office (not required if graduate of HSU). **Attach confirmation print-out from online registration.**
- Application to the SED program (No Cost)**
- Section 1 Personal Information
- Photocopies of transcripts from all colleges and universities
(*Unofficial transcripts required, even if graduate of HSU*)
- Section 2a Prerequisites: CPR, Constitution, Technology
- Section 2b Required Tests: 1) CSET 2) CBEST
- CBEST passed or registered for **test date prior to June**
- CSET passed or registered for **test date prior to June**
- Section 2c Placement Preferences
- Section 3 Early Field Experience Documentation
- Section 4 Health Verification
- Section 5 Experiences and Skills
- Section 6 Professional Goal Statement
- Section 7 Recommendation forms attached to letters completed by three recommenders
- _____ (recommender name)
- _____ (recommender name)
- _____ (recommender name)

If your GPA falls below 2.67 or last 60 semester units below 2.75, you must complete the additional low-GPA appeals process:

- Signed Appeals Process Page
- Proof of Passing CSET
- Recommendation forms completed by **two faculty members** who are not also providing the page 7 recommendation

- Application for Certificate of Clearance Completed**
- Certificate of Clearance Document # _____ Issue Date _____
- Photocopied entire application packet for your records**
Applicants to the SED program also need to turn in **two copies** of this application packet.
- Applicant commitment to attend credential classes beginning mid-August and continue fieldwork through the end of the district school year:**

Applicant Signature

Submit the completed application **NO LATER THAN FEBRUARY 1** to:

School of Education Credential Programs Office, Humboldt State University, Arcata, CA 95521-8299

See our **Tips for Credential Applicants** webpage:

<http://humboldt.edu/education/programs/credential-programs/tips-for-credential-applicants>

Humboldt State University
School of Education
Credential Program Application

Your application to the California State University system is **due February 1. This is *in addition to the credential program application***, which you are currently reading. Please follow the steps below to apply online. Please attach the print-out of your HSU application confirmation to this page. We will not accept your Credential Program application unless you have attached the confirmation print-out of your online CSU application.

Please note that the application is available online only until 5:00 p.m. on February 1, so you need to be certain to apply online to the CSU before the deadline.

1. Log on to: [California State University online](#)
2. Click on the “Apply Online” Tab
3. Select “Humboldt State University Graduate” and click “Start New Application”. Scroll to the very bottom and click “Begin Application”. It is very important for your tuition assessment and financial aid allowance that you apply to the CSU as a graduate student.
4. Follow the directions. Under “Enrollment Plans”, select your “Term” and your “Major Program Objective”.
5. Under Degree/Credential Objective, for “Degree Objective”, select “NONE”.
6. For “Educational Credential Objective”, select the credential program of your choice. For Secondary Education, select “Teaching Credential: Single Subject”.
7. For “Statement of Purpose”, you may write “submitted to the education office”.
8. Please skip the section on Letters of Recommendation.
9. Once complete, print out the confirmation page at the end of your online application.
10. Staple the confirmation to this page.

Humboldt State University School of Education Credential Program Application
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Applying to: **Secondary Education** Subject area: _____ Application Year: _____
 Name: _____ Social Security Number: _____
 Birth date: _____ HSU Student ID #: _____
 Formal Name/Previous Names: _____

<i>Address:</i>	<i>Permanent Address:</i>
<i>Home Telephone:</i>	<i>Email address #1:</i>
<i>Cellular Telephone:</i>	<i>HSU email address:</i>
<i>Summer Telephone:</i>	*Please circle your preferred email address above.

In case of emergency, contact: Name: _____ Relationship: _____
 Phone: _____

Graduation date from college or university: _____ Name of college or university: _____

List ALL institutions attended after high school (including HSU, if applicable):

Institution	Dates	Major	Degree (or units completed)

Estimated overall GPA on a 4.0 scale: _____

Note: If your overall GPA falls below 2.67 and your GPA for the last 60 semester units completed is below 2.75, you must initiate a low- GPA appeal and provide proof of passing the CSET exams, even if you have an approved subject matter program major. Graduate students need to possess at least a minimum 3.0 GPA for their graduate studies.

Are you applying to other teaching credential programs? No Yes Where? _____

Have you previously been admitted to a teacher credential program? No Yes Where? _____

See transcript information on the reverse side.

Attach unofficial transcripts (photocopies) for **ALL** colleges/universities attended.

Don't miss this!

A Tale of Two Applications:

California State University and Credential Program

Applying to HSU's Admissions and Records Office and applying to the Credential Programs Office are entirely separate procedures, and both are essential for your entrance into our program. Application to HSU costs \$55; application to one of our credential programs is free.

After November 1 and before February 1, apply online to HSU on the CSUMentor.edu website using the directions in this application.

Warning: A \$55 fee is charged for changing the semester for admission.

Note:

- **Will you still be classified "undergraduate" next fall** (finishing one or two final courses)? If so, contact HSU's Admissions and Records Office in August. They will help you apply for graduate status for the coming spring semester. In April you will need to preregister for fall classes (to avoid a late fee). Later you will have to petition Admissions and Records to count your fall semester education and credentialing courses toward your credential.
- **Are you already a graduate or postbaccalaureate student?** Make certain your stated objective (in the Admissions and Records Office) is a teaching credential in the program of your choice (i.e., Multiple Subjects Teaching Credential for EED or Single Subject Teaching Credential for SED). To change your objective, contact the Credential Programs Office. You will need to preregister for fall classes to avoid a late fee. All other credential programs students register as a group at the beginning of fall semester.

Which Transcripts? Where?

If you have graduated from Humboldt State (or soon will):

Your official transcripts are already on file with Admissions and Records. However, for the purpose of screening your application, the Credential Programs Office still needs you to attach to this page:

- unofficial transcripts (or photocopies) from *all* schools attended (not just the total of transferable units appearing on your HSU transcripts) and

If you are a graduate of some other college/university (or soon will be):

You must have *official* transcripts from *all* colleges or universities attended sent directly to Admissions and Records. **If you graduated *after* your HSU application is submitted, you need to send official transcripts with your BA/BS degree posted directly to the HSU Office of Admissions.**

In addition, for the purpose of screening your application, the Credential Programs Office still needs you to attach to this page:

- unofficial transcripts (or photocopies) from *all* schools attended

Address for your official transcripts to be sent:

**Office of Admissions
Humboldt State University
Arcata, CA 95521**

Secondary Education Credential Program
Subject Matter Competency

(Section 2)

Credential candidates must establish their knowledge of the subject area(s) they wish to teach by completing either the appropriate CSET exams or a waiver-approved baccalaureate subject matter program. (Such programs usually include “Education” or “Teaching” as part of the major name, like English Education, Math Education, etc.) Indicate below which of the following ways you will fulfill subject matter preparation.

Note: In addition to demonstrating subject matter competency via exam or major, all candidates must undergo Subject Matter Departmental Review. For more information, please visit [our website](#).

State Approved Subject Matter Exams

If exams have been passed, attach your test scores to this form.

If exams are pending: You may register online for the CSET at: <http://www.cset.nesinc.com>. Please attach your registration confirmation to this page. Contact our office with any questions regarding the appropriate tests to take. The **June test date** is the latest test date that will have results posted by August 1st. Our office must receive your passing scores before the start of fall semester. If you haven't yet taken the test(s) or you haven't received confirmation of passing, sign the following statement:

I understand that the Secondary Education Program of Humboldt State University, along with CSU Executive Order 1032, requires that I pass all the CSET examinations in my subject area before beginning the Secondary Education Program at the beginning of August.

Signature: _____ Date(s) you are registered to take the exams: _____

-OR-

HSU Subject Matter Program in _____

Please have your subject matter program advisor sign the following statement.

I verify that (student's name) _____:

_____ has completed all the requirements of the CCTC-approved subject matter program at HSU.

_____ needs to complete coursework in order to be eligible to begin the credential program in the fall semester. The candidate is aware of all remaining courses required to complete the program.

If courses are pending, please have your subject matter program advisor attach an additional page listing all outstanding (or currently enrolled) courses required for subject matter program. Sign the following statement:

I understand that the Secondary Education Program of Humboldt State University, in accordance with California State University Executive Order 1032, requires that I complete all courses in my approved subject area program before January 1, prior to full-time student teaching.

Candidate Name _____ Candidate Signature _____

Advisor's Signature: _____ Date: _____

-OR-

Subject Matter Program in _____ (subject) from another institution.

Submit verification of your completed (or four-fifths completed) subject matter program on the letterhead stationery of your school, signed by a **CCTC-approved signatory** from your school. Often the proper signature comes from the credential analyst. Call (707) 826-5867 if you have questions regarding the designated official at your school.

Humboldt State University
School of Education Credential Programs
Prerequisites

(Section 2a)

Technology Competency Verification

Candidates are required to demonstrate entry level computer competency. Please indicate the option you have met or will meet by the second week of August.

- Passing grade in EDUC 285 (HSU) _____ or EDUC C103 (Coastline Community College) _____
Semester/Year Semester/Year
- Passed the CSET: Preliminary Education Technology (PET) exam or San Jose State Tech Exam _____
Test Date
- CIS Minor posted on transcript from _____ (college/university name)
- Any course with a catalog description explicitly stating the course meets CCTC Level I credential requirements for computer competency is also an equivalent course. Contact the Credential Program Office for verification of equivalency. *Please attach a copy of the course description.*
Course Name, College Name, and Semester/Year completed: _____

If you have not met this requirement as of the application deadline, please sign the statement below:
To be admitted to an Education Credential Program, I understand that I must verify my technology competency by the second week of August of the credential year.

Signed: _____

CPR

To begin the program, candidates are required to have valid Community CPR (Infant, Child, and Adult) certification taken at an in-person training. Please attach a photocopy of your CPR card or sign the statement below. Once accepted to the program, you will need to present your CPR card in person to our office.

To begin an Education Credential Program fall semester, I understand that I must verify I have current CPR certification.

Signed: _____

U.S. Constitution Course

Indicate below the course you have taken to satisfy the U.S. Constitution requirement.

- Passing grade in (circle one) PSCI 110, 210, 359, 410 at HSU _____ or PoliSci 10 (CR) _____
Semester/Year Semester/Year
- Passing grade in an equivalent course from another university. Course: _____ Term/Year: _____
Please attach a copy of the course description so the Credential Office can verify equivalency.
- Passed American Government/Constitution Test at a County Office of Education: _____
date
- Passing grade on high school American Government AP test _____
Please attach a copy of your high school transcript that shows the test date and score (must be 3, 4, or 5).

If you have not met this requirement as of the application deadline, please sign the statement below:
I understand that I must satisfy the US Constitution requirement before I can be recommended to the California Commission on Teacher Credentialing for a teaching credential.

Signed: _____

Accreditation

- Check here if your bachelor's degree is (or will be) from a regionally accredited college/university. All UC and CSU schools, for instance, are regionally accredited. Note: HSU is not responsible for credential denial due to improperly accredited undergraduate work.

I authorize **RELEASE** of my application materials and credential status information to 1)School of Education faculty/staff, 2)school districts, 3) County Board of Education offices, 4)the California Commission on Teacher Credentialing, and 5)other colleges/universities.

Student Signature & Date _____ Printed Name _____

Secondary Education Credential Program
**CBEST Required Exam and
Placement Preferences**

(Section 2b)

California Basic Educational Skills Test (CBEST):

CBEST, passed: Attach your official test score (in a sealed envelope) to this form. If you do not have an official score report in a sealed envelope, you may forward the official email you received from the CBEST to Cora.Vay@humboldt.edu.

CBEST, pending: You may register online for the CBEST at: <http://www.cbest.nesinc.com>. Please attach your registration confirmation to this page. Please be sure to have your scores reported to Humboldt State.

Sign the following statement. *I understand that the Secondary Education Program of Humboldt State University requires that I pass the CBEST exam on or before the June test date for the application year.*

Signature _____ Date you plan on taking the exam _____

****Depending on your scores on the Early Assessment Program (EAP) Exam or on the CSU English Placement Test (EPT) and Entry Level Math (ELM) exam, you may be exempt from this requirement. On the EAP, you need to score "College Ready" or "Exempt". To use ELM/EPT test scores, you need to score at least 50 on the ELM and 151 or higher on the EPT. You will need to submit an original score report verifying your scores by February 1st along with this application. For more information on this option, contact the credential coordinator:***

Student Teaching Placement Preferences

(Section 2c)

- You may state a preference for any grade 7-12 classroom in a public school in California.
- Student teaching placements are arranged by the Program Coordinator in conjunction with district and school administrators.
- **For local placements, candidates should not arrange their own placements. For distance placements, the Program Coordinator is also responsible for arranging placement, but candidates may be asked to connect with the school community during the application process in order to assist in securing a placement.**
- Circumstances may not permit the honoring of preferences.
- Candidates must arrange transportation to school sites.
- HSU prohibits assignments in a school attended by the student teacher's children or direct relatives. If any close relationship exists between a student teacher and a member of a school's staff or faculty, the Fieldwork Coordinator should be informed prior to a placement being made.
- **It is program policy that student teachers will not be placed at any school they have attended.**

Indicate if you have preference for grade level, location, school, or school district to complete your student teaching:

Early Field Experience – Secondary Education

Before entering the secondary education program, applicants must complete successful field experience with students in departmentalized classrooms in the grade levels in which they plan to teach. Forty-five hours are required.

Option 1: TO MEET THIS REQUIREMENT THROUGH COURSE WORK:

- Course number and university (for instance, "SED 210/410 at Humboldt State," or a similar course from another institution): _____
- Semester completed (if current, attach proof of registration): _____
- Number of hours spent in classrooms with linguistically diverse students: _____

-OR-

Option 2: TO MEET THIS REQUIREMENT ON AN INDIVIDUAL BASIS:

Have this form completed and signed by the credentialed teacher of record who may not be a family member. Make additional copies if you participated in several classrooms.

I _____ (print teacher name), a single-subject credentialed teacher, verify that _____ (applicant's name) has completed the hours specified below observing/participating in a secondary classroom in an accredited school.

District: _____ School: _____ Grade: _____

Hours per week: _____ Total hours: _____ Hours with linguistically diverse students: _____

Applicant's responsibilities in the classroom:

Applicant's potential to become an effective teacher:

Signature of Teacher of Record

Phone & Email

Note: HSU's Secondary Education Coordinator must approve this experience and may request additional observation time.

Coordinator's Signature: _____

Health Verification

All students entering one of our credential programs must verify a current (less than two years old) tuberculosis (TB) test. Credential candidates also need to verify a vaccination for measles, mumps, rubeola and rubella (MMR). You may obtain these vaccinations from the HSU Student Health Center or a private physician or clinic.

Verification must include either the **agency stamp** or an attached statement on **letterhead stationery**. We cannot accept signatures only.

You will ALSO need to provide your measles (MMR) documentation to HSU's Student Health Center in order to register for classes (see admission information in the HSU catalog).

Once this page is complete and your vaccinations are verified, please include the original form with your application to the credential program and SUBMIT A COPY TO THE STUDENT HEALTH CENTER: Fax #: (707) 826-5042.

Student's Name (please print clearly) _____

Student's Social Security Number or HSU ID # _____

Measles Vaccination: _____ Examiner

(Rubeola & Rubella)

_____ Agency Stamp

_____ Date

TB Test Results: _____ Examiner

_____ Agency Stamp

Results: _____

Date Placed: _____ Date Read: _____

(Please Note: TB Tests must be current within two years)

Humboldt State University
School of Education Credential Programs
Experiences / Skills

Please limit your typed responses to one-half of a page per question. Include your name and "Section 5" in upper right-hand corner, and attach to this page. Your typed responses will be assessed as one of multiple measures of your writing skills and professional dispositions.

NAME: _____

1. Describe any tutoring, youth group work, teacher's aide, Vista, Peace Corps, or other experiences related to teaching and how it impacted you.
2. Have you been involved in curricular or community activities (clubs, student government, service organizations)? If so, list groups and nature of involvement, and describe how the experience changed your ideas about the purpose of education.
3. Can you read or speak any language other than English? (Including signed languages.) What is your level of competence?
4. What other skills or experiences (artistic, technical, physical, organizational, etc.) will enhance your performance within the teaching profession and how will they accomplish that?
5. Describe past experiences that have helped you develop multicultural competencies and how they have prepared you to work with students and families from diverse ethnic, linguistic, and/or socioeconomic backgrounds.

Professional Goal Statement

Write a professional goal statement. In this one to two page typed essay, include:

- 1) why you want to become a teacher,
- 2) the special attributes you bring to the profession, and
- 3) explain why you chose HSU to pursue your teaching credential. Please refer to the mission statement below and discuss how this framework supports your vision of teaching and learning.

The mission of the School of Education is to prepare knowledgeable and effective education professionals to promote excellence and equity with students of diverse talents and cultural backgrounds in rural and urban settings. We develop professionals who are committed to reflective practice, scholarship, collaborative action, and social justice to take leadership in improving the quality of education for all students.

Candidates in School of Education programs...

- Demonstrate an ability to work effectively with diverse students, parents, colleagues, staff, and others in the community;
- Develop and maintain safe, positive, and productive educational environments;
- Use research-based practice to inform their work;
- Demonstrate a coherent theoretical framework of learning and human development that supports reflection on their practice;
- Collaborate on efforts to improve education opportunities for all students.

Your professional goal statement will be assessed as one of multiple measures of your writing skills.

Please complete a numerical ranking of these attributes below by circling the appropriate value. *Note:* Individuals who write a letter of recommendation for you will be asked to complete this same ranking of your personal attributes.

ATTRIBUTES	EXCELLENT	GOOD	FAIR	POOR
oral communication skills	5	4	3	2
written communication skills	5	4	3	2
responsibility/dependability	5	4	3	2
ability to work with diverse students & families	5	4	3	2
critical thinking ability	5	4	3	2
academic competence	5	4	3	2
initiative	5	4	3	2
maturity and emotional stability	5	4	3	2
leadership	5	4	3	2
adaptability/flexibility	5	4	3	2
seriousness of purpose	5	4	3	2
relationships with young people	5	4	3	2
relationships with colleagues	5	4	3	2
overall potential to become an excellent teacher	5	4	3	2

Recommendation Form – Secondary Ed.

Letters of Recommendation for the SED Program are confidential.

The Family Education Rights and Privacy Act of 1974 as amended extends to a student who is admitted and enrolled in the Secondary Education Program at Humboldt State University the right to review the student records maintained for his or her educational benefit. The admission applications are maintained by the Credential Programs Office. Under the law, the student may waive his or her right of access to confidential letters and statements of recommendation received during the application process which are used for admission purposes. Waiving or retaining the right of access to review the records will not prejudice or enhance your prospects for admission. Experience indicates, however, that persons submitting recommendations and other information pertaining to applications are more likely to do so with full candor and regard for the best interests of the applicant if they are assured that what they say will be held in confidence.

This is a confidential recommendation for:

_____ APPLICANT NAME

I waive the right of access to this reference.

_____ / _____
APPLICANT SIGNATURE DATE

Name of Recommender: _____

The above-named applicant to our program would like you to evaluate her/his potential as a teacher. Please **complete a numerical ranking of the attributes listed below** by circling the appropriate value. As part of the application process, the applicant supplies a self-assessment of these same attributes.

In addition to this ranking, please **type a separate letter of recommendation on your own letterhead stationery**. Address the period of your professional relationship with the applicant, and provide specific supporting statements about the applicant's communication skills, professional conduct, and potential for success as a teacher. Please **return both forms to the student in a sealed/signed envelope or directly to the SED Program Coordinator, HSU Secondary Education Program, 1 Harpst Street, Arcata, CA 95521, by mid-January** for inclusion in her/his admission packet, which is due February 1.

ATTRIBUTES	EXCELLENT	GOOD	FAIR	POOR	NOT OBSERVED
oral communication skills	5	4	3	2	N.O.
written communication skills	5	4	3	2	N.O.
responsibility/dependability	5	4	3	2	N.O.
ability to work with diverse students & families	5	4	3	2	N.O.
critical thinking ability	5	4	3	2	N.O.
academic competence	5	4	3	2	N.O.
initiative	5	4	3	2	N.O.
maturity & emotional stability	5	4	3	2	N.O.
leadership	5	4	3	2	N.O.
adaptability/flexibility	5	4	3	2	N.O.
seriousness of purpose	5	4	3	2	N.O.
relationships with young people	5	4	3	2	N.O.
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Signed _____
Printed Name _____
Location/School _____

Date _____
Position _____
Phone _____

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Date _____

Printed Name _____

Position _____

Location/School _____

Phone _____

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relationships with colleagues	5	4	3	2	N.O.
overall potential to become an excellent teacher	5	4	3	2	N.O.

Signed _____

Date _____

Printed Name _____

Position _____

Location/School _____

Phone _____

Certificate of Clearance

Apply for your Certificate of Clearance online by following this process.
These instructions are from the CTC website and are subject to change at any time.

1. Print one copy of the Live Scan form found here: [Live Scan form \(41-LS\)](#). Complete your information on the form and take it to a location offering LiveScan electronic fingerprint services (Click [here](#) for a listing of Live Scan locations and information). Humboldt County residents are advised to use the HSU Campus Police Department (located on the ground floor of the Student Business Services Building) for their Live Scan fingerprinting, as it costs less than other Humboldt County agencies.
2. You will be charged a processing fee to the LiveScan operator for your prints to be scanned. **Make sure that the LiveScan operator makes you two copies of the completed form. Keep one for yourself and one for the credential program.**
3. **After** getting fingerprinted, navigate to the California Commission on Teacher Credentialing's Online Service page found [here](#) and complete the Direct Web Application for the Certificate of Clearance. Click [here](#) for step-by-step instructions.
4. You will have to create an account and answer the professional fitness questions. If you have ANY sort of an arrest record, contact the CTC to find out what additional records you must mail to them.
5. Submit by credit card the required transaction fee of \$52.50. Immediately following the successful submission of the online application, an email will be sent containing a confirmation number. If you are being asked to pay any amount other than \$52.50, you have selected an incorrect certificate title. Use the back button to go back to the Credential Selection page and choose "Certificate of Clearance".
6. An email will be sent to you in approximately 10 business days (or possibly longer) indicating your clearance status. Follow the link and the instructions provided.
7. Write your Certificate of Clearance number here and on the Cover Page:
- 8.

Document Number: _____ Issue Date: _____

9. To look up the status of your Certificate of Clearance, follow these instructions:
<http://www.ctc.ca.gov/credentials/online-services/pdf/profile-status-tips.pdf>

Secondary Education Appeals Process

For secondary education applicants who don't meet the minimum GPA required for admission.

CSU Executive Order 1032 governs admission to all CSU teacher preparation programs statewide. In compliance with CSU policies, the School of Education at HSU limits the number of individuals not meeting GPA requirements who may enter credential programs on "exceptional admissions" status.

For the Secondary Education program at Humboldt State University, the following regulations apply:

1. It is the responsibility of each applicant to initiate the GPA appeals process. Appeals applicants must contact the Secondary Education Assistant Coordinator, at 707-826-5867, as soon as possible for advising. The applicant shall read and sign this form signifying knowledge and understanding of the regulations.
2. Appeals applicants must turn in a completed appeals application packet postmarked or delivered to the Credential Programs Office (HGH 202) by 5 p.m. on February 1st. Appeals applications not complete by this date will receive no further consideration.
3. Upon receiving the completed appeals application packet, the Credential Programs Office will forward the packet to the appropriate subject-area advisors, who will add their recommendations to the packet. The recommendations should include an Appeals Remediation Plan focusing on the activities in which the candidates will engage in order to address any deficiencies in their course of study. Possible activities include the following: additional coursework; attendance at a professional conference; completion of the state-approved subject matter program exams (CSET); or specific tasks, i.e., research, assigned readings, composition of papers, etc.
4. The packet, including all recommendations and the Appeals Remediation Plan, is returned to the Credential Programs Office.
5. The Secondary Education Appeals Committee will make the final decision on admission of appeals candidates based on these recommendations and other criteria established by the Education and Credential Program. The decision of the Secondary Education Appeals Committee is final.
6. The appeals application packet must contain:
 - a. Two confidential letters of recommendation from college/university faculty members who have recently had the applicant in class and can evaluate the applicant's ability to succeed academically in the credential program. The letters should be attached to the following forms. **These are in addition to and different from the three recommendations in the standard part of the application process.** Send these letters to: Secondary Education Appeals Committee, c/o SED Program Coordinator, Credential Programs Office, Humboldt State University, Arcata, CA 95521.
 - b. A one- to two-page narrative, written by the applicant that 1) states the reasons for the GPA being lower than the required minimum; 2) explains what the applicant has done and will continue to do to strengthen subject matter areas in which low grades were earned; and 3) describes how the applicant may use his/her own low-GPA experience to help their own future students.

Signature of Applicant

Date

Humboldt State University
School of Education Credential Programs

Secondary Education Appeals Process Recommendation

**For secondary education applicants who don't meet
the minimum GPA required for admission.**

Letters of Recommendation for the SED Program are confidential.

The Family Education Rights and Privacy Act of 1974 as amended extends to a student who is admitted and enrolled in the Secondary Education Program at Humboldt State University the right to review the student records maintained for his or her educational benefit. The admission applications are maintained by the Credential Programs Office. Under the law, the student may waive his or her right of access to confidential letters and statements of recommendation received during the application process which are used for admission purposes. Waiving or retaining the right of access to review the records will not prejudice or enhance your prospects for admission. Experience indicates, however, that persons submitting recommendations and other information pertaining to applications are more likely to do so with full candor and regard for the best interests of the applicant if they are assured that what they say will be held in confidence.

This is a confidential recommendation for:

APPLICANT NAME

I waive the right of access to this reference.

APPLICANT SIGNATURE

/ _____
DATE

Name of Recommender: _____

The above-named student must file an appeal to be considered for admission to the Secondary Education Program. This appeal is necessary because the student's grade-point average falls below the requirement set by Humboldt State University in conjunction with California State University.

By presenting this form to you, the student is requesting that you evaluate her/his potential to succeed academically in the credential program. You may use this form or attach a separate letter of recommendation on your own letterhead stationery. Address the period of your professional relationship with the applicant, and provide specific supporting statements about the applicant's oral and written communication skills.

Please return this form **by mid-January** to: Secondary Education Appeals Committee, c/o SED Program Coordinator, Credential Programs Office, Humboldt State University, Arcata, CA 95521.

Signed _____ Date _____

Printed Name _____ Position _____

Location/School _____ Phone _____

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Signed _____ Date _____

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Scholarships and Grants

*Please note: Scholarships administered by HSU and the School of Education are subject to change. Please 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 or check our website at:*

<http://www.humboldt.edu/education/scholarships.html>

- **California Retired Teachers' Association:** \$1,000 open to EED, SED, and SPED candidates. Based solely on financial need. Contact the Credential Programs Office, located in HGH 202, 707-826-5867, or see our website.
- **Fick Memorial:** Approx. \$600. Awarded to EED, SED, and SPED candidates. Contact the Credential Programs Office, located in HGH 202, 707-826-5867, or see our website.
- **Laura Settle California Retired Teachers' Association:** \$2,000. Awarded alternately to EED, SED, or SPED candidates (EED in 2011-2012, SPED in 2012-2013, SED in 2013-14) through the Retired Teachers' Association. Contact the Credential Programs Office, located in HGH 202, 707-826-5867, or see our website.
- **Mark Sheive Memorial:** Approx. \$1,500. Open to all EED candidates, but preference given to HSU graduates with LSEE majors. Contact the Credential Programs Office, located in HGH 202, 707-826-5867, or see our website.
- **Reinman:** \$1,000. For SED and EED candidates. Specifically designated for students who earned their high school diploma or equivalency 15 or more years ago. Awarded spring semester only. Contact the Credential Programs Office, located in HGH 202, 707-826-5867, or see our website.
- **Rousseau:** Dollar amount varies. For EED credential candidates only. Contact the Credential Programs Office, located in HGH 202, 707-826-5867, or see our website.
- **Schober:** Dollar amount varies. For EED, SED, and SPED credential candidates. Contact the Credential Programs Office, located in HGH 202, 707-826-5867, or see our website.
- **Humboldt Area Foundation:** Several grants and scholarships available to education students. Online information at www.hafoundation.org.
- **Daughters of the American Revolution:** Have several scholarships available. The Edward G. and Helen A. Borgens Elementary and Secondary Teacher Education Scholarships are \$1,500 each and specifically for EED and SED teachers. Must be 25 or older and have a 3.50 GPA or above. See the DAR website for more information: www.dar.org/natsociety/edout_scholar.cfm.
- **Delta Kappa Gamma:** For fifth-year students going into education. To view eligibility requirements and download the application, see: www.hafoundation.org/images/stories/applications/EpsilonPi.pdf.
- **American Association of University Women:** Offers a variety of scholarships/grants for women in higher education. See their website at www.aauw.org/fga/index.cfm for a list of programs and qualifications.
- **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 5th year renewal. Contact Financial Aid Office or the California Student Aid Commission.

Student Loan Forgiveness (These loan forgiveness programs are temporarily on-hold due to budget cuts in the state of California):

1. **APLE:** Will pay back up to \$19,000 of your student loans. Amounts vary based on your specialty and future teaching employment. For further information, see: www.csusuccess.org/apple.
2. **Stafford Loan Forgiveness Program for Teachers:** Will pay back up to \$17,500 for teachers with certain specialties and up to \$5,000 for teachers who teach for five years in low-income schools. Must meet program requirements, see website for details: www.FederalStudentAid.ed.gov/tc.