CALIFORNIA STATE UNIVERSITY
LONG BEACH
College of Education

MULTIPLE SUBJECT CREDENTIAL PROGRAM
Student Teaching Application Detail Checklist and Tips

Use the checklist below to help you organize your digital student teaching application packet. All the items listed below should be submitted as your "Student Teaching Application" to the MSCP Student Teaching Application One Drive file link provided on the MSCP website. Make sure that each file is named as listed below. See page 2 for instructions and tips on how to upload your files and how to use DocuSign.

Step 1: Fill out the Student Teaching Application and Student Teaching Agreement form via DocuSign and the Student Teacher Placement Information from at the link below.

> Once complete, download your complete application as ONE PDF and save it as *1-Student Teaching Application*. We DO NOT receive your application through DocuSign so you must download it and then upload it to the Student Teaching Application One Drive file.

> Complete the Student Teacher Placement Information form to indicate your district preferences.

Step 2: Complete and Save the following items for preparation to upload to the MSCP Student Teaching Application One Drive File:

☐	Credential Center Evaluation Request form via DocuSign - Once completed, download the document and save it as *2-Evaluation Request*
☐	$25 Credit Card receipt: https://commerce.cashnet.com/csulbcedcredentials, Take a screen shot of the receipt and save it as *3-Payment Receipt*
☐	Proof of Certificate of Clearance or 30 Day Sub Permit. Take a screen shot from the CTC website and save it as *4-CTC Clearance*
☐	Proof of Basic Skills (CBEST scores, SAT scores, ACT scores, etc.) - Save as *5-Basic Skills*
☐	Passing CSET Multiple Subject Scores or Verification of Completion of a CTC approved Subject Matter Preparation Program (ITEP students must request a subject matter evaluations prior to submitting the student teaching application.)- Save as *6-Subject Matter*
☐	Valid TB Test - Save as *7-TB Test*
☐	Proof of Valid CPR – must provide a valid copy of infant, child and adult CPR Certification. Required program to recommendation of credential – Save as *8-CPR*

Step 3: Upload your documents to the MSCP Student Teaching Application One Drive file no later than 5pm on Monday March 15, 2021.
- ☐ 1-Student Teaching Application
- ☐ 2-Evaluation Request
- ☐ 3-Payment Receipt
- ☐ 4-CTC Clearance
- ☐ 5-Basic Skills

TEACHER PREPARATION ADVISING CENTER

Phone: (562) 985-1105   EED-67   Ced-tpac@csulb.edu

STUDENT TEACHING APPLICATION
Deadlines for submission are firm: Fall – March 15; Spring – October 1

Applications must be submitted with all supporting documents to the Student Teaching Application One Drive file.

I am applying to student teach in the following term: ☐ Fall_____ ☐ Spring_____
(Year)   (Year)

Check the box for the pathway in which you are applying to student teach (check all that apply):

☐ ITEP MSCP   ☐ Post Bac MSCP   ☐ ITEP UTEACH   ☐ Post Bac UTEACH

☐ ITEP ESCP M/M   ☐ ITEP ESCP M/S   ☐ Post Bac ESCP M/M   ☐ Post Bac ESCP M/S

☐ ITEP UDCP M/M   ☐ ITEP UDCP M/S   ☐ Post Bac UDCP M/M   ☐ Post Bac UDCP M/S

☐ Bilingual Authorization: ☐ Spanish ☐ Asian_____

☐ I currently have an approved Internship with:_____ _____
                                                (District)   (School)

Campus ID #_____

Last Name _____First Name: _____Former Name(s):_____

Local Address:_____
                        (Street)   (City)   (State)   (Zip)

Phone: _____

CSULB Email: _____@student.csulb.edu Alternative Email: _____
                                                                        (GMAIL preferred)

List all relatives attending/employed in schools used by CSULB for student teaching:

☐ Student ☐ Employee

Relatives Name: _____ Relationship: _____

District: _____School:_____

To the Applicant: Submission of this application <u>does not</u> guarantee acceptance to student teaching. During the semester of application, the candidate's file is reviewed to ensure that all program requirements are met and the candidate's readiness for student teaching is assessed. Official notification is made later in the semester. Candidates who wish to do an internship or use employment for student teaching must consult with The Teacher Preparation Advising Center. Additional paperwork must be filed for both of these options. Please note that if the program is impacted, a priority system will be used and some assignments may be postponed one or two semesters. Candidates should notify the Office of Clinical Practice (ced-ocp@csulb.edu) <u>immediately</u> if they must withdraw their application for any reason (See Withdrawal Policy for more information).

I have read and understand the above paragraph as well as all the information listed on the program website regarding student teaching and the requirements to advance to student teaching. I have read or will read the Student Teaching Candidate Handbook prior to beginning my student teaching semester. I also understand that if I am not currently matriculated or am graduating with a degree (bachelor's or master's) prior to beginning student teaching, I must reapply to the university online at www.calstate.edu/apply by the appropriate deadline. Student teaching cannot be done through Open University.

Applicant Signature _____Date _____