

# California State University Channel Islands

## Education Programs

Multiple Subject  
Education Specialists  
Single Subject



## Information and Application Guidebook

2005

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## Welcome

Thank you for your interest in the Education Programs at CSU Channel Islands. This informational application packet will provide you with the information necessary for pre-program advising and program application.

Personal program advising is strongly encouraged prior to applying for a Teacher Credential Program and is essential for program completion. If you have additional questions after reading the information in this packet please contact the Credential Office.

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There are eight milestones in the credential program process.

**Milestone One:** Apply for admission to the university as a graduate student

**Milestone Two:** Complete Basic Skills Competency through CBEST exam

**Milestone Three:** Complete Subject Matter Competency either through an approved subject matter program or California Commission on Teacher Credentialing (CCTC) approved subject matter exams.

**Milestone Four:** Apply for admission to a Teacher Credential Program for prerequisite status.

**Milestone Five:** Complete prerequisite coursework admissions criteria for your chosen program.

**Milestone Six:** Apply for admission into the appropriate Teacher Credential Program and complete the application process.

**Milestone Seven:** Enroll in a Teacher Credential Program either as a full-time student, part-time student, or a teaching intern.

**Milestone Eight:** Successfully complete program coursework, fieldwork, and a program performance portfolio.

## **Overview**

The Education Programs at CSU Channel Islands prepare teachers to work with students in grades K-12 through three different programs.

The **Multiple Subject** Teaching Credential Program prepares teachers to work with K-8 with responsibility for all subject areas in a self-contained classroom. Multiple Subject Credential Teachers most often teach in elementary, middle school, or self-contained classrooms serving students with learning disabilities, mild mental retardation and emotional and behavioral disorders.

The **Education Specialist: Mild/Moderate Disabilities** Program prepares teachers to work with students with mild to moderate disabilities in general and special education settings. Education Specialists most often work in general education, resource, and special day classrooms.

The **Single Subject** Teaching Credential Program prepares teachers to work with students in subject specific content areas in departmentalized schools. Single Subject Credential Teachers most often teach in departmentalized middle schools, junior highs and in high schools. We are currently offering single subjects in English, mathematics, and the sciences.

Prospective students may be admitted into a Credential Program as either a full-time student, part-time student, or an Intern. Full-time students, if successful, may complete the program in two semesters. Part-time students take a determined sequence of courses over four to six semesters. Interns, employed as a classroom teacher in a local district and who are teaching on an Intern Credential, follow a modified part-time schedule.

CSU Channel Islands Teacher Credential Programs specifically prepare teachers for the diversity of languages, cultures, and learning abilities often encountered in California Public Schools. The programs prepare candidates to address the needs of students who speak English as a native language and/or as a second language in the Elementary School setting.

An underlying principle of each program is that all students (regardless of race, ethnicity, gender, ability or economic status) are capable of learning. Emphasis is placed on the K-12 student as actively engaged in his/her learning.

## **Education Programs Principles and Goals**

The objective of the Education Programs at CSU Channel Islands is to prepare effective and successful teachers for California public schools who:

- are reflective and deliberative practitioners;
- have a solid understanding of the school curriculum content;
- link content and pedagogy;
- integrate research, theory, and best educational practice into their teaching;
- integrate technology into their teaching;
- understand and can meet the needs of diverse learners and special needs students

### **Pre Advising Worksheet**

Answering the following questions will assist you in finding out the information necessary from this information packet. The answers to these questions will be important when meeting with the appropriate Program Coordinator and Academic Advisor.

- 1) What grade level do you wish to teach?
- 2) How will you meet subject matter competency for admission to the credential program?  
What subject matter tests will you need to take (if any)?
- 3) What additional exams must you take for admission into the program?
- 4) When do you want to begin in the Credential Program?
- 5) Have you applied to the University as a graduate (post baccalaureate) student?
- 6) What program requirements do you need to complete for admission into the program? (Please refer to Program Requirement section in this packet for specific information on each credential program.)
- 7) Do you want to enroll in a full-time or part-time program?
- 8) Will you enter the program as an intern?
- 9) Who is the designated advisor for your credential program?

### **Milestone One: University Admission**

You must first apply to California State University Channel Islands before applying to Education Program. All students must apply for admission as a graduate (post baccalaureate) student and must have completed a bachelor's degree prior to beginning the program.

If you are a CSUCI undergraduate who will apply prior to completing your degree, you must apply for re-admission to CSUCI as a graduate (post baccalaureate) student. During the first semester of your senior year apply for admission to the university for the following academic year. Check with Admissions and Records for the application dates for admission to the University. You must pay a re-application fee during the designated filing period before being granted consideration for admission to, or re-enrollment in, a post baccalaureate study program.

Application to the University requires a minimum of a 2.5 GPA. **Please Note:** Although a 2.5 GPA is required for admission to the University, a 2.67 GPA (overall) or 2.75 in the last 60 units is required for admission to the Education Programs.

Details and forms to apply to the University can be found at: [www.csumentor.edu](http://www.csumentor.edu) or in the Office of Admissions and Records on the first floor of the Professional Building. It is critically important for Admissions and Records to have all copies of your transcripts. Applications will not be processed until all official copies are received in sealed envelopes.

An application fee is required. The fee is non-refundable in the event you are not accepted into the credential program.

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### **Milestone Two: Basic Skills Competency**

Prospective teachers must pass the California Basic Educational Skills Test (CBEST) to be issued a California teaching credential. Students are urged to take this examination at the earliest possible time after deciding to pursue a teaching credential. All parts of this exam must be passed prior to admission to Credential Program. For admission to Prerequisite status, prospective students must show proof of registration or successful passage of the CBEST.

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## Milestone Three: Subject Matter Competency

### **Multiple Subject Credential Program**

The State of California requires that you demonstrate your knowledge of the content you will be teaching<sup>1</sup>. Prospective teachers must demonstrate subject matter competence through an examination called the California Subject Examination for Teachers (CSET) for Multiple Subjects. All subtests of the exam must be passed prior to Credential Program admission. For admission to Prerequisite Education status, you must show proof of registration or passage of CSET.

Test and additional information is available on the CSET website: <http://www.cset.nesinc.com/>.

### **Education Specialist Credential Program**

Applicants must have completed subject matter competence on any examination area that has been approved by the California Commission for Teacher Credentialing (CCTC). Students may take the California Subject Examination for Teachers (CSET) in Multiple Subjects, any of the Single Subject subject areas or they may take the SSAT in Health Science prior to admissions to the Education Specialist Credential Program. The CSET and SSAT examination results are valid for five years from the date of passing and must be valid upon final completion of the program.

### **Single Subject Credential Program**

Applicants may meet the subject matter competency through coursework in an approved subject matter program or by taking the appropriate CSET approved exams.

#### Coursework:

CSU Channel Islands offers a subject matter program in mathematics and has programs pending CCTC approval in English and biology. Applicants should meet with the subject matter advisors as soon as possible to design their program of study so coursework meets the CCTC standards. Students completing an approved program will need to request a waiver letter from the Subject Matter Advisor.

#### Subject Matter Program Advisors

Subject	Advisor	Phone	email
English	Dr. Mary Adler	437-8486	Mary.Adler@csuci.edu
Mathematics	Dr. Ivona Grzegorzczuk	437-8868	Ivona.Grze@csuci.edu
Biology	Dr. Nancy Mozingo	437-8989	Nancy.Mozingo@csuci.edu

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<sup>1</sup> New federal legislation, entitled “No Child Left Behind” (NCLB), has necessitated changes in how prospective and current teachers demonstrate they are proficient in the subject matter to be taught in their field. Previously, prospective teachers could complete a specialized bachelor’s degree or be evaluated for equivalency by a college with such a program, this option is no longer available for Elementary school teachers. **All Multiple Subject candidates must pass the CSET Multiple Subject exam prior to Credential admission.**

Students who have completed an approved subject matter program at another California institution may submit a waiver letter from the institutional credential office or subject matter advisor as verification of subject matter competency.

Students may be admitted into the Single Subject Credential Program if they have completed 4/5ths of their approved subject matter program and have a letter from a subject matter advisor documenting the remaining coursework to be completed. Students entering on a 4/5ths waiver must have fully met the subject matter requirements PRIOR to beginning full-time student teaching. Students on a 4/5ths waiver who have not completed the full subject matter waiver will not be allowed to student teach or progress on to remaining coursework in the credential program as full time students.

Applicants who are unsure if their coursework qualifies for subject matter competency may choose to have their transcripts evaluated by the appropriate subject matter program advisor. This service is currently available ONLY for mathematics. Mail copies or photocopies of transcript(s) of all college/university coursework to the appropriate advisor at: CSU Channel Islands, One University Drive, Camarillo, CA 93012. Please attach a cover letter with your address and telephone number. Include information you feel is relevant to the evaluation of your transcript(s). There may be a fee for this evaluation. You will receive an evaluation detailing your progress toward meeting the requirements for Subject Matter Competency and outlining what you must do to complete it and therefore bypassing the CSET examinations.

#### Approved CSET Exams:

English: tests #105, #106, #107 and #108

Mathematics: tests #110, #111, and #112

Biology: tests #118, #119, and #120

Chemistry: tests #118, #119, and #121

Geosciences: tests #118, #119, and #122

Physics: tests #118, #119, and #123

#### Special Credentials

##### **(a) *Mathematics Foundations-Level***

The Foundational-Level Mathematics credential authorization permits the holder to teach selected content areas to K–12 mathematics students who are not receiving advanced placement credit for the course; these content areas are general mathematics, algebra, geometry, probability and statistics, and consumer mathematics. To verify subject matter competence for this credential by examination, candidates must pass CSET: Mathematics Subtests I and II (tests #110 and #111).

##### **(b) *Specialized Science***

A Science (Specialized) credential authorization permits the holder to teach in the specific science area listed on the Single Subject Teaching Credential and does not authorize teaching general or integrated science. There are four Science (Specialized) areas for Single Subject Teaching Credentials: Biological Sciences (Specialized), Chemistry (Specialized), Physics (Specialized), and Geosciences (Specialized). Candidates wishing to earn a Science (Specialized) credential authorization may verify their subject matter competence in one of the following ways:



1. by completing a post-baccalaureate degree from a regionally accredited institution in either the requested science area or in a closely related area considered equivalent by the CCTC;
2. by passing the CCTC-approved examination in the requested science area (see below);  
or
3. by completing a bachelor's degree in the requested science area and 30 semester units (45 quarter units) of postgraduate work in the same area or a closely related area considered equivalent by the CCTC at a regionally accredited institution. Coursework must be completed with a grade of "B" or better, "pass" or "credit". The science program advisor will make this determination. There may be a fee for these evaluations.

To verify subject matter competence for this credential by examination, candidates must pass CSET: Science Subtests III and IV for their specific science discipline.

Biology: tests #120 and #124;

Chemistry: tests #121 and #125;

Geo-Sciences: tests #122 and #126;

Physics: tests #123 and #127

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**You may be admitted to a Credential Program in one of two classifications:**

**1. Prerequisite Status** enables you to enroll in prerequisite classes.

**2. Credential Status** is if you have previously completed or are currently enrolled in all prerequisite courses appropriate to your selected credential program and completed all admissions requirements.

#### **Milestone Four:**

##### **Apply for Prerequisite Status Admission to a Credential Program**

**Prerequisite Status** enables you to enroll in prerequisite classes. Students who have completed their Bachelor's degree with a GPA of 2.67 or 2.75 in the last 60 units may be admitted to Prerequisite status. Prerequisite status applications are accepted during the final term of Bachelor's degree completion.

Typically, prerequisite students have credential requirements to complete in order to be eligible to interview for the Credential Program in addition to required prerequisite courses. See Milestone Six for a more detailed explanation of the following:

1. Students must show evidence of submitting a **Graduate Application** to the University.
2. Submit a **Prerequisite Application** with official transcripts attached.
3. **CBEST** score report or registration confirmation.
4. **Subject Matter Preparation** for prerequisite admission students must be registered for a minimum of one subtest.
5. **Certificate of Clearance** or California Credential/Permit.

All prerequisite foundational coursework must be completed prior to admission in a Credential Program.

The Prerequisite Application to the Teacher Credential Program can be found in the back of this booklet, on the Education Programs website (<http://education.csuci.edu/index.htm>), or from the Credential Office in Bell Tower 1595.

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### **Milestone Five: Complete Prerequisite Coursework**

Prerequisite foundational coursework must be completed prior to admission into a Credential Program. All prerequisite courses may be taken by undergraduate students and lead to a CSUCI bachelor's degree. Students who have completed a bachelor's degree will take the prerequisite courses in post baccalaureate status. There is also the option to take prerequisite courses through Extended Education (Open University) on a space available basis.

The following table details the required prerequisite courses for each credential program.

	<b>Multiple Subject</b>	<b>Education Specialist</b>	<b>Single Subjects</b>
<b>SPED 345</b>	√	√	√
<b>ENGL 475</b>	√	√	√
<b>EDUC 510</b>	√	√	
<b>EDUC 512</b>	√	√	√
<b>EDUC 520/521</b>	√		√

If taken at CSU Channel Islands, a prerequisite course must be completed with a grade of “C” or better within seven (7) years prior to beginning the program. If an equivalent course at another college or university has been taken, it must have been completed within five (5) years prior to beginning the program. Complete documentation and verification (including a course description, course syllabi, and unofficial transcripts) of courses taken at another institution must be submitted on a ‘Course Substitution Form’ and approved by the Education Program Chair. The Course Substitution Form can be found in the back of this booklet or on the Education Programs website. Please refer to the CSUCI Course Catalog for prerequisite course descriptions.

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### **Milestone Six: Credential Program Application and Admission**

You are considered eligible for admission to the **Credential Status** if you have previously completed or are currently enrolled in all prerequisite courses appropriate to the Credential Program. In addition to the enrollment in or completion of all prerequisite courses, all credential requirements must have been met and verified, with documentation attached to the application.

Credential Program Applications to the Teacher Credential Program can be found in the back of this booklet, on the Education Programs website (<http://education.csuci.edu/index.htm>), or from the Credential Office in Bell Tower 1595.

Additional Admission Requirements:

**Graduate Application to the University.** Students must verify application to the university.

**Grade Point Average.** A student must have a cumulative grade point average (GPA) of 2.67 or 2.75 in the last 60 semester units completed to be accepted into the Teaching Credential Programs offered at CSUCI. If you do not have the required GPA, conditional admission may be available on a limited basis, by appeal.

**CBEST Examination.** Prospective teachers must pass the California Basic Educational Skills Test (CBEST) to be issued a California teaching credential. Students are urged to take this examination at the earliest possible time after deciding to pursue a teaching credential. This exam must be passed prior to Credential admission.

**Subject Matter Verification.** See Milestone Three for details for the specific program.

**Certificate of Clearance.** Students must possess or apply for a valid Certificate of Clearance as part of admission to the Teaching Credential Program. A copy of an emergency permit satisfies the clearance requirement. Submit a completed “Character Identification and Clearance” (CIC) packet at the time you submit your Prerequisite program application. This packet includes the background check application (Form 41-CIC), completion of Live Scan electronic fingerprinting and accompanying form (Form 41-LS), and money order for \$27.50 payable to CCTC. Submission of the packet, when approved by the California Commission on Teacher Credentialing, will result in a Certificate of Clearance document.

Packets are available in the Credential Office, Bell Tower 1595. If this packet is not submitted at the time you submit your Prerequisite Application, an original Certificate of Clearance, or copy of a CCTC issued credential must be submitted with your Prerequisite Application.

**Writing Sample.** Writing samples are required as part of the application process. The writing sample includes a 1–2 page essay describing the applicant’s interest in teaching students with the diversity of languages and cultures represented in California schools. Essays will be evaluated for accurate grammar, spelling, and the ability to communicate effectively in writing. The essay should address the following questions:

Why do you want to be a teacher?

What will you contribute to the profession of educating children?

What is your perception of teaching students with many languages, cultures, and differences found in the State of California?

**Two Letters of Recommendation.** Two letters from faculty or other professionals who are knowledgeable about your personal qualities and potential to be a teacher are required. One letter must address your work with students. The letters of recommendation are non-confidential.

**Early Field Experience Verification.** At least 45 hours of documented field experience in a K-12 classroom or an equivalent documented field experience must be completed. The experience can take place in both public and private institutions. Ideally, field experience should be conducted in a classroom relevant to the teaching credential being sought, but non-classroom placements that include working with groups of children will be accepted. The Early Field Experience Form to document these activities can be found attached to the Credential Program Application.

**U.S. Constitution.** Students must have passed a US Constitution course. Credential staff will verify a course, graded “C” or better, covering content of the U.S. Constitution, from transcripts submitted with your application. An approved college level exam will meet this requirement. American Government is accepted. History courses will be evaluated for content. You may be asked to provide syllabi and/or course descriptions for courses taken at universities other than CSUCI.

**Tuberculin Health Clearance.** Evidence of a negative Tuberculin test is required. Provide evidence that you are free of active tuberculosis, by submitting a negative T.B. skin test or chest x-ray. The tuberculin clearance is valid for four (4) years and must be valid through student teaching. The tuberculin test may be completed at a private physician’s office, the County Health Department, or the CSUCI Student Health Center (805) 437-8828.

**Interview.** An Education Program Admissions Committee conducts an interview once all other portions of the admissions requirements are complete.

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## **Milestone Seven: Enroll in a Teacher Credential Program**

Each Teacher Credential Program has multiple options for course offerings to best meet adult students needs. There are **three options** available for each program: full time, part time, or as a teaching intern.

If admitted as a part-time student or teaching intern, you will plan an individualized program with the faculty advisor. Teaching interns are employed in a public school and work as a classroom teacher while completing a Teacher Credential Program part-time. Applicants interested in becoming interns must first apply to and be hired by a local school district as a full or part-time teacher. Intern students enroll in late afternoon /evening classes. Please see the section on Teaching Interns later in this section.

### **Multiple Subject Credential Program**

All CSUCI Multiple Subject credential classes are offered in cohort format. As a member of a cohort you take classes with the same group of students throughout the program. The cohort you are placed in depends on whether you select a daytime, late afternoon/evening or part-time option. The option is chosen in accordance with the route you take through the Credential Program.

### **Full-Time Multiple Subject Teacher Credential Program (34 Units)**

Full time students enroll in either daytime or late afternoon classes, depending on their preference and the availability of spaces. Full time students are expected to complete the program in two semesters and, therefore, have a schedule that does not enable them to work while enrolled in a two-semester program.

#### *First Semester: 18 units*

EDMS 522 Literacy 1: Multicultural/Multilingual (3)  
EDMS 526 Modern Methods in Mathematics Teaching (3)  
EDMS 527 History, Social Studies and Integrated Arts (4)  
EDMS 565 Initial Student Teaching Placement (7)  
EDMS 566 Initial Student Teaching Seminar (1)

#### *Second Semester: 16 units*

EDMS 523 Literacy 2: Multicultural/Multilingual (4)  
EDMS 529 Science, Health and PE (4)  
EDMS 575 Advanced Student Teaching Placement (7)  
EDMS 576 Advanced Student Teaching Seminar (1)

### **Part-Time Multiple Subject Teacher Credential Program (36 Units)**

Part-time students are often employed or have constraints that do not allow them to complete the program in two semesters. Part-time students enroll in late afternoon /evening classes. If admitted part-time you must meet with the faculty advisor to plan an individualized program. Therefore, individual scheduling may vary from this example.

*First Semester: 8 units*

EDMS 522 Literacy 1: Multicultural/Multilingual (3)

EDMS 526 Modern Methods in Mathematics Teaching (3)

EDMS 562 Field Experience School Placement (Part-time program) (2)

*Second Semester: 8 units*

EDMS 527 History, Social Studies and Integrated Arts (4)

EDMS 523 Literacy 2: Multicultural/Multilingual (4)

EDMS 562 Field Experience School Placement (Part-time program) (2)

*Third Semester: 12 units*

EDMS 529 Science, Health and PE (4)

EDMS 565 Initial Student Teaching Placement (7)

EDMS 566 Initial Student Teaching Seminar (1)

*Fourth Semester: 8 units*

EDMS 575 Advanced Student Teaching Placement (7)

EDMS 576 Advanced Student Teaching Seminar (1)

**Please Note:**

- ◆ The California Commission on Teacher Credentialing requires passing the Reading Instruction Competence Assessment (**RICA**) for the initial issuance of a Multiple Subject Teacher Credential. RICA consists of passing one of two components, either a comprehensive examination or a performance assessment. It is recommended that the Assessment be taken after completion of the Literacy I course in the credential program.
- ◆ Certification in adult, infant, and child **CPR** competency is required by CCTC for the initial issuance of a Teacher Credential.

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**Education Specialists Credential Program**

All CSUCI Education Specialists credential classes are offered in cohort format. As a member of a cohort you take classes with the same group of students throughout the program. The cohort you are placed in depends on whether you select the full-time or part-time option. The option is chosen in accordance with the route you take through the Credential Program.

**Full-time Education Specialist Credential Program (36 units)**

Full time students enroll in either daytime or late afternoon classes, depending on their preference and the availability of spaces. Full time students are expected to complete the program in two semesters and, therefore, have a schedule that does not enable them to work while enrolled in a two-semester program.

*First Semester: 16 units*

EDMS 522\*+ Literacy I Multicultural/Multilingual (3)

EDMS 526\*+ Modern Methods in Mathematics Teaching (3)

SPED 541 Foundations of Special Education (3)

SPED 544++ Inclusionary Teaching Methods (2)

SPED 546++ Consultation and Communication with Families and Professionals (3)  
SPED 570\*\*\* Field Experience in General Education (3)

*Second Semester: 20 units*

EDSS 540\*\*+ Literacy in Secondary Schools (3)  
SPED 542+ Managing Learning Environments (3)  
SPED 543++ Educating Diverse Learners with Mild to Moderate Disabilities (3)  
SPED 545+ Assessment of Students with Disabilities (3)  
SPED 580\*\*\*\* Student Teaching (8)

\*Not required of individuals holding a valid Multiple Subject Credential

\*\* Not required of individuals holding a valid Single Subject Credential

\*\*\* Individuals holding a valid teaching credential will complete field experience with a resource teacher in a grade level different from the grade level of teaching credential

\*\*\*\* Students must demonstrate competence teaching students in elementary and secondary settings. This may occur through field experience, student teaching and prior teaching experiences.

+Coursework requires field experience and/or observation time at a school site.

++Course must be taken with SPED 570, 580 or full time teaching.

**Part-time Education Specialist Credential Program (36 units)**

If admitted as a part-time student into the Education Specialist Credential Program you must meet with the faculty advisor to plan an individualized program.

**Please Note:**

- ◆ The California Commission on Teacher Credentialing requires passing the Reading Instruction Competence Assessment (**RICA**) for the initial issuance of a Multiple Subject Teacher Credential. RICA consists of passing one of two components, either a comprehensive examination or a performance assessment. It is recommended that the Assessment be taken after completion of the Literacy I course in the credential program.
- ◆ Certification in adult, infant, and child **CPR** competency is required by CCTC for the initial issuance of a Teacher Credential.

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**Single Subject Credential Program**

All CSUCI Single Subject classes are offered in a cohort format. As a member of a cohort you take classes with the same group of students throughout the program depending upon if you choose a full time or part time cohort. Several classes will contain more than one cohort of students or even students from another Teacher Credential Program. Variations to your program may occur depending upon the initial semester in which you enter the program.

**Full Time Single Subjects Program (30 units)**

Full time students enroll in evening classes and must be available for field placement or student teaching during the day. Full time students are expected to complete the program in two semesters and, therefore, have a schedule that does not enable them to work while enrolled in a two-semester program.

*Fall Semester: 15units*

EDSS 530	General Secondary School Methods (3) *
EDSS 53--	Content Methods I (3): 531 = Math; 532 = Science; 533 = English
EDSS 560	Access to Learning: Special Needs Learners (2)
EDSS 575	Student Teaching Middle School (6)
EDSS 571	Student Teaching Seminar (1)

*Spring Semester: 15 units*

EDSS 540	Literacy in Secondary Schools (3) *
EDSS 550	Access to Learning: English Language Learners (2)
EDSS 54--	Content Methods II (3): 541 = Math; 542 = Science; 543 = English
EDSS 585	Student Teaching High School (6)
EDSS 581	Student Teaching Seminar (1)

**Part-Time Single Subjects Program (33 units)**

Part-time students are often employed or have constraints that do not allow them to complete the program in two semesters. Part-time students enroll in evening classes. If admitted part-time you must meet with the faculty advisor to plan an individualized program based upon the following template:

*Fall Semester: 6 units*

EDSS 530	General Secondary School Methods (3) *
EDSS 560	Access to Learning: Special Needs Learners (2)
EDSS 570	Field Experience Middle School (Part-time) (1)

*Spring Semester: 6 units*

EDSS 540	Literacy in Secondary Schools (3) *
EDSS 550	Access to Learning: English Language Learners (2)
EDSS 580	Field Experience High School (Part-time) (1)

*Second Fall Semester:*

Option A: 4 units	Option B: 10 units
Content Methods Course I (3) EDSS 53--: English, Math, or Science	Content Methods Course I (3) EDSS 53 English, Math, or Science
EDSS 570: Field Experience Middle School (Part-time) (1)	EDSS 571: Student Teaching Seminar Middle School (1) AND
	EDSS 575: Student Teaching Middle School (6)

*Second Spring Semester:*

Option A: 4 units	Option B: 10 units
Content Methods Course II (3) EDSS 54--: English, Math, or Science	Content Methods Course II (3) EDSS 54--: English, Math, or Science
EDSS 580: Field Experience High School (Part-time) (1)	EDSS 581: Student Teaching Seminar (1)
	EDSS 585: Student Teaching High School (6)



*Fifth Semester and/or Sixth Semester: (Option A Students): 14 units*

EDSS 575: Student Teaching Middle School (6)      EDSS 585: Student Teaching High School (6)

EDSS 571: Seminar Middle School (1)              EDSS 581: Seminar High School (1)

**Please Note:**

- ◆ Certification in adult, infant, and child **CPR** competency is required by CCTC for the initial issuance of a Teacher Credential
- .....

**Teaching Interns**

Students interested in becoming a teaching intern must have completed Milestones One through Three and accepted a classroom teaching position in a public school district to be eligible for an Intern Program at CSUCI.

**Procedures and Policies for Intern Application**

1. **Students not yet admitted to Program**

- 1.1. Students contact the Credential Office and meet with Credential Advisor or Analyst to determine if the requirements for being an intern have been met.

Interns must successfully complete subject matter requirement, have a Bachelors degree, pass CBEST, have a Certificate of Clearance, and have passed US Constitution. They must apply to University and Credential Program with transcripts, two letters of recommendation and personal statement. Credential Analyst will verify complete file and GPA of 2.75 overall or 2.67 in last 60 units.

- 1.2. Credential Office staff will give or email, the Intern Authorization for Employment form to the student.

- 1.3. Credential Office staff send a message to Academic Advisor that the student is requesting internship and file is complete for review. File is sent to the Academic Advisor.

- Education Specialist -Maria Denney/Jill Leafstedt
- Single Subject -Jeanne Grier
- Multiple Subject -Merilyn Buchanan
- Joan Karp when the above are not available

- 1.4. Student completes part I of Intern Authorization form, has school district personnel complete part 2 and brings form to interview with Academic Advisor for completion of part 3 (see 1.5).

- 1.5. Student contacts advisor for appointment for interview and program planning. Student brings completed Internship Authorization form to interview.

- 1.6. The academic advisor interviews the student and completes a program plan. Academic advisor signs Internship Authorization form and gives student two copies to bring to Credential Office. Academic advisor sends student's file to Credential Office with indication of admission status. Program Chair and Field Experience Coordinator are copied on memo regarding admission status.
- 1.7. Student will be admitted to Program contingent on being employed by district and successfully completing prerequisite courses.
- 1.8. Credential Analyst issues C 19 letter with a copy to Field Experience Coordinator, completes University Action form for Admission, submits paperwork (41-4 application) to CCTC for internship credential. Credential Analyst notifies VCSSO of intern.
- 1.9. Field Experience Coordinator has student complete VCSSO Internship form on web.
2. Process for already admitted students
  - 2.1. Student notifies Credential Office or Advisor that they desire to be an intern. First contact will give or email the student the Intern Authorization form and indicate to student the place on the web for intern application (41-4). Credential Office will indicate to student that they must meet with their Academic Advisor.
  - 2.2. Student completes part I of Internship Authorization form, has school district personnel complete part 2 and brings form to interview with Academic Advisor for completion of part 3.
  - 2.3. Student meets with Academic Advisor to adjust program and write an individual program plan.
  - 2.4. After meeting, Advisor signs Internship Authorization form, sends copy to Program Chair, Field Experience Coordinator, and Credential Office (for inclusion in students file).
  - 2.5. Credential Analyst issues C 19 letter (copy sent to Field Experience Coordinator), submits paperwork (41-4 application) to CCTC for internship credential and notifies VCSSO of intern.
  - 2.6. Field Experience Coordinator has student complete VCSSO Internship form on web.

**Policy on Student Teaching Options for Interns**

It is the policy of all CSUCI Teacher Credential programs that candidates must student teach in two different student teaching placements to experience at least two different age or grade levels of students.

Since interns are working with one grade or level of student, summer school student teaching may be available for the second grade or level of student teaching. Candidates who demonstrate exceptional competency as an intern can student teach in their classroom for both placements, if both the school principal and university supervisor agree on the exceptional competency of the intern.

If both the principal and university supervisor agree that intern meets the CCTC standards for their role, then intern can complete both student teachings in own classroom with observations in another setting for breadth. If either school district or university supervisor see student as only partially meeting competency for their credential, then second student teaching in summer will be required as is described in each program.

The principal and university supervisor must complete the Intern Teaching Performance Evaluation and Recommendation form to determine if the student is eligible to complete both student teaching placements in their classroom.

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**Milestone Eight:**  
**Successfully complete program coursework, fieldwork, and a program portfolio**

**Program Maintenance Requirements**

As a condition of remaining in the teacher credential program, students must maintain a grade point average of 3.0 (B) or better, with no credential course grades lower than a C+. All field and student teaching experiences must be considered “passing” or given credit “CR” to be considered successful.

**Portfolio Exit Requirement**

All Education Credential Program students are required to submit a portfolio of work aligned to the program core competencies prior to completing the program. Students will submit a formative portfolio during their first student teaching semester and the summative portfolio at the end of their second student teaching semester. The portfolio structure and details will be discussed within specific program courses.

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**Financial Aid**

Financial Aid, for up to one year, may be available to admitted Prerequisite students who are otherwise eligible to complete prerequisite courses. Inquiries should be made directly to the Financial Aid Office.

**Location:** Enrollment Center, Professional Building

**Phone:** (805) 437-8530, TDD (805) 437-8510

**Fax:** (805) 437-8509

**Email:** [financial.aid@csuci.edu](mailto:financial.aid@csuci.edu)

**Web site:** <http://education.csuci.edu/finaid.htm>



## PREREQUISITE APPLICATION TEACHING CREDENTIAL PROGRAM

**Deadline: March 15, 2005**

**Final Filing Deadline: April 19, 2005**

**PLEASE PRINT CLEARLY**

Name \_\_\_\_\_  
Last First Middle Maiden/Former

Address \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_  
Street Unit/Space Include Area Code

City State Zip Work Phone (\_\_\_\_\_) \_\_\_\_\_  
Include Area Code

E-mail Address: \_\_\_\_\_ please print **exactly** (lower/UPPER case)

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Gender: M ☐ F ☐ Ethnic Identity (Optional) \_\_\_\_\_

(Gathered for state reporting purposes only)

University granting Bachelor's Degree: \_\_\_\_\_

Date of degree or anticipated date: \_\_\_\_\_ Academic Major: \_\_\_\_\_

Previously applied to or entered this or other credential program? Yes ☐ No ☐

List university and year: \_\_\_\_\_

List Credential(s) held: \_\_\_\_\_

**\*If you have held or currently hold a teaching credential, please call 437-8953 and schedule an appointment with a credential analyst to discuss specific requirements you may or may not have to meet.**

**Applying To Credential Program:**

**Attending: ☐ Full-Time OR ☐ Part-Time**

☐ Multiple Subjects

☐ Education Specialist: Mild/Moderate Level I

Single Subject:

☐ English

☐ Mathematics

☐ Foundational Level Mathematics

Science (*check one*)

☐ Biological Sciences

☐ Chemistry

☐ Physics

☐ Geosciences

Please list **ALL** colleges and universities attended. ATTACH an **official transcript** from each, including course work through University extension programs.

*A cumulative grade point average of 2.67 overall or 2.75 in last 60 units is required*

Name of Institution	Date of Attendance	Degree Received

If you do not yet have a transcript available with your Bachelor's degree posted at the time of your application, you must submit an official transcript of your work completed to date, and then provide an official transcript with your degree posted and date awarded as soon as it is available. Submit them to the Credential Office and CSUCI Admissions and Records.

### **Personal and Professional Fitness**

You must answer the question below with either "Yes" or "No".

**Have you ever been convicted of any felony or misdemeanor offense, including entering a plea of nolo contendere, in the state of California or any other state or country?**

YES ☐ NO ☐

Credential applicants are advised that **CONVICTION RECORDS** may prevent a candidate from obtaining an education credential. Although a wide variety of convictions will not prevent the issuance of a credential, the California Education Code does stipulate that certain conviction records will mandate the denial of a teaching document. Prior to applying, candidates with conviction records **should consult** with a Credential Advisor from Credential Office regarding the nature of the conviction.

**STATEMENT OF RESPONSIBILITY:** I understand that it is my responsibility to submit all required documents to the Credential Office, accompanying my application, regardless of where else on campus they may have been previously sent. To the best of my knowledge, all information I provide is accurate. I will keep the Credential Office informed of changes in my address, telephone number, e-mail, legal name, as well as notify the office of my intent to change programs, or withdraw from a credential program on a temporary or permanent basis.

By signing below, I certify I understand these expectations, and am willing to accept responsibility for their completion.

SIGNATURE OF APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_

**Continue to page 3, complete prerequisite checklist and attach all required documents along with application fee of \$25.00**



## PREREQUISITE CHECKLIST

Prerequisite status enables you to enroll in prerequisite classes. All prerequisite coursework must be completed prior to admission in a Credential Program. The following items are required for prerequisite admission. *For further explanation of the following items, please refer to the Information and Application Guidebook.*

### 1. Graduate Application to the University

- ☐ Application has been submitted to the University. Date: \_\_\_\_\_

Official transcripts from each college or university listed on Page 2 of this Application must be mailed **directly** to the CSUCI Office of Admissions and Records.

### 2. Prerequisite Application

- ☐ Application fee of \$25.00 attached
- ☐ Official transcripts from each college or university listed on Page 2 attached

### 3. CBEST Exam

- ☐ CBEST has been or will be taken on \_\_\_\_\_ and a copy of the score report or registration confirmation attached

**A copy is required even if you requested your scores be reported to CSUCI.**

### 4. Subject Matter Preparation (CSET exam or approved program waiver)

*For prerequisite admission you must be registered for a minimum of one subtest.*

*See Information and Application guidebook for details on full admission requirements.*

- ☐ CSET exam has been or will be taken on \_\_\_\_\_, and copy of score report or registration confirmation attached

**Copy of exam scores is required even if you requested your scores to be reported to CSUCI.**

**OR**

#### **\*Subject Matter Preparation Program (Waiver) Verification**

*For Single Subject and Special Education Programs only*

- ☐ Subject matter preparation program (full waiver or 4/5ths of waiver) completed or anticipated completion at: \_\_\_\_\_ (University). Semester/Year of completion or anticipated completion: \_\_\_\_\_

- ☐ **Original** waiver letter or 4/5ths letter is attached.

Please note that a waiver letter verifying **full** completion of subject matter preparation will be required in order to recommend you for your credential.

*\* Please see Information and Application Guidebook or program advisor for details*

**5. Certificate of Clearance or California Credential/Permit.**

Submit a completed “Character Identification and Clearance” (CIC) packet at the time you submit your Prerequisite program application. This packet includes the background check application (Form 41-CIC), completion of Live Scan electronic fingerprinting and accompanying form (Form 41-LS), and money order for \$27.50 payable to CCTC. Submission of the packet, when approved by the California Commission on Teacher Credentialing, will result in a Certificate of Clearance document.

Attached is one of the following

- ☐ CIC packet with fee
- ☐ Copy of emergency or substitute permit or previous credential
- ☐ Copy of CIC packet which has been submitted to California Commission on Teacher Credentialing

**Packets are available in the Credential Office, Bell Tower 1595. If this packet is not submitted at the time you submit your Prerequisite Application, an original Certificate of Clearance, or copy of a CCTC issued credential must be submitted with your Prerequisite Application.**

**INCLUDE THIS COMPLETED CHECKLIST WITH YOUR APPLICATION**





**THE FOLLOWING ITEMS ARE REQUIRED FOR CREDENTIAL PROGRAM APPLICATION**

**See Information and Application Guidebook for details**

1. Graduate Application to the University (*if not previously submitted*)
2. Credential Program Application
3. Official Transcripts with BA/BS degree posted (*if not previously submitted*)
4. CBEST passing score report
5. Subject Matter Verification – Exam(s) passing score report or full waiver or 4/5ths letter from a California University (**Single Subject/SPED only**)
6. Certificate of Clearance (original) or copy of CA teaching credential/permit
7. Writing Sample
8. Two letters of recommendation
9. Field Experience verification
10. TB Clearance (negative reading)
11. US Constitution course or exam
12. Prerequisite Courses (**must have completed or be currently enrolled**)



# TEACHING CREDENTIAL PROGRAM APPLICATION FALL 2005

Priority Filing Deadline: March 15, 2005

Final Filing Deadline: April 19, 2005

## PLEASE PRINT CLEARLY

Name \_\_\_\_\_  
Last First Middle Maiden/Former

Address \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_  
Street Unit/Space Include Area Code  
City State Zip Work Phone (\_\_\_\_\_) \_\_\_\_\_  
Include Area Code

E-mail Address: \_\_\_\_\_ please print exactly (lower/UPPER case)

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Gender: M ☐ F ☐ Ethnic Identity (Optional) \_\_\_\_\_  
(Gathered for state reporting purposes only)

University granting Bachelor's Degree: \_\_\_\_\_

Date of degree or anticipated date: \_\_\_\_\_ Academic Major: \_\_\_\_\_

Previously applied to or entered a credential program? Yes ☐ No ☐

List university and year: \_\_\_\_\_

List Credential(s) held: \_\_\_\_\_

**\*If you have held or currently hold a teaching credential, please call 437-8953 and schedule an appointment with a credential analyst to discuss specific requirements you may or may not have to meet.**

### Applying To Credential Program:

Attending: ☐ Full-Time OR ☐ Part-Time

☐ Multiple Subjects

☐ Education Specialist: Mild/Moderate Level I

☐ Mild/Moderate Level II

Single Subject:

☐ English

☐ Mathematics

☐ Foundational Level Mathematics

Science (*check one*)

☐ Biological Sciences

☐ Chemistry

☐ Physics

☐ Geosciences

Please list **ALL** colleges and universities attended. ATTACH an **official transcript** from each, including course work through University extension programs.

***A cumulative grade point average of 2.67 overall or 2.75 in last 60 units is required***

Name of Institution	Date of Attendance	Degree Received

**If you do not yet have a transcript available with your Bachelor's degree posted at the time of your application, you must submit an official transcript of your work completed to date, and then provide an official transcript with your degree posted and date awarded as soon as it is available. Submit them to the Credential Office and CSUCI Admissions and Records.**

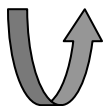
### **Personal and Professional Fitness**

You must answer the question below with either "Yes" or "No".

**Have you ever been convicted of any felony or misdemeanor offense, including entering a plea of nolo contendere, in the state of California or any other state or country?**

YES ☐ NO ☐

Credential applicants are advised that **CONVICTION RECORDS** may prevent a candidate from obtaining an education credential. Although a wide variety of convictions will not prevent the issuance of a credential, the California Education Code does stipulate that certain conviction records will mandate the denial of a teaching document. Prior to applying, candidates with conviction records **should consult** a Credential Advisor from the Credential Office regarding the nature of the conviction.



## Application Status

- ☐ **Continuing: Previously admitted as a CSUCI Post Baccalaureate Prerequisite student (submit items 3-11)**

Semester Admitted: \_\_\_\_\_ Semester Last Attended at CSUCI: \_\_\_\_\_

- ☐ **New (submit items 1-11)**

*For further explanation of the following items, please refer to the Information and Application Guidebook.*

### 1. Graduate Application to the University

- ☐ Application has been submitted to the University. Date: \_\_\_\_\_  
Official transcripts from each college or university listed on Page 2 of this Application must be mailed **directly** to the CSUCI Office of Admissions and Records.

### 2. Credential Program Application

- ☐ Application fee of \$25.00 attached  
☐ Official transcripts from each college or university listed on Page 2 attached

### 3. CBEST Exam

- ☐ CBEST passed on \_\_\_\_\_ and copy of score report attached  
**A copy is required even if you requested your scores be reported to CSUCI.**

### 4. Subject Matter Preparation (CSET exam or approved program waiver)

*See Information Guidebook for details on full admission requirements.*

- ☐ CSET: all exams passed on \_\_\_\_\_, and copy of score report(s) attached  
**Copy of exam score report is required even if you requested your scores to be reported to CSUCI**

**OR**

### **\*Subject Matter Preparation Program (Waiver) Verification**

*For Single Subject and Special Education Programs only*

- ☐ **Original** full waiver letter or 4/5ths letter is attached.

Please note that a waiver letter verifying **full** completion of subject matter preparation will be required in order to recommend you for your credential.

*\* Please see Information and Application Guidebook or program advisor for details*

**5. Certificate of Clearance or California Credential/Permit.**

Attached is one of the following:

- ☐ Character and Identification Clearance (41-CIC) packet with fee submitted with prerequisite application
- ☐ Original Certificate of Clearance attached
- ☐ Copy of emergency or substitute permit or previous credential attached

**6. Writing Sample**

- ☐ Attached is a 1½ – 2 page essay addressing the following questions: *(Your essay will be evaluated for accurate grammar, spelling, and the ability to communicate effectively in writing).*
  - Why do you want to be a teacher?
  - What will you contribute to the profession of educating children?
  - What is your perception of teaching students with many languages, cultures, and differences?

**7. Two Letters of Recommendation (see Information and Application Guidebook for details)**

- ☐ One letter from a professional who can describe my work with students attached
- ☐ One letter from faculty, or other professional who is knowledgeable about my personal qualities and potential to be a teacher, attached

**8. Early Field Experience Verification (see Information and Application Guidebook for details)**

- ☐ Attached is the Early Field Experience form at end of this application.

**9. U.S. Constitution (see Information and Application Guidebook for details)**

- ☐ Please refer to \_\_\_\_\_transcript, course number\_\_\_\_\_

**OR**

- ☐ Certificate indicating successful completion of exam, attached

**10. Tuberculin (T.B.) Clearance (see Information and Application Guidebook for details)**

- ☐ Copy of negative T.B. skin test or chest x-ray, attached

## **11. Prerequisite (see Information and Application Guidebook for details)**

Attach copy of transcript or proof of registration

### **MULTIPLE SUBJECTS**

#### **SPED 345**

- ☐ Complete or currently in progress
- ☐ Course substitution requested or approved
- ☐ Attending Summer session, registration attached

#### **EDUC 510**

- ☐ Complete or currently in progress
- ☐ Course substitution requested or approved
- ☐ Attending Summer session, registration attached

#### **EDUC 520**

- ☐ Complete or currently in progress
- ☐ Course substitution requested or approved
- ☐ Attending Summer session, registration attached

#### **ENG 475**

- ☐ Complete or currently in progress
- ☐ Course substitution requested or approved
- ☐ Attending Summer session, registration attached

#### **EDUC 512**

- ☐ Complete or currently in progress
- ☐ Course substitution requested or approved
- ☐ Attending Summer session, registration attached

#### **EDUC 521**

- ☐ Complete or currently in progress
- ☐ Course substitution requested or approved
- ☐ Attending Summer session, registration attached

### **EDUCATION SPECIALIST**

#### **SPED 345**

- ☐ Complete or currently in progress
- ☐ Course substitution requested or approved
- ☐ Attending Summer session, registration attached

#### **EDUC 510**

- ☐ Complete or currently in progress
- ☐ Course substitution requested or approved
- ☐ Attending Summer session, registration attached

#### **ENG 475**

- ☐ Complete or currently in progress
- ☐ Course substitution requested or approved
- ☐ Attending Summer session, registration attached

#### **EDUC 512**

- ☐ Complete or currently in progress
- ☐ Course substitution requested or approved
- ☐ Attending Summer session, registration attached

### **SINGLE SUBJECT**

#### **SPED 345**

- ☐ Complete or currently in progress
- ☐ Course substitution requested or approved
- ☐ Attending Summer session, registration attached

#### **EDUC 512**

- ☐ Complete or currently in progress
- ☐ Course substitution requested or approved
- ☐ Attending Summer session, registration attached

#### **EDUC 521**

- ☐ Complete or currently in progress
- ☐ Course substitution requested or approved

#### **ENG 475**

- ☐ Complete or currently in progress
- ☐ Course substitution requested or approved
- ☐ Attending Summer session, registration attached

#### **EDUC 520**

- ☐ Complete or currently in progress
- ☐ Course substitution requested or approved
- ☐ Attending Summer session, registration attached

☐ Attending Summer session, registration attached

**An interview for qualified candidates** Information regarding interviews will be mailed to you only when your application is complete. A successful interview is the final requirement for admission.

**STATEMENT OF RESPONSIBILITY:** I understand that it is my responsibility to submit all required documents to the Credential Office, accompanying my application, regardless of where else on campus they may have been previously sent. To the best of my knowledge, all information I provide is accurate. I will keep the Credential Office informed of changes in my address, telephone number, e-mail, legal name, as well as notify the office of my intent to change programs, or withdraw from a credential program on a temporary or permanent basis.

By signing below, I certify I understand these expectations, and am willing to accept responsibility for their completion.

SIGNATURE OF APPLICANT \_\_\_\_\_  
DATE \_\_\_\_\_

**Credential Program applications should be submitted by the priority-filing date to receive full consideration. Submit complete applications only, to Bell Tower 1595, or by mail.**

**Incomplete applications will not be accepted.**



## Field Experience Verification Form Prerequisite for the CSUCI Credential Program

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ Phone #: \_\_\_\_\_

- Instructions:
1. Answer items a, b and c.
  2. Ask your supervisor or other appropriate person to sign and verify the information (d).
  3. Submit the form with your credential application

**Who must complete this form?** Students who are applying to CSUCI's Credential Program.

**Required experience:** 45 clock hours of participation with a group(s) of school-aged children (K-12). Paid and volunteer experiences are acceptable. The experience can take place in both public and private institutions. One on one experience such as tutoring or coaching does not apply.

a. Location of Field Experience: \_\_\_\_\_

b. Type of experience: Please check one.

- ☐ Teacher's Aide/Assistant/Volunteer      ☐ Sunday School Teacher or Aide  
☐ After School Program Aide/Volunteer      ☐ Camp Counselor  
☐ Substitute Teacher      ☐ Boy Scout/Girl Scout/YMCA Volunteer  
☐ Other: \_\_\_\_\_

c. Please explain what you did (attach sheet if necessary).

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d. Supervisor's Verification: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
# of hours completed

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Institution



Date



Education Programs  
Request for Course Substitution

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Address \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Best time to call: \_\_\_\_\_

Work Phone (\_\_\_\_) \_\_\_\_\_ Best time to call: \_\_\_\_\_

Have you applied to the Credential Program ☐ Yes ☐ No If yes, what term \_\_\_\_\_

Program: ☐ Multiple Subject ☐ Single Subject \_\_\_\_\_ ☐ Special Education  
(Math/English/Science)

**USE A SEPARATE FORM FOR EACH COURSE SUBSTITUTION**

Course Substitution Requested for: \_\_\_\_\_  
CSUCI Course Number

Course Title

**Equivalent Course Taken:**

Course Title: \_\_\_\_\_ Course Number: \_\_\_\_\_

College/University \_\_\_\_\_ Term/year: \_\_\_\_\_

The course must have been completed within the last five (5) years.

**REQUIRED:** Attach a copy of your transcript showing grade, term and course completion and a copy of the catalog course description and course syllabus. *Catalog course descriptions will be evaluated, but may not be sufficient. Evaluation will not be made without these items attached to this form.*

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_ Approved – Add to List of Approved Substitution Courses

\_\_\_\_\_ Approved, Substitution Exception

\_\_\_\_\_ Denied

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_