

# Multiple Subject Credential Program File Check List

Name: \_\_\_\_\_ CWID# or SS# \_\_\_\_\_  
Date of Overview Attended \_\_\_\_\_

## ATTENDING AN OVERVIEW IS MANDATORY

**\*\*Check off all submitted documents. Submit this list with your application.**

**REMEMBER THAT YOUR APPLICATION TO THE UNIVERSITY FOR ADMISSION IS SEPARATE FROM YOUR APPLICATION TO THE CREDENTIAL PROGRAM.**

**Files without the following five documents turned in by the application deadline will be considered a late application:**

- 1. Receipt for \$50.00 processing fee. (Paid at the cashier's office on campus or online)
- 2. Multiple Subject Credential Program Application. Available online  
<http://ed.fullerton.edu/adtep>
- 3. Copies of official transcripts from every institution attended. (Transcripts **CANNOT** be downloaded from the computer. If you have ordered transcripts from admissions and records, indicate the date they were ordered. \_\_\_\_\_ (Attention – Jacque Russell, EC 182))
- 4. Autobiography (3 to 5 pages, double spaced)
- 5. Certificate of Clearance documents submitted to Christine Wyder, EC 182.

**A file is considered complete when it contains all remaining items, although they are not required by the deadline. PLEASE NOTE: FILES WILL ONLY BE REVIEWED FOR ADMISSION INTO THE PROGRAM AFTER SUBMISSION OF ITEMS 1 THROUGH 10.**

- 6. Copy of passed CBEST card. **We do not accept scores sent by the testing site. It is your responsibility to submit a copy of your official passed CBEST results.**
- 7. Copy of passed CSET results. (All three sections) **We do not accept scores sent by the testing site. It is your responsibility to submit a copy of your official passed CSET results.**
- 8. 2 Faculty Recommendations  
Or one Faculty Recommendation & one Alternative to Faculty Recommendation.
- 9. 2 Child/Youth Recommendations
- 10. Faculty Interview
- 11. Copies of immunization records: TB and MMR

\*The TB immunization is good for 4 years and must remain current throughout your student teaching.  
MMR is good for life, unless you were born prior to 1956.

**Only complete files which include all preceding documents on page one will be reviewed for admission into the program.**

**All three prerequisite courses must be satisfied prior to the beginning of the program. However, files CAN go into review with “Work in Progress”.** Indicate when and where you completed the courses. If any are in progress, or if you intend on taking them during Summer or Intersession, please note.

CAS 312 or CAS 315 or CAS 325A & B, or PSYC 361 (*Child and Human Development*)

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\*EDEL 315 (*Introduction to Elementary Classroom Teaching*)

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\*EDEL 425 or EDEL 325 (*Cultural Pluralism*)

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**\*If you took your prerequisites during, or after, Spring 06, you must receive a “B” or better in EDEL 315 and EDEL 325 to meet this requirement.**

Prerequisites taken at another college or university can be verified by downloading the Course Equivalency Chart on the website. If the course does not appear on the chart, and you believe you satisfied the requirement, you must submit a petition. Waivers can also be found on the website. Waivers must be supported by copies of transcripts, supplemented with either a syllabus or course description. Petitions are submitted to Jacque Russell in EC182.

**\*Certificate of Clearance: For questions regarding Certificate of Clearance, please contact Christine Wyder in EC182 (714/278-4028).**

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**Use this portion to document all missing items. If you have not submitted passed CBEST and CSET results, please indicate dates of upcoming exam dates.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**It is important to submit copies of official passed CBEST and CSET exams as you receive them through the mail. Files will not be reviewed for admission into the program without them. As previously stated, it is your responsibility to submit them, even if you requested to have the results sent to the university.**

**\*\*\*Copy all important documents. Once submitted, they will not be available for return.**

**All Forms Available Online <http://ed.fullerton.edu/adtep>**