

**Application Checklist to Westmont’s Teacher Credential Program**

Westmont’s Teacher Credential Programs are full-time, “cohort” programs. That is, all candidates for a credential begin and end the program at roughly the same time. Candidates wishing to enter a program in August must submit an application to the Department of Education no later than February 15. Application forms are available through the department’s web-page.

Planning for entry to a credential program should begin well before February 15. In addition to required tests, summer classes may be needed in order to fulfill all pre-requisites.

Among other considerations, the Teacher Credential Program Admissions Committee will base its decisions on your fulfillment of the following requirements:

Completed Application	Application due February 15.
Documentation of experience	Complete fieldwork for ED 100/101 OR submit documentation of at least 100 hours of organized, prior experience with children or adolescents.
GPA of at least 2.75	Submit transcripts giving evidence of a 2.75 GPA.
2 letters of reference	Submit two letters of reference if you are not a current Westmont student. Current Westmont students may choose to provide references to strengthen their application.
Basic Skills Requirement	There are a number of options available to fulfill the Basic Skills Requirement: <a href="http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf">http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf</a>
CSET passing scores (California Subject Examination for Teachers) <a href="http://www.ctcexams.nesinc.com">http://www.ctcexams.nesinc.com</a>	Take and pass all applicable sections of the CSET: <ul style="list-style-type: none"> <li>• Multiple Subjects (subsets I, II, and III)</li> <li>• Single Subjects (all subsets for chosen discipline)</li> </ul>
US Constitution	Demonstrate knowledge of the US Constitution (either a course in American Government (e.g, PO 10 or HIS 171) or approved test. Westmont administers a state-approved test. See program assistant.
Chest X-ray of TB skin test	Provide documentation of a current chest X-ray or TB skin test. (See Westmont Health Services Office.)
TWO Certificates of Clearance	File two Certificates of Clearance ASAP <ul style="list-style-type: none"> <li>• Commission on Teacher Credentialing</li> <li>• Santa Barbara County Office of Education</li> </ul>
Interview	Some candidates are asked to come in for an oral interview. All candidates applying to teach Spanish are required to interview to demonstrate Spanish language fluency and knowledge.

Additional requirements to be fulfilled after acceptance —prior to being recommended for a credential.

\$300 tuition non-refundable deposit (5 <sup>th</sup> year)	To confirm enrollment submit deposit by May 1. (The deposit is only required for 5 <sup>th</sup> year students.)
Housing Office Forms	Complete Housing Office form even if you plan to live off campus.
Application for Student Teaching	Complete application prior to October 15.
2.85 GPA	Maintain at least a 2.85 GPA during Fall semester coursework
Meet with assigned Cooperating Teacher and School Administrator	In late Fall, attend a meeting with your Cooperating Teacher and School Administrator.
TPA passing scores	Complete and pass two cycles of the CalTPA (Teacher Performance Assessment).
RICA passing score (for MS only)	Pass the RICA (Reading Instruction Competency Assessment)
Current CPR certification (including infant, child, and adult)	Candidates are encouraged to obtain current CPR certification prior to application, but it must be current to apply for teaching credential.

Additional requirement to be fulfilled once you have a teaching position to earn a clear credential.

Teacher Induction Program	Participate in and complete a 2-year induction program.
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Although Westmont makes every effort possible to inform candidates in a timely manner, program requirements may change at any time in keeping with directives from the Commission on Teacher Credentialing.