**M.A.T. CREDENTIAL PROGRAM**

**APPLICATION**

**Pacific Union College**

**Education Department**

**Pacific Union College Education Department Teacher Education Program**

Credential Office, West Hall (Education Building)

One Angwin Avenue

Angwin, CA 94508

Phone: 707-965-6643

Email: teachingcredentials@puc.edu

Fax: 707-965-6645

**M.A.T. CREDENTIAL PROGRAM APPLICATION** California Preliminary Multiple Subject and Single Subject Credential Programs Seventh-day Adventist Basic Teaching Certificate Programs

We welcome your application for admission to a PUC teacher education program. This is your guide to the admission process. If you have any questions, please contact the Credential Analyst in the Education Department Credential Office.

PRIORITY APPLICATION CONSIDERATION

Program applications received by May 31 for Fall Quarter start in methods course and field experience sequence will receive priority consideration. Applications received after this date will be considered in the order received.

PROGRAM ADMISSION DEADLINES

Applications for admission to the Masters of Arts in Teaching degree program must be submitted in full by August 30 for a Fall Quarter start.

PREREQUISITES TO PROGRAM ADMISSION 1) Bachelor’s degree from an accredited institution of higher education, verified by transcript

2) Minimum cumulative GPA of at least 3.0 3) Meet the Basic Skills Requirement 4) Issuance of a Certificate of Clearance by the California Commission on Teacher Credentialing

5) Passage of the California Subject Exam for Teachers in the content area of the credential 6) Completion of EDUC 101-Introduction to Teaching with C- or better 7) Completion of EDUC 101L-Classroom Observations with B- or better OR Experience Waiver 8) Submission of a COMPLETE application for program admission (see below) 9) Completion of Admissions Interview with Credential Analyst

**REQUIRED PROGRAM APPLICATION MATERIALS**

Only COMPLETE applications containing ALL required materials will be accepted and reviewed for program admission. Exception: Freshman Adventist Mission Scholarship Recipients are required to submit a partial application at the end of their freshman year (Application form, Advisor Interview form).

All program application materials are to be submitted together at the time of the Admissions Interview. Please do not submit materials individually.

A COMPLETE application includes the following items. Please read these instructions *carefully*.

1. **Application Form**: Please print legibly. Make sure application form is complete and signed. The form is contained in this packet.

 Completed

2. **Advisor Interview**: Make an appointment with your Education Advisor to discuss the credential program and make plans for the future. Have your advisor complete the attached Advisor interview form, sign it, and return it to you.

 Completed

3. **Verification of Degree and GPA**: Obtain one set official transcripts from all institutions of higher education where you have completed coursework, even if a degree was not earned. These transcripts should be sent directly to the Credential Office to support your credential application. Send one additional official transcript from your school of degree to the PUC Records Office to support admission to the Master of Education degree program.

 Completed

4. **Personal Statement:** Write a personal statement which responds to the questions below. This statement should be at least one page, but no more than four pages, in length and must be typed.

 1) Why do you want to be a teacher?

 2) At what grade level would you like to teach and why?

 3) What personal traits and skills do you recognize in yourself that will contribute to your success as a teacher?

 4) What teaching or leadership experiences have you had working with children or adolescents?

 5) What are your personal attitudes and experiences with children or adults of diverse ethnic, cultural, or socio-economic backgrounds?

 Completed

5. **Recommendation**: Obtain a professional recommendation supporting your program acceptance. The recommender should be someone who recognizes your potential for success as a teacher. Recommendations from friends or family members are not acceptable. Use the attached form and have the recommender send it directly to the Credential Office.

 Completed

6. **Basic Skills Requirement (BSR)**: Submit a copy of the official BSR score report you are using to meet the Basic Skills Requirement.

 Completed

7. **Subject Matter Competency Verification**: Pass in full the California Subject Exam for Teachers in content area of credential. Submit passing score report with application materials.

 Completed

8. **Certificate of Clearance**: Submit a Certificate of Clearance issued by the California Commission on Teacher Credentialing. Instructions for obtaining a clearance are outlined in the LiveScan & Certificate of Clearance packet.

 Completed

9. **Verification of SDA Church Membership**: If you are a Seventh-day Adventist and wish to obtain an SDA Teaching Certificate along with a California credential, submit either a copy of your baptismal certificate or a letter from your home church verifying that you are a church member.

 Completed

**WHEN YOU HAVE GATHERED ALL REQUIRED APPLICATION MATERIALS, PLEASE CONTACT THE CREDENTIAL OFFICE TO SET AN APPOINTMENT FOR AN ADMISSIONS INTERVIEW.**

Pacific Union College Education Department

**APPLICATION FOR ADMISSION TO THE MASTER OF ARTS IN TEACHING DEGREE PROGRAM**

Updated 7/2017

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| **FULL LEGAL NAME** |  |
| **ADDITIONAL NAMES THAT MAY APPEAR ON OFFICIAL RECORDS** |  |
| **PERMANENT** **MAILING ADDRESS** |  |
| **PHONE:**  | **E-MAIL** |
| **DATE OF BIRTH:** | **COUNTRY OF CITIZENSHIP:** | **IF NOT A US CITIZEN, ARE YOU A PERMANENT RESIDENT?** YES NO |
| **PERSONAL INFORMATION (response optional)**Furnishing information for this section is voluntary. All data is strictly confidential and will be used for statistical reports only. | GENDER: M FMARITAL STATUS: Single MarriedETHNIC BACKGROUND: American Indian or Alaska Native Asian Black or African American Hispanic/Latino of any race Native Hawaiian or Other Pacific Islander Caucasian Two or more races Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RELIGIOUS PREFERENCE: Seventh-day Adventist Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **SCHOOLS ATTENDED****& DEGREE** | Please list all colleges and universities attended and all degrees earned with date of award. Two sets of official transcripts from each school must be sent directly to PUC Credential Office with program application.COLLEGE/UNIVERSITY DATES ATTENDED DEGREE EARNED DATE EARNED |
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| **SDA CANDIDATE QUESTIONS** | Do you wish to obtain a Seventh-day Adventist Teaching Certificate: YES NOAre you a baptized SDA church member? YES NO(Membership in the Seventh-day Adventist Church is a prerequisite for earning a SDA teaching certificate.)How will you verify church membership with this application? Copy of baptismal certificate Letter from church pastor |
| **CRIMINAL RECORD CLEARANCE** | Do you have any type of criminal record that will prevent you from being eligible for a credential? NO YES – Please explain:All applicants must submit a Certificate of Clearance issued by the California Commission on Teacher Credentialing which verifies criminal record clearance.  |
| **DEGREE and CERTIFICATION****DESIRED** | Please identify the degree and certification you wish to earn through the M.A.T. program (check all that apply):  Master of Arts in Teaching: California Multiple Preliminary Subject Credential  Master of Arts in Teaching: California Preliminary Single Subject Credential SDA Basic Elementary Certificate (not part of M.A.T., but can be earned with additional coursework) SDA Basic Secondary Certificate (not part of M.A.T., but can be earned with additional coursework)(Note: Membership in the Seventh-day Adventist Church is a prerequisite for earning a SDA teaching certificate.) |
| **SUBJECT MATTER AREA** | Please identify the subject matter you wish to teach: All subjects in a self-contained elementary classroom Specific content area in middle or high school; Content area:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **SUBJECT MATTER COMPETENCY VERIFICATION** | All candidates for admission to a credential program must meet one of the following criteria for subject matter competency before they can be admitted to the credential program. *Education Code 44227(a)*.  **Please** **check the statement below that applies to you and attach the paperwork required to support your statement.**  I am providing evidence of having PASSED IN FULL the appropriate CSET subject matter competency exams. I am providing evidence of having COMPLETED A CTC-APPROVED SUBJECT MATTER PROGRAM at another college/university. Subject matter programs are not available at PUC. |
| **APLICANT** **SIGNATURE** | I certify that I have carefully considered each question and that my statements are true and complete to the best of my knowledge. I understand that misrepresentation in any statement may be considered sufficient reason for refusal of admission or disqualification. I have submitted with this application all required supporting documents.SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Pacific Union College Education Department

**ADVISOR INTERVIEW**

**APPLICATION FOR ADMISSION TO THE M.A.T. TEACHER CREDENTIAL PROGRAM**

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| **INSTRUCTIONS TO ADVISORS:**Please complete this Advisor Interview form with candidates applying for admission to the preliminary teacher credential program. Sign and date at the bottom and give the form to the candidate to submit to the Credential Office with their program application packet. |
| **CANDIDATE NAME** |
| **YEAR IN SCHOOL:**  Post-baccalaureate candidate |
| **PROGRAM FORMAT:** Master of Arts in Teaching degree  |
| **DESIRED CERTIFICATION:**SDA Basic Elementary SDA Basic SecondaryCA SB2042 Preliminary Multiple Subject CA SB2042 Preliminary Single Subject |
| **CREDENTIAL CONTENT AREA & DESIRED ENDORSEMENTS:**Main Content area:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Other possible endorsement areas:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Bilingual Authorization? no yes, Language\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **DEGREE SUBJECT & GRADUATION:** Degree:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Graduation Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **PROGRAM REQUIREMENTS & PLANNING:**Review program requirements. Review plan for completing coursework in proper sequence as provided by Credential Office. |
| **BASIC SKILLS REQUIREMENT:**How candidate plans to meet the Basic Skills Requirement: CBEST CSET MS + CSET: Writing ACT SAT Out-of-state test**NOTE: CSET:MS + CSET:Writing is the recommended option for Multiple Subject candidates as it meets both the Basic Skills & CSET requirement.** |
| **CERTIFICATE OF CLEARANCE REQUIREMENT:**Date when candidate will complete LiveScan and apply for Certificate of Clearance:\_\_\_\_\_\_\_\_\_\_\_\_ |
| **APPLICATION FOR PROGRAM ADMISSION:**Date when candidate will make application for program admission:\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **METHODS SEQUENCE:**Quarter when candidate plans to enter methods sequence (dependent on program admission): Fall\_\_\_\_ Winter\_\_\_\_ Spring \_\_\_\_ |
| **PRE-SESSION AND FULL-TIME STUDENT TEACHING:**Summer when candidate will complete Pre-Session:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Quarter when candidate will Student Teach:\_\_\_\_\_\_\_\_\_\_\_\_ |
| **CSET REQUIREMENT:**Passing CSET score report must be submitted with application to M.A.T. program.  |
| **ADVENTIST MISSION SCHOLARSHIP:**Has the candidate awarded scholarship? yes noIf no, encourage them to apply through the Credential Office. |
| **Other information Credential Office NEEDS TO know:** |
| **ADVISOR SIGNATURE:**  | **DATE:** |

**SUGGESTED SEQUENCE OF CREDENTIAL COURSES FOR M.A.T. SINGLE SUBJECT CANDIDATES**

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| **PREREQUSITES TO BEGINNING PROGRAM** |
| Bachelor’s degree from accredited schoolCumulative GPA of at least 3.0\*Basic Skills Requirement \*Passage of California Subject Exam for Teachers (CSET: Content Area)\*EDUC 101- Introduction to Teaching\*EDUC 101L – Classroom Observations or waiver based on 25+ hours of experience\*Certificate of Clearance\*Verification of SDA church membership (for SDA certification)Formal program admission |
| **FALL QUARTER – Recommended Program Start Date** |
| EDUC 535-Moral Dimensions of Teaching & Learning (3) EDUC 539-ELL Pedagogy (2)EDUC 561-Middle School Teaching Strategies (4)EDUC 577-Classroom Management (3)EDUC 594(561L)-Middle School Field Experience (1)\*PLSC 124-Introduction to American Government (3) (if U.S. Constitution requirement not already met)OPTIONAL-SDA REQUIREMENTSReligion as needed to total 16 credits |
| **WINTER QUARTER** |
| EDUC 536-The Multicultural Classroom (3)EDUC 540-Exceptional Children in the Classroom (4)EDUC 562- Secondary Content Area Teaching Strategies (4)EDUC 591-Student Teaching Seminar: TPA Cycle 1 (1)EDUC 594(562L)- High School Field Experience (1)\*HLED 166-Health Education (2) (also available fall or summer quarter)OPTIONAL-SDA REQUIREMENTSReligion as needed to total 16 creditsRELT 205-Christian Beliefs (3) or RELT 220-SDA Beliefs (3) |
| **SPRING QUARTER – Optional Program Start Date** |
| EDUC 532/L-Teaching with Technology (2+1)EDUC 333-Educational Psychology (4)EDUC 558 Literacy in the Content Areas (3)Submit Final TPE Portfolio for ApprovalOPTIONAL-SDA REQUIREMENTSEDUC 568- K-12 Bible (2)EDUC 568L- K-12 Bible Practicum (1)RELH 360-Adventist Heritage (4)Religion as needed to total 16 credits |
| **SUMMER QUARTER** |
| Pre-Session Student Teaching (3) – 10 days at start of new school yearOPTIONAL-SDA REQUIREMENTSRELH 360-Adventist Heritage (4)RELT 205-Christian Beliefs (3) or RELT 220-SDA Beliefs (3)Religion as needed to total 16 credits |
| **FALL QUARTER** |
| EDUC 594-Full Time Student Teaching/Elementary (12)EDUC 592-Student Teaching Seminar: TPA Cycle 2 (1)EDUC 598-Student Teaching Seminar – Culminating Teaching Experience TPA (1)Verify passage of California Teaching Performance Assessment (CAL TPA)Verify valid AHA or ARC CPR CardVerify U.S. Constitution RequirementComplete Exit Interview with Credential AnalystSubmit credential application paperworkSubmit an application to the PUC Records office to graduate in JuneOPTIONAL-SDA REQUIREMENTSFinal quarter to verify completion of requirements |

**SUGGESTED SEQUENCE OF CREDENTIAL COURSES FOR M.A.T MULTIPLE SUBJECT CANDIDATES**

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| **FALL QUARTER** |
| EDUC 535-Moral Dimensions of Teaching (3) EDUC 539-ELL Pedagogy (2) EDUC 545-Teaching Math in the Elementary School (4) EDUC 576-PE for Children (3) EDUC 577-Classroom Management (3) EDUC 591-Student Teaching Seminar: Designing Learning TPA (1) EDUC 593 (553L)-Math Field Experience (1) HLED 166-Health Education (2) (if not taken previously, also available winter quarter) PLSC 124-Intro to American Government (3) (if US Constitution requirement not already met) | OPTIONAL-ADD CA SINGLE SUBJECT AUTHORIZATIONNoneOPTIONAL-SDA REQUIREMENTS RELT 205-Christian Beliefs or RELT 220-SDA Beliefs Religion as needed to total 16 credits  |
| **WINTER QUARTER** |
| EDUC 532/L-Computer Technology for Teachers (2+1) (also available spring quarter) EDUC 536-The Multicultural Classroom (3) EDUC 540-Exceptional Children in the Classroom (3) EDUC 553-Beginning Reading & Writing (4) EDUC 591-TPA Cycle 1 (1)EDUC 593 (545L)-Beginning Reading Field Experience (1) | OPTIONAL-ADD CA SINGLE SUBJECT AUTHORIZATIONEDUC 562-Secondary Content Area Teaching Strategies (3)EDUC 595-Independent Study-CA Secondary Methods (1) EDUC 594 (562L)-Secondary Field Experience (1)  OPTIONAL-SDA REQUIREMENTS  EDUC 562-Secondary Content Area Teaching Strategies (3) EDUC 594 (562L)-Secondary Field Experience (1) RELT 205-Christian Beliefs or RELT 220-SDA Beliefs Religion as needed to total 16 credits  |
| **SPRING QUARTER** |
| EDUC 532/L-Computer Technology for Teachers (2+1) EDUC 533-Educational Psychology (4) EDUC 556-Teaching English Language Arts II (4) EDUC 557-Teaching Content Areas: Science, Social Studies, and the Arts (4) Submit final TPE Portfolio for approval | OPTIONAL-SDA REQUIREMENTS EDUC 568-K-12 Bible (2) EDUC 568L-K-12 Bible Practicum (1) RELH 360-Adventist Heritage (4)Religion as needed to total 16 credits with 6 RELB |
| **SUMMER QUARTER** |
| Pre-Session Student Teaching (0) (10 days at start of new school year) | OPTIONAL-SDA REQUIREMENTS RELH 360-Adventist Heritage (4) RELT 205-Christian Beliefs (3) or RELT 220-SDA Beliefs (3) Religion as needed to total 16 credits with 6 RELBGraduate level EDUC if needed for graduation |
| **AUTUMN QUARTER** |
| EDUC 593-Full-Time Student Teaching/Elementary (12) EDUC 592-Student Teaching Seminar: TPA Cycle 2 (1) EDUC 598-Student Teaching Seminar - Culminating Teaching Experience TPA (1)Verify passage or Reading Instruction Competence Assessment (RICA) Verify CPR course Participate in Exit Interview with Credential Analyst Submit credential application paperwork Submit an application to the PUC Records Office to graduate in June |  |

Pacific Union College Education Department

**RECOMMENDATION FORM: MASTER OF ARTS IN TEACHING**

**APPLICATION FOR ADMISSION TO THE MASTER OF ARTS IN TEACHING CREDENTIAL PROGRAM**

**APPLICANT**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **RECOMMENDATION** **DATE** \_\_\_\_\_\_\_\_\_\_\_\_

**INSTRUCTIONS**: The above-named individual has expressed an interest in becoming a teacher and is making application to the teacher education program at Pacific Union College. Please rate the applicant in the areas listed below. Your rating and comments are confidential.

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| **CHARACTERISTICS** | **Not Observed** | **Marginal** | **Average** | **Superior** |
| Ability to relate to children |  |  |  |  |
| Leadership skills & ability to take charge of a group |  |  |  |  |
| Organizational skills |  |  |  |  |
| Initiative, self-motivation, and follow-through |  |  |  |  |
| Interpersonal relationships |  |  |  |  |
| Ability to communicate |  |  |  |  |
| Courtesy and concern for others |  |  |  |  |
| Dependability |  |  |  |  |
| Ability to cope with stress |  |  |  |  |
| Health |  |  |  |  |
| Judgment and maturity |  |  |  |  |
| Personal appearance and neatness |  |  |  |  |
| Demonstrates sensitivity and tolerance towards individuals from diverse ethnic, cultural and socio-economic backgrounds |  |  |  |  |

How well do you know the applicant? little average well very well

What is your relationship to the applicant? teacher employer other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you observed this applicant involved with children? YES NO

In what role did you observe them?

Do you feel this applicant’s choice to be a teacher is a good one? YES NO

Please explain your response by commenting on the applicant’s aptitude for the teaching profession from your perspective.

Signature Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title or Position Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form to the Credential Analyst, Education Department, Pacific Union College, One Angwin Avenue, Angwin, CA 94508.

Email: teachingcredentials@puc.edu

Pacific Union College Education Department

**PETITION TO WAIVE EDUC 101L – CLASSROOM OBSERVATIONS**

**NAME** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **RECEIVED\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **REQUIREMENTS FOR WAIVING EDUC 101L** |
| EDUC 101L-Classroom Observations may be waived based on classroom experience if ALL of the requirements listed below are met: |
| 1. The experience must have been at least 25 hours in length.
2. The experience must have taken place in a preschool, elementary school, middle school, or high school.
3. The experience must have taken place during regular school hours, not after school.
4. The experience must have involved actual interaction with students (not just observation, grading papers, etc.)
5. The experience may not have been in a classroom of peers.
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| **VERIFICATION OF EXPERIENCE** |
| If the requirements listed above are met in full, the employer or supervisor of the experience should fill out the information below, sign and date the verification, and return it to the course instructor for approval. Return form with the Application for Admission to the Master of Arts in Teaching program. |
| **Employer/Supervisor Name & Title** |  Name Title |
| **School Name & Location** |  |
| **Grade Level at Which Experience Occurred**  |  |
| **Beginning & Ending Dates of Experience** |  |
| **Total Number of Days & Hours of Experience** |  Days Hours |
| **Description of Responsibilities** **During Experience** |  |
| **Quality of Work During Experience** |  Excellent Above Average Average Poor |
| **Additional Comments** |  |
| My signature verifies that by completing the experience described above this individual satisfactorily met the requirements for waiving EDUC 101L.  |
| **Signature of Employer/Supervisor** |  | Date |  |

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| **DEPARTMENT DECISION** |
| **APPROVED** | Date: Approved By: |
| **DENIED** | Date: Denied By: Reason Denied:  |