**APPLICATION**

**FOR**

**CREDENTIAL**

**PROGRAM ADMISSION**

**Non-Degree Post-Baccalaureate Candidates**

**Education Department**

**Pacific Union College**

**Pacific Union College Education Department**

**Credential Program**

Credential Office, West Hall

Pacific Union College

One Angwin Avenue

Angwin, CA 94508

Phone: 707-965-6643

Email: [teachingcredentials@puc.edu](mailto:teachingcredentials@puc.edu)

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**NON-DEGREE POST-BACCALAUREATE 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 the PUC credential 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 a 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 Non-Degree Post-Baccalaureate Program must be submitted in full by August 30 for a Fall Quarter start.

**PREREQUISITES TO PROGRAM ADMISSION** 1) Completion of EDUC 101-Introduction to Teaching with C- or better

2) Completion of EDUC 101L-Classroom Observations with B- or better OR Experience Waiver 3) Minimum cumulative GPA of at least 2.75 (effective 7/1/2016)

4) Full passage of Basic Skills Test 5) Issuance of a Certificate of Clearance by the California Commission on Teacher Credentialing 6) Submission of a COMPLETE application for program admission (see below) 7) 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. All program application materials are to be submitted together at the time of the Admissions Interview. 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 official transcripts from all institutions of higher education that you have attended, whether or not a degree was earned. Transcripts should be sent to the PUC Credential Office.

Credential Office

Education Department

Pacific Union College

One Angwin Avenue

Angwin, CA 94508

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, 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 received from the test company. Undergraduate candidates must take and pass all portions of the California Educational Basic Skills Test (CBEST). A CBEST information packet available in the department brochure rack.

Completed

7. **Subject Matter Competency Verification**: Register for, attempt, or pass the California Subject Exam for Teachers in the

content area of the desired credential. Submit verification of test registration or score reports with application.

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 available in the department brochure rack.

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 TEACHER CREDENTIAL PROGRAM**

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| --- | --- | --- | --- | --- | --- | --- |
| **FULL LEGAL NAME** |  | | | | | |
| **ADDITIONAL NAMES THAT MAY APPEAR ON OFFICIAL RECORDS** |  | | | | | |
| **LOCAL ANGWIN**  **MAILING ADDRESS, if a current PUC Student**  **(DORM or PO Box/Street Address, City, State, ZIP)** |  | | | | | |
| **PERMANENT HOME**  **MAILING ADDRESS**  **(PO Box or Street Address, City, State, ZIP)** |  | | | | | |
| **LOCAL PHONE:** | | **CELL PHONE:** | | | **HOME PHONE:** | |
| **PUC E-MAIL** | | | **OTHER E-MAIL** | | | |
|  | | **PUC ID:** | | |  | |
| **DATE OF BIRTH:** | | **COUNTRY OF CITIZENSHIP:** | | | **IF NOT A US CITIZEN, ARE YOU A PERMANENT RESIDENT?** YES NO | |
| **OPTIONAL INFORMATION**  Furnishing information for this section is voluntary. All data is strictly confidential and will be used for statistical purposes only. | **GENDER:** M F  **MARITAL STATUS:** Single Married Divorced Legally Separated Widowed  **ETHNIC BACKGROUND:** American Indian or Alaska Native Asian Black or African American  Hispanic/Latino of any race Native Hawaiian or Other Pacific Islander White Two or more races  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **RELIGIOUS PREFERENCE:** Seventh-day Adventist Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **CONTENT MAJOR** | MAJOR: | | | ADVISOR: | | EXPECTED GRADUATION DATE: |
| **SCHOOLS ATTENDED** | Please list all colleges and universities attended. Submit transcripts for all school listed.  COLLEGE/UNIVERSITY DATES ATTENDED | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
| **FOR SDA CANDIDATES ONLY** | Do you wish to obtain a Seventh-day Adventist Teaching Certificate: YES NO  Are you a baptized SDA church member? YES NO; Home church:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (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 for admission must submit a CTC-issued Certificate of Clearance verifying clearance. | | | | | |
| **COMPLETION OF ADMISSION PREREQUISITES** | Please identify the program admission prerequisites that you have completed:  EDUC 101-Introduction to Teaching, Quarter: \_\_\_\_\_\_\_\_\_\_ Grade:\_\_\_\_\_\_\_\_\_\_  EDUC 101L-Classroom Observations, Quarter:\_\_\_\_\_\_\_\_\_\_ Grade:\_\_\_\_\_\_\_\_\_\_  OR Waiver for EDUC 101L based on equivalent experience  One full quarter of successful college coursework  Cumulative GPA of at least 2.75; Current GPA:\_\_\_\_\_\_\_\_ Quarter:\_\_\_\_\_\_\_\_\_  Issuance of a Certificate of Clearance by the CA Commission on Teacher Credentialing  Basic Skills: CBEST SAT ACT Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

|  |  |
| --- | --- |
| **DESIRED CERTIFICATION** | Please identify the certification/credentials you wish to earn through PUC’s program (check all that apply):  SDA Basic Elementary (1-8)  SDA Basic Secondary (9-12)  CA SB2042 Preliminary Multiple Subject (K-12, self-contained classroom)  CA SB2042 Preliminary Single Subject (K-12, departmentalized classroom in specific content area) |
| **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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **SUBJECT MATTER COMPETENCY VERIFICATION** | All candidates for admission to the 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)*.  (NOTE: Education Department policy requires that the CSET exam, which demonstrates subject matter competency, be passed in full one quarter prior to the scheduled full-time student teaching experience. Student teaching will be delayed if passing scores are not submitted according to this schedule.)  I am providing evidence of having PASSED IN FULL the appropriate CSET subject matter competency exams.  I am providing evidence of having ATTEMPTED the appropriate CSET subject matter exams.  I am providing evidence of REGISTRATION for the next scheduled CSET examination.  I am providing evidence that I have PLANNED with my Education Advisor when I will take the CSET exam.  (This occurs as part of the Advisor Interview. See Advisor Interview form.) |
| **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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**OFFICE USE ONLY:**

( ) Regular Admission ( ) Provisional Admission ( ) Admission Denied/Reason\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pacific Union College Education Department

**APPLICATION FOR ADMISSION TO THE TEACHER CREDENTIAL PROGRAM**

**RECOMMENDATION FORM**

NAME OF APPLICANT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 in the attached envelope to the Credential Analyst, Education Department, Pacific Union College, One Angwin Avenue, Angwin, CA 94508.

Pacific Union College Education Department

**ADVISOR INTERVIEW**

**APPLICATION FOR ADMISSION TO THE 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:**  Freshman Sophomore Junior Senior Post-Baccalaureate | |
| **PROGRAM FORMAT:**  Undergraduate program completed concurrent with degree  Non-degree program completed post-baccalaureate | |
| **DESIRED CERTIFICATION:**  SDA Basic Elementary  SDA Basic Secondary  CA 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 & GRADUATION:**  Major:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major Advisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Graduation Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **PROGRAM REQUIREMENTS & PLANNING:**  Review program requirements.  Develop a written plan for completing coursework in proper sequence. | |
| **BASIC SKILLS REQUIREMENT:**  Date candidate plans to meet the Basic Skills Requirement: \_\_\_\_\_\_\_\_\_\_\_  Option chosen: CBEST CSET MS + CSET: Writing ACT SAT Out-of-state test | |
| **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 \_\_\_\_  (Single Subject candidates must: be a junior , have completed at least 50% of major, and have a major GPA of at least 2.75 before they will be admitted to EDUC 361 and their first lab) | |
| **CSET REQUIREMENT:**  Date when candidate will take CSET: \_\_\_\_\_\_\_\_\_\_\_\_  (CSET must be passed at least one quarter prior to student teaching; take well ahead of deadline) | |
| **ADVENTIST MISSION SCHOLARSHIP:**  Candidate awarded scholarship? yes no  (If no, encourage them to apply through the Credential Office.) | |
| **Other information Credential Office NEEDS TO know:** | |
| **ADVISOR SIGNATURE:** | **DATE:** |