Application Checklist

Teaching Credential Applicants

Required Documents for Teaching Credential Applicants

☐ Verification of the <u>basic skills requirement</u> which in most cases will be a bachelor's degree or higher, awarded from a regionally accredited institution of higher education.

☐ Verification of subject matter competence via one of the state approved <u>options</u>

☐ Valid <u>Certificate of Clearance</u>

☐ TB Clearance

☐ <u>Field Experience Verification</u>

☐ Statement of Purpose

☐ Name & email for 1 Academic reference

☐ Name & email for 1 Experience with Youth reference

☐ Statement of Exceptional Admission (if overall GPA falls **below** 2.5 or 2.75 in last 60 semester units)

☐ Orientation Certificate (Education Specialist only)

The Applications

Two applications are required and must be submitted by the established <u>deadline</u>.

University Application:

☐ <u>Application</u> to Cal Poly Pomona as a graduate student seeking a teaching credential.

Program Application:

☐ <u>Application</u> to the Teaching Credential Program – all the required documents above will be uploaded into this application.

<mark>Important Notes:</mark>

Attaching word documents stating "in process" for requirements is not acceptable and will lead to applications not being considered.

All **foreign transcripts** must be evaluated by a <u>CTC approved transcript evaluation agency</u>. Original evaluated transcripts must be sent to the Office of Admissions.

Official transcripts from all previous institutions attended must be sent to the Office of Admissions.

The official method of communication is **Cal Poly Pomona email**. You will be contacted via CPP email to schedule your entrance interview after the Credential Office has time to review and process your documents.