



PREREQUISITES FOR ADMISSION

TO THE MASTER'S COLLEGE CREDENTIAL PROGRAM

There are a number of prerequisites that must be met before a student's application for admission to the credential program will be considered. Since these prerequisites take time to complete, students are advised to be working on them well in advance of the semester they wish to take education courses.

Teaching Experience. Students must have experience with the age group they plan to teach. Teaching situations appropriate for meeting this requirement include teaching in Sunday School, AWANA, clubs, or after school programs. Serving as a tutor or classroom aide are excellent ways to get experience, and are built into the Liberal Studies – teacher education (LS-te) major in the seminar classes. Students should be certain that someone sees them teach frequently enough to be qualified to fill out a Teaching Experience Reference Form (See appendix for a sample of the form).

Cross-Cultural Experience. Students are encouraged to get experience with children and youth who come from backgrounds different from their own. Many churches in the area surrounding the college provide opportunities to gain this experience. The college missions conferences, summer missions trips, and outreach during the school year are also excellent opportunities for gaining this experience. Opportunities to meet this requirement are also built into the LS-te major in the seminar classes.

CBEST. Students must take the CBEST (California Basic Educational Skills Test) before they are admitted to the credential program. They must pass it before student teaching. Since the test is not offered frequently, the registration deadline is approximately one month before the testing date, and because test results are not received for approximately six weeks, students should plan to take the test no later than the semester before they apply for admission to the program. Testing information, including registration, may be found at www.ctcexams.nesinc.com. **Please Note:** Fall 2013 Candidates will have to take and pass the CBEST before they enter the credential program.

Candidates admitted to the credential program must meet all academic criteria that apply to coursework taken up to the time the application is submitted. (More detailed descriptions of the requirements are in Section II.) Accepted candidates must continue to meet the criteria as they progress through the program.

Prerequisite Courses. Students must be concurrently enrolled in, or have already completed the following courses with a minimum grade of B- in the courses with an ED prefix and a C in the other courses:

- E322 Children's Literature (multiple subject only)
- ED400 Foundations of Education

- ED410 Technology Uses in Education
- Linguistics (not required, but STRONGLY recommended for multiple subject)

Testing Alternative – CSET. If a student does not meet the academic criteria, there is a testing alternative (See Part II, Testing Alternative). However, students who have trouble meeting these academic criteria will probably also have difficulty passing the test. Students should talk to their advisors about other alternatives and seek their help before deciding not to pursue the credential.



REQUIREMENTS FOR ADMISSION TO THE MASTER'S COLLEGE CREDENTIAL PROGRAM

Students applying for admission to the credential program must be admitted to the college before applying for admission to the program (this includes adherence to the doctrinal statement of the college). In order to apply to the credential program, professional, academic and legal qualifications must be met. Once students meet the qualifications, they are interviewed by a Teacher Education Admissions Panel. The Panel meets each semester. Deadlines for applying may be obtained from the Education Department.

Professional Qualifications

The chart below outlines the professional qualifications required for admission to the credential program. The chart is followed by a more complete description of each of the requirements.

Multiple and Single Subject
Application
Personal References
Documentation of Cross-Cultural Experience
Documentation of Teaching Experience
Reference from Teaching Supervisor
Satisfactory ED400 Foundations of Education Teaching Potential Evaluation Form
Teaching Self Evaluation
Posted Bachelor's Degree

Application. Application to the credential program is submitted in the student's senior year, usually during the last semester. Transfer students with 90 or more units of transfer credit should check with an Education Department advisor to see which semester they should apply to the program. Applications for admission to the program are available in the Education Department. The application provides specific information about the student and identifies which credential the student desires. The application also requires that the student obtain and submit the references described below. Deadlines for applying may be obtained from the Education Department. A late fee is charged for applications received after the deadline.

Personal References. Two personal references are required. In addition, one reference from someone on the student life staff is required. Students transferring into the program who do not have access to these particular sources for references should discuss this with the credentials analyst. Substitutions can be worked out for most sources.

The two academic references are described under Academic Qualifications.

Documentation of Cross-Cultural Experience. Candidates document their cross-cultural experience. (See the Prerequisite section of this handbook for a more complete description of this requirement.)

Documentation of Teaching Experience. Candidates document the kinds of teaching experience they have had to this point. The LS-te majors prepared a Teaching Experience Resume which describes classroom experiences from the undergraduate program. They may submit this resume for their documentation.

Reference from a Teaching Supervisor. This reference is from a person identified by the student as being qualified to evaluate his or her present teaching ability and future potential. A sample of the Teaching Experience Reference Form is in the appendix. All candidates must have an evaluation by a teaching supervisor. There are no exceptions to this requirement.

Satisfactory ED400 Foundations of Education Teaching Potential Evaluation Form. At the end of the course, ED400, candidates meet one-on-one with the professor for an exit interview. During this interview, the professor discusses the completed Teaching Potential Evaluation Form with the student. A copy of this form is in the student's file, and is added to the application materials turned in by the student. A sample of the form is in the appendix.

Teaching Self Evaluation. Students turn in a 2 – 4 page essay on why they want to teach and what they perceive to be their strengths and weaknesses at this point in their preparation program. LS-te majors are encouraged to include the goals and reports of goals from their undergraduate program, as this is strong evidence for the committee of the student's understanding of the teaching profession and his or her ability to evaluate personal strengths and weaknesses. An application is not complete unless the self-evaluation is included.

References to the Christian faith and personal beliefs may be included in the self-evaluation, but should not be "preachy." Some members of the admissions panel may not be Christians. And all are concerned about what kind of teacher a candidate will be, not just what he or she believes.

The self-evaluation must be absolutely free of grammatical, spelling, and usage errors. (Students who are asked to revise their self-evaluation should find ways to work on the necessary skills so they will be prepared to serve as good examples of written language when they begin student teaching.)

Academic Qualifications

LS-te Majors at TMC	Graduates of CA approved programs (including approved single subject programs at TMC)	Others
Academic references from two faculty members	Academic references from two faculty members	Academic references from two faculty members
Minimum required grade in prerequisite courses	Minimum required grade in prerequisite courses	Minimum required grade in prerequisite courses
Cumulative GPA of 2.75	Cumulative GPA of 2.75 or passing score on the state approved examination	Passing score on the state approved examination
Minimum grade of C in all LSte classes	Transcript verification	Passing score on the state approved examination
Minimum grade of B- in ED101, 202, 300, 302, 400, 401	Transcript verification	Passing score on the state approved examination

Academic references from two faculty members. Those desiring a multiple subject credential submit the names of two faculty members who can evaluate their coursework and academic

potential for teaching. Those desiring a single subject credential submit the names of one faculty member and their subject department chair. Education Department faculty members may not be used for these references.

Prerequisite coursework. These courses and the required grades are described in this part of the Teacher Preparation Program Handbook in the section directly preceding this section.

Cumulative GPA of 2.75. The cumulative GPA of 2.75 is based on a 4 point grading scale. The GPA is verified by the credentials analyst using transcripts obtained from the Registrar's Office. (see also Testing Alternative – CSET)

Letter signifying completion. Colleges and universities with approved programs issue letters that confirm when all requirements for the program have been met. It is the student's responsibility to contact his or her institution and request that the letter be sent to the credentials analyst at TMC.

Passing score on the state approved examination. See Part II, CSET Testing of this handbook for clarification of this requirement. **Please Note:** Fall 2013 Candidates will have to take and pass the CSEST before they enter the credential program.

Minimum grade of B- in ED101, ED202, ED302, ED400, ED401, ED410. See the Liberal Studies Addendum for additional information on this requirement.

Legal Qualifications

Posted Bachelor's Degree
CBEST
Fingerprint Clearance and Application for Certificate of Clearance
Tuberculosis Test

Posted Bachelor's Degree. Before entering a credential program, all requirements for a bachelor's degree must be met and the degree granted. The credentials analyst can verify this with the Registrar's Office for students who attended The Master's College. Students from other institutions must submit a transcript verifying that the degree has been granted.

CBEST. Students must take the CBEST (California Basic Educational Skills Test) before they are admitted to the credential program. They must pass it before student teaching. **Please Note:** Fall 2013 Candidates will have to take and pass the CBEST before they enter the credential program.

Fingerprint Clearance and Application for Certificate of Clearance. Student teachers must receive clearance from the Federal Bureau of Investigation (FBI) and the Department of Justice (DOJ) through Live Scan and apply for a Certificate of Clearance from the Commission on Teacher Credentialing. This is a two step process and both steps must be completed and submitted with the application to the Credential program.

STEP 1 The Application packet contains a 41-LS, REQUEST FOR LIVE SCAN SERVICE, which should be completed and taken to a designated Live Scan operator.

STEP 2 After completing the Live Scan fingerprinting process, apply for Certificate of Clearance.

There is a fee for both steps. The credentials analyst has specific requirements and will go over them.

Tuberculosis Test. Candidates must submit a MAN-TOUX TUBERCULIN SKIN TEST. This test must be valid no more than 60 days prior to entering the classroom. The test results are not available until a few days after the test is given. Candidates should have the test completed in a timely manner so they can begin the Fieldwork semester.

Interview by the Teacher Education Admissions Panel

Once the criteria described above are met, CBEST verification is received, and academic criteria are verified or the proper test score is obtained, candidates meet with a Teacher Education Admissions Panel. The panel is composed of 2-3 people who are faculty on the Teacher Education Committee or professionals in public and private schools in the area. Students are interviewed individually by a panel. The decision options for the panels are admit; admit with provisions; admit on probation; deny admission with criteria for reapplication; or deny admission. The candidate may appeal the decision by following the procedures described in Part I in the section on appeals.

Students are notified in writing of the panel's decision. Students who receive less than full acceptance are advised of deficiencies and what they need to do to remedy the problem(s).