



## Multiple Subject Teaching Credential

### Orientation Checklist

Please read and initial the following statements, indicating that you understand the regulations and requirements for the Humphreys University Multiple Subject credential program and the California Commission on Teacher Credentialing (CCTC).

Regulations and Requirements	Initials
A completed application to the Graduate Studies Department	
Official transcript showing proof of a baccalaureate degree from a regionally accredited university with a minimum of 2.50 cumulative GPA.	
<p>Evidence of the successful completion of the <b>Basic Skills Requirement</b> met, such as proof of satisfying the Basic Skills Requirement by:</p> <ul style="list-style-type: none"> <li>o <u>CBEST</u> exam passage in Math, Reading and Writing</li> <li>o B- or higher in college-level reading, writing, and math courses (determined by the Program Administrator)</li> <li>o scores on AP exams.</li> <li>o scores on SAT and ACT exams</li> <li>o Combination of CBEST exam and coursework</li> </ul>	
<p>Basic Skills Requirement Met: Circle One. YES NO</p> <p>IF NO, what portions of BSR need to be met?</p>	
<p><b>Subject Matter Competency Requirement:</b> This requirement must be satisfied before enrolling in a Seminar A course. This state requirement can be met several different ways. The most common ways are:</p> <ul style="list-style-type: none"> <li>o Completion of a subject matter program approved by the Commission on the basis of standards of program quality and effectiveness.</li> <li>o Passage of a Commission-approved subject matter examination</li> <li>o Successful completion of coursework at one or more regionally accredited institutions of higher education that addresses each of the domains of the subject matter requirements adopted by the Commission in the content area of the credential</li> </ul>	

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<ul style="list-style-type: none"> <li>o Successful completion of a baccalaureate or higher degree from a regionally accredited institution of higher education with the following, as applicable.</li> <li>o A combination of the methods described in 1, 2, or 3 above that, together, demonstrate that the candidate has met or exceeded the domains of the subject matter requirements adopted by the Commission.</li> <li>o</li> </ul>	
<p>Subject Matter Competency Met: Circle One. YES NO</p> <p>If NO, what portions of SMC need to be met?</p>	
<p>Certificate of Clearance (Fingerprint) or a photocopy (front and back) of a valid CCTC-issued permit or teaching/services credential</p> <p><i>If you have received fingerprint clearance through other California agencies, employers, or other states or government agencies, you are not exempt from this process. Please refer to <a href="http://www.ctc.ca.gov/credentials/fee-and-fingerprint.html">http://www.ctc.ca.gov/credentials/fee-and-fingerprint.html</a></i></p>	
<p>Current CPR Certification</p> <p><i>*Candidates who are unable to meet this criterion may be provisionally accepted into the program, but these requirements must be completed prior to starting clinical practice.</i></p>	
<p>Passing grade for US Constitution course or <u>US Constitution Course Exam</u></p>	
<p>I understand that I am required to be enrolled in the credential program for the duration of my clinical practice and the time it takes to complete the Teacher Performance Assessments.</p>	
<p>I understand that as part of clinical practice, I am required to participate in <i>either</i>:</p> <ul style="list-style-type: none"> <li>-Sixteen weeks of full-time student-teaching</li> <li>-Two-quarters of full-time internship</li> </ul>	
<p>I understand that If I do not pass the TPA on the first attempt, Humphreys University will provide remediation assistance for my second submission.</p>	
<p>I understand that credit for credential program courses remain valid for 7 years. If I remain in the program for more than 7 years or return to the program after a 7-year or more absence, I will need to retake coursework invalidated by this timeframe.</p>	
<p>I understand that Humphreys University does not confer the teaching credential but once all requirements are fulfilled, recommends me to the State of California to receive a Preliminary Multiple-Subject Teaching Credential.</p>	

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<p>I understand that after being recommended for my Preliminary Credential, I must complete an Induction Program within five years to receive my Clear Teaching Credential.</p>	
<p>I must maintain at least a 3.0 average for all coursework, or I will be placed on academic probation.</p>	
<p>I understand that two quarters of academic probation may result in my dismissal from the program.</p>	
<p>I understand that, prior to beginning student-teaching/internship, I am required to provide proof of</p> <ul style="list-style-type: none"> <li>-Meeting the Subject Matter Competency requirement</li> <li>-passing grade on the 3 Block I courses</li> <li>-a valid Certificate of Clearance from the CCTC.</li> <li>-a valid CPR certification.</li> <li>-a valid negative result on a TB test.</li> </ul>	
<p>I understand that, prior to being recommended for a Preliminary Credential, I must provide proof of</p> <ul style="list-style-type: none"> <li>-passing the California Teacher Performance Assessments (TPAs).</li> <li>-passing the Reading Instruction Competence Assessment (RICA).</li> <li>-updated documents as required by CCTC regulations</li> </ul>	
<p>To ensure effective communication,</p> <ul style="list-style-type: none"> <li>-I agree to make every effort to attend all classes, but when I am unable, I will contact the professor prior to the start of class and inform her/him how I will obtain the information provided during the class.</li> <li>-I agree to use Humphreys University email to communicate with non-program University administration and faculty.</li> <li>- I agree to accept information, updates, and reminders via both email and text.</li> </ul>	
<p>I have received written acknowledgement from Humphreys University that the University's teacher preparation program:</p> <ul style="list-style-type: none"> <li>- fulfills all the applicable standards of program quality and effectiveness adopted by the CCTC.</li> <li>-agrees to cooperate in evaluations of the programs by an external team or monitoring of the program by a CCTC staff on a periodic basis.</li> <li>-will participate in focused reviews of one or more aspects of the program when designated by the CCTC.</li> </ul>	

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I have been provided with a digital or hard copy of the Humphreys University _____ General Catalog, which contains Grievance and Grade Challenge policies _____ Multiple Subject Teaching Credential Handbook	
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Please sign and date below:

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Credential Programs Administrator Signature

\_\_\_\_\_  
Date