

Application Checklist to Westmont's Teacher Credential Program

Westmont's Teacher Credential Programs are full-time, "cohort" programs. That is, all candidates for a credential begin and end the program at roughly the same time. Candidates wishing to enter a program in August must submit an application to the Department of Education no later than **February 15**. Application forms are available through the department's web-page.

Planning for entry to a credential program should begin well before February 15. In addition to required tests, summer classes may be needed in order to fulfill all pre-requisites.

Among other considerations, the Teacher Credential Program Admissions Committee will base its decisions on your fulfillment of the following requirements:

	Completed Application	Application due February 15.
	Documentation of experience	Complete fieldwork for ED 100/101 OR submit documentation of at least 100 hours of organized, prior experience with children or adolescents.
	GPA of at least 2.75	Submit transcripts giving evidence of a 2.75 GPA.
	2 letters of reference	Submit 2 letters of reference if you are not a current Westmont student. Current Westmont students may choose to provide references to strengthen their application.
	Basic Skills Requirement (CL-667) Important - There are now more options available to fulfill this requirement.	Per AB-130, there are a number of new options available to fulfill the Basic Skills Requirement . See: CL-667 and PSA 24-07 As of July 2024 , most applicants will meet this through earning a bachelor's degree from a regionally accredited institution. Other options include a coursework verification , passing the CBEST or CSET, qualifying SAT/ACT or AP scores, basic skill exams from another state, or a combination of the above .
	Subject Matter Competency Important - There are now more options available to fulfill this requirement.	Per AB-130 there are now more options available to fulfill the Subject Matter Competency Requirement. See: PS23-04 and Subject Matter Requirements 1) Take and pass all applicable sections of the CSET (California Subject Examination for Teachers): <i>Multiple Subject (subsets I, II, and III) or Single Subjects (all subsets for chosen discipline)</i> http://www.ctcexams.nesinc.com/ 2) A baccalaureate degree or higher may be considered from a regionally accredited institution of higher education. <i>Multiple Subject: a degree major of Liberal Studies</i> <i>Single Subject: a degree major in one of the subjects named in 44257(a)</i> SMC Information and SMC Verification Form 3) Successful completion of coursework at a regionally accredited institution of higher education in each domain of the subject matter requirements and verified by a Commission-approved program of professional preparation. See the Subject Matter Chart of Options for additional details.
	US Constitution	Demonstrate knowledge of the US Constitution through either a course in American Government (e.g, POL 10 or HIS 171) or approved test. Westmont administers a state-approved test. See program assistant.
	Chest X-ray or TB skin test	Provide documentation of a current chest X-ray or TB skin test. (See Westmont Health Services Office.)
	Two Clearances	Complete ASAP <ul style="list-style-type: none"> Commission on Teacher Credentialing Certificate of Clearance Santa Barbara County Office of Education Live Scan

Application Checklist

	Interview	Some candidates are asked to come in for an oral interview. All candidates applying to teach Spanish are required to interview to demonstrate Spanish language fluency and knowledge.
	FAFSA	Complete the FAFSA to be considered for scholarships and financial aid.

Additional requirements to be fulfilled after acceptance — prior to being recommended for a credential.

	\$300 tuition non-refundable deposit (5 th year)	To confirm enrollment, submit a deposit by May 1. (The deposit is only required for 5 th year students.)
	Housing Office Forms	Complete Housing Office form even if you plan to live off campus.
	Application for Student Teaching	Complete application prior to October 15.
	2.85 GPA	Maintain at least a 2.85 GPA during fall semester coursework.
	Meet with assigned Cooperating Teacher and School Administrator	In late fall, attend a meeting with your Cooperating Teacher and School Administrator.
	TPA passing scores	Complete and pass two cycles of the CalTPA (Teacher Performance Assessment).
	RICA passing score (for MS only)	Pass the RICA (Reading Instruction Competency Assessment).
	Current CPR certification (including infant, child, and adult)	Candidates are encouraged to obtain current CPR certification prior to application, but it must be current to apply for teaching credential.

Additional requirement to be fulfilled once you have a teaching position to earn a clear credential.

	Teacher Induction Program	Participate in and complete a 2-year induction program.
--	---------------------------	---

Although Westmont makes every effort possible to inform candidates in a timely manner, program requirements may change at any time in keeping with directives from the Commission on Teacher Credentialing.