

POST BACCALAUREATE STUDENTS APPLYING FOR PHASE I ADMISSION FOR FALL OR SPRING

This application is for admission into Phase I (prerequisites). Admitted students complete [credential prerequisite coursework](#) to advance to Phase II- Student Teaching.

2025-2026	Spring 2026 Admission	Fall 2026 Admission
Application Open	August 1, 2025	January 9, 2026
Application Deadline	October 28, 2025	March 2, 2026

Incomplete applications will not be processed.

Questions?

- [Teacher Credential Admission Information](#)
- [FAQ- Frequently Asked Questions](#)

Application Assistance

- [Spring 2026 Application Assistance Schedule](#)
- [Spring 2026 CREDP Application Workshop](#): Step-by- step instructions for uploading program requirements.
- [Credential Information Session](#): General Program Information

All requirements must be submitted via Cal State Apply by the application deadline.*Requirements may be updated to reflect the most current application cycle.

❖ **Cal State Apply/ Fees**

- ☐ Apply online at calstate.edu/apply
- ☐ Nonrefundable fees payable online (\$70 University +\$50 Program)
 - [Instructions on how to complete Nonrefundable fees](#)

❖ **Basic Skills Requirement (BSR)**

- ☐ **No upload required.** A Bachelor's degree or higher from a regionally accredited institution meets the Basic Skills Requirement. See [PSA 24-07](#) for details.

❖ **Baccalaureate or higher degree**

- ☐ A bachelor's degree or higher degree from a [regionally accredited institution of higher education](#).

❖ **Official Transcripts***

- ☐ An official transcript (paper or e-transcript) from each college and university attended must be submitted directly to the Admissions Office at the address noted below. Transcripts submitted to credential counselors will not be reviewed/accepted.
 - **Former and current CSU Channel Islands students do not need to submit transcripts, unless additional courses were taken since last attendance at CI.*
 - *** Individuals who have completed college or university course work at an institution in a country other than the United States must obtain a complete evaluation of foreign transcripts prior to applying for a California credential. [Official CTC information](#)*

Mailing address (paper transcript)

CSU Channel Islands
ATTN: Admissions
One University Drive
Camarillo, CA 93012

Email (e-transcript): admissions@csuci.edu

Note: Candidates intending to apply to our intern program or any credential program for their clinical experience must hold a baccalaureate degree or higher from a regionally accredited institution of higher education.

❖ **Minimum GPA Requirement**

- ☐ GPA must be 2.75 in the last 60 semester units completed or 2.5 cumulative.

❖ **Certificate of Clearance from the Commission on Teacher Credentialing**

- ☐ Upload a copy of your Certificate of Clearance with your application. **Please do not upload your Live Scan Form (41-LS) with your application– you.**
 - This requires a 2-step process. Please anticipate up to a month for this process to clear: [Certificate of Clearance Instructions](#)

❖ **Tuberculosis (TB) Clearance**

- ☐ Upload a copy of your Negative TB test result. **The TB Risk Assessment Questionnaire is not accepted for the credential program.** A negative TB result must be current for the duration of the credential program. TB results are valid for 4 years
 - Your document must include 1) Your first and last name, 2) the facility, 3) date the test was administered, and 3) the date the result was read (for skin tests).

❖ **One Letter of Recommendation**

- ☐ Phase I applicants must provide ONE letter of recommendation at the time of their initial application and the second letter by the time of the Phase II application
 - Recommendation letters are not uploaded by applicants– there is a process configured via the Cal State Apply application system: [Letters of Recommendation Instructions & Requirements](#).

❖ **Personal Statement**

- ☐ A written statement of purpose (500-600 words).
- ☐ Please include all of the following:
 - ☐ your first & last name
 - ☐ your personal and professional reasons for seeking a credential
 - ☐ reflect on how your previous experiences have prepared you for this program
 - ☐ reflect on how this program will allow you to develop the knowledge and skills to achieve your personal and professional goals.
- ☐ Your statement will be evaluated for accurate grammar, spelling, and the ability to communicate effectively in writing.

❖ **Advising session verification**

- ☐ All applicants must upload verification of attending a [30-minute "first-time" or "follow up" advising appointment with a credential counselor](#) (**attendance to 15 minute Application Assistance will not meet this requirement**). Verification letters will be emailed to individuals once an advising session has been completed..
 - Select “Program Materials”, then the “Documents” Tab
 - Upload verification using the “other”

❖ **Letter of Good Standing**

- ☐ If you have previously been enrolled in a credential program and did not obtain your credential, you must submit a letter of good standing from the program attended as part of your application packet.

❖ **Phase II (student teaching)**

- Completion of credential prerequisite coursework *does not* guarantee admission into Phase II.
- Phase II (student teaching) requires an additional application (see [Phase II Post-Bac Admission Guide](#)) and begins only in the fall semester of each academic year.