

## **Checklist for Applying to the Single Subject Credential Program in English Cal Poly SLO**

**BEFORE** applying:

1. Complete an approved subject matter program in English at a California university and obtain a letter from the credential analyst at that university verifying its completion.

**OR**

Pass all four subtests of the English CSET Exam. See [cset.nesinc.com](http://cset.nesinc.com).

2. Pass the CBEST exam.
3. Request two letters of recommendation from individuals who can attest to your potential as an English teacher of secondary age young people. Those letters are to be sent to Dr. Jeannine D. Richison, English Education Coordinator, English Department, Cal Poly, San Luis Obispo, CA 93407.
4. If you did not graduate from Cal Poly SLO, request two official copies of **all** of your transcripts to be sent to the Admissions Office at Cal Poly. The State has a number of requirements for a credential which may have been met in lower level courses. It is important that the credential analyst has access to any coursework you have taken in the pursuit of a degree.

**APPLY** to Cal Poly as a post-baccalaureate student online at the CSU Mentor site, following all of their directions for the Single Subject Program in English at Cal Poly SLO.

Deadlines for application:

Fall    April 1  
Winter October 1  
Spring December 1

**IMMEDIATELY AFTER APPLYING ONLINE:**

**Apply for a 30-Day Emergency Credential (substitute teaching credential—it means you cannot sub for longer than 30 consecutive days in the same class).** Go to the SLO County Office of Education on Hwy. 1 across from Cuesta College and apply for a substitute teaching credential. Call for an appointment first (805-543-7732). Ask them what you need to bring with you to apply for the sub credential. You **must** have passed the CBEST already, and your degree must have posted on your official transcript. In the process of applying, you will have your fingerprints done for a Certificate of Clearance.

Cal Poly will use your sub teaching credential as verification of having received the Certificate of Clearance.

If you student teach and/or want to sub in Santa Barbara County (Santa Maria or points south), you will need to have your fingerprints done again for employment in Santa Barbara County. If you live in Santa Barbara County, it would be better for you to get your sub credential there since we will make every effort to place you there in your student teaching.

**AFTER APPLYING:**

When all of your materials have been received by Cal Poly and it has been verified that you meet admissions requirements, you will be contacted by Dr. Richison for an interview.

**NOTE: The single subject credential program in English does not accept summer applicants.**