

# Single Subject Requirement Checklist

(Submit all documentation to Credentials Office)

Name:

Subject:

Student ID#:

## Required to advance to fieldwork-- Student Teaching or Internship

Requirement	Met	Date/Detail	Initial
Bachelors degree posted on transcript	<input type="checkbox"/>	Univ: _____	
Classroom field experience/ target age	<input type="checkbox"/>	<input type="checkbox"/> Document 40 hrs.	
Basic Skills Requirement	<input type="checkbox"/>	<input type="checkbox"/> CBEST Date _____ <input type="checkbox"/> Undergrad cswrk substitution approved	
Subject Matter Competence	<input type="checkbox"/>	<input type="checkbox"/> CSET (all subtests) or <input type="checkbox"/> CTC-approved major or <input type="checkbox"/> Coursework evaluation or <input type="checkbox"/> Mix evaluation and subtests (CSET subtests passed: _____)	
CTC Cert. of Clearance (fingerprints)	<input type="checkbox"/>	<input type="checkbox"/> Or previous Calif. credential	
Neg. TB test verification (within 2 yrs.)	<input type="checkbox"/>		
Signed Release of Liability form	<input type="checkbox"/>	Form: <a href="http://www.NDNU.edu">www.NDNU.edu</a> (credential page)	

## For optional Internship credential: All above + box below

US Constitution requirement For NDNU's online exam go to: <a href="http://www.USConstitutionExam.com">www.USConstitutionExam.com</a>	<input type="checkbox"/>	<input type="checkbox"/> Approved Course(s): _____ <input type="checkbox"/> Exam: Date: _____ <input type="checkbox"/> CSU grad _____
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## Courses required to be completed to be eligible for Internship credential

Course	Course #		Units	Notes	Initial
Psych & Developmental Found	4100	<input type="checkbox"/>	3		
*Secondary Curriculum	4407	<input type="checkbox"/>	2		
*Teaching and Pedagogy	4404	<input type="checkbox"/>	3		
*Lang. & Lit in Content area	4410	<input type="checkbox"/>	3		
Found. for Teach Eng. Learners	4107	<input type="checkbox"/>	3		
<b>Student Teach I</b>	<b>4442</b>	<input type="checkbox"/>	4		

## Required ONLY for Internship credential (submit to credentials office):

Credential recommendation request (audit) form for internship**	<input type="checkbox"/>
Offer of employment letter from district	<input type="checkbox"/>
Written approval of Program Director + Placement Coordinator	<input type="checkbox"/>

## Requirements for preliminary<sup>†</sup> credential: All above + all below

Requirement/ Course	Course #	Met	Units	Semester/Substitution	Initial
*Assessment	4119	<input type="checkbox"/>	2		
Soc & Multicultural	4104	<input type="checkbox"/>	3		
Technology Ed	4113	<input type="checkbox"/>	1		
Health Ed	4116	<input type="checkbox"/>	1		
Special Ed	4110	<input type="checkbox"/>	2		
<b>Student Teach II</b>	<b>4445</b>	<input type="checkbox"/>	4	<input type="checkbox"/> CalTPA verification	
			31		

## To be recommended for credential, submit to Credentials Office:

CPR card	<input type="checkbox"/>	Required: Adults/Children/Infant CPR
Credential recommendation form**(audit)	<input type="checkbox"/>	Form at <a href="http://www.NDNU.edu">www.NDNU.edu</a> (credential page)
\$80 NDNU Audit Fee	<input type="checkbox"/>	Will be billed by NDNU business office

\*Required concurrent enrollment in either 4442 or 4445 Student Teaching

\*\*After recommendation, the CTC will email you an additional electronic form and requires a \$100 fee

<sup>†</sup>The preliminary credential is valid for 5 years. The clear teaching credential requires a BTSA induction program in your first teaching position while holding prelim. credential.

For optional internship credential