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	☐	Univ: _____	
Classroom field experience/ target age	☐	☐ Document 40 hrs.	
CBEST	☐	Date _____	
Subject matter competence (CSET—pass all subtests)	☐	☐ CSET date_____ or ☐ CTC-approved subject prog.	
CTC Cert. of Clearance (fingerprints)	☐	☐ Or previous Calif. credential	
Neg. TB test verification	☐		
Signed Release of Liability form	☐	Form:www.NDNU.edu (credential page)	

For optional internship credential *(left margin label)*

For optional Internship credential: All above + box below

US Constitution requirement *For NDNU's online exam go to:* *www.USConstitutionExam.com*	☐	☐ Approved Course(s):_____ ☐ Exam: Date: _____ ☐ CSU grad _____

Courses required to be completed to be eligible for Internship credential

Course	Course #		Notes	Initial
Psych & Developmental Found	4100	☐		
*Secondary Curriculum	4407	☐		
*Teaching and Pedagogy	4404	☐		
*Lang.& Lit in Content area	4410	☐		
Found. for Teach Eng. Learners	4107	☐		
Student Teach I	**4442**	☐		

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

*Credential recommendation request (audit) form for internship***	☐
Offer of employment letter from district	☐
Written approval of Program Director + Placement Coordinator	☐

Requirements for preliminary† credential: All above + all below

Requirement/ Course	Course #	Met	Semester/Substitution	Initial
*Assessment	4119	☐		
Soc & Multicultural	4104	☐		
Technology Ed	4113	☐		
Health Ed	4116	☐		
Special Ed	4110	☐		
Student Teach II	**4445**	☐	☐ **PACT verification**	
Orientation to Teach	4400	☐		

To be recommended for credential, submit to Credentials Office:

CPR card	☐	Required: Adults/Children/Infant CPR
Credential recommendation form**(audit)	☐	Form at www.NDNU.edu (credential page)
$35 NDNU Audit Fee	☐ Paid	☐ Exempt (enrolled in NDNU masters program)

*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
†*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.*