Acceptance to Candidacy

As early as possible, a potential candidate should participate in the “Acceptance to Candidacy” process and interview with the department. The interview is usually conducted prior to the official Step I application, to the University Single Subject Committee. Written recommendations will be provided to the candidate as a result of the interview process.

Each candidate must complete the following items:

1. Complete a “Certificate of Clearance” application and the Livescan fingerprinting process. This process will cost you $_________, part of which will be deducted from the cost of your first credential. The applications for a Certificate of Clearance and Livescan form can be obtained in the Agricultural Education and Communication Department office (10-244). The status of your application can be check at the Commission’s website at http://www.ctc.ca.gov/ under the “Look Up a Credential” button.

2. Complete the “Prospective Agriculture Instructor’s Data Sheet.” (See attached). This document can also be downloaded from the Agricultural Education and Communication Department web page (http://www.calpoly.edu/~aged/).

3. Complete the “Summary of Occupational Experience in Agriculture: and Supervised Agriculture or Foundation Enterprise Programs” form. This form needs to be notarized only when you have completed the 3,000 hours, and are applying for Step II. (See attached). This document can also be downloaded from the Agricultural Education and Communication Department web page (http://www.calpoly.edu/~aged/).

4. Complete the “Credential Timeline and Checklist” form. Submit this checklist at your interview.

5. Obtain two letters of recommendation on your behalf and submit these to the Agricultural Education and Communication Department office (10-244).

6. Ask Mrs. Rosson to complete the ”Single Subject-Agriculture Agricultural Specialist Credential Worksheet” appropriate to your major. This form can be obtained in the department office.

7. Submit one photo of yourself (preferably head and shoulders only) no larger than 3” x 4” at your interview with the Agricultural Education and Communication faculty.

8. Schedule an “Acceptance to Candidacy” interview with the Agricultural Education and Communication faculty. Your interview will take place on ____________ (date), at ____________ (time).

9. Prepare ___5___ sets of completed forms (Prospective Agriculture Instructor’s Data Sheet, Summary of Occupational Experience in Agriculture, and Credential Timeline and Checklist) to present during your Acceptance to Candidacy interview.

Feel free to contact any member of the Agricultural Education and Communication Department if you have any questions or concerns. You will be notified by mail of official action following the University Single Subject Committee meeting.