**Admissions & Evaluations Flowchart For Accredited Credential Programs**

**Cal Poly School of Education**

**Cal Poly University Admissions**

- Apply to Cal Poly using CalStateApply
- Prospective candidates may apply to master's programs or to post-baccalaureate credential programs
- Submit GPA, letters of recommendation, and other mandatory information through Cal State Apply

**Program Advisor Review (STEP I)**

- Applications are reviewed by the Program Advisor or delegate
- May include professional aptitude interview, video, or consultation meeting with the Program Advisor
- Program Advisor Review includes progress checks for preconditions and completion requirements (i.e., subject matter, accredited degree, prerequisite credentials, etc.)
- Program Advisor makes recommendation to Credential Office for Admit/Conditional Admit/Decline

**Credential Office Evaluation (STEP I)**

- Prospective candidates submit supplemental materials to the Credential Office **as needed**
- STEP I - MS
- STEP I - SS
- STEP I - SPED
- STEP I - AgEd

- Credential Office performs first Credential Program Evaluation for candidates
- MS/SS candidates entered into SID management system for valuation
- ELAP/SPED/SABE complete paper Credential Office Evaluation

- Evaluation includes checks for preconditions and completion requirements (i.e., subject matter, accredited degree, prerequisite credentials, etc.)
- Credential Office issues Admissions letter with Admit/Conditional Admit/Decline and information on outstanding requirements needed before student teaching or completion

**Pre-Student Teaching Evaluation (STEP II)**

- Credential Office reaffirms completion of pre-student teaching requirements, including: Subject Matter verification
- Candidates submit supplemental materials to the Credential Office **as needed**
- STEP II - MS with evidence of passage of RICA
- STEP II - AgEd with evidence of health clearance

**Final Credential Evaluation (STEP III)**

- Credential Office updates Credential Office Evaluation for a final time and confirms completion of all program requirements and preconditions, which may include:
  - Basic skills requirement
  - Possession of BS or higher from accredited institution
  - Subject matter requirements
  - Field experience/Clinical practice hours
  - U.S. Constitution, speaking and writing English, RICA, etc.
  - Health clearance
  - Health education/CPR
  - Passage of edTPA
  - Completion of program coursework with 3.0+
  - Google Level 1
  - Mandated Reporter

*Bold items link to sample forms and documents*