

**Single Subject Credential Program
Overview of Prerequisites & Requirements
Fall 2018 Cohort**

To Be Completed By April 2018

Prerequisites and Requirements	Completed (Y/N)	Required Completion Date	Steps for Completing
CBEST		4/1/18	-Submit a copy of your passing score report to Tom Skelton in 02-120 or by email to soe@calpoly.edu
Certificate of Clearance		4/1/18	-Download the PDF and follow the instructions: http://content-calpoly-edu.s3.amazonaws.com/soe/1/forms/CoC.pdf -Submit a copy of your certificate of clearance to Tom Skelton in 02-120 or by email to soe@calpoly.edu
CSET or Waiver Program		4/1/18	-Submit a copy of your passing CSET score report or a waiver letter to your content advisor; obtain your content advisor's signature on the subject matter competency (SMC) page of the SSTEP (by 4/1/18). -Submit to Tom Skelton in 02-120 a copy of your (a) passing score report or an ORIGINAL of the waiver letter and (b) the completed SMC page of the SSTEP packet with your complete SSTEP (by 7/1/18).

To Be Completed by July 1, 2018

Prerequisites and Requirements	Completed (Y/N)	Required Completion Date	Steps for Completing
Health Clearance Verification (TB & Rubella)		7/1/18	-Submit to Tom Skelton in 02-120 a copy of your health clearance (including TB & Rubella) with your complete SSTEP.
Early Field Experience		7/1/18	-Meet with your content advisor to see if you have fulfilled this prerequisite through an approved Cal Poly course (EDUC 300, SCM 300) and additional observation hours. -If completing 45 hours of observation in place of the course and additional hours, complete the early field experience form (found in the SSTEP) and obtain your content advisor's signature. -Submit to Tom Skelton in 02-120 a copy of your completed early field experience form with your complete SSTEP.
Other Prerequisites		7/1/18	-Contact your content advisor to see if there are additional content prerequisites (e.g., ENGL 361 for English Teacher Candidates)

To Be Completed by July 1, 2018

Prerequisites and Requirements	Completed (Y/N)	Required Completion Date	Steps for Completing
Speech Requirement (non-CSU graduates)		7/1/18	<p>-Meet with a credential analyst (Michelle Walker) in the SOE in 02-120 and have her examine your transcript for a course that meets the speech requirement.</p> <p>-Complete the speech requirement form in the SSTEP and submit to Tom Skelton in 02-120 this completed form with your complete SSTEP.</p> <p>-If a student has not met the requirement, a speech exam at Cal Poly can be scheduled.</p>
Writing Requirement (non-CSU graduates)		7/1/18	<p>-Meet with a representative from Cal Poly's Writing and Rhetoric Center and have him/her examine your transcript for a course that meets the writing requirement.</p> <p>-Complete the writing requirement form in the SSTEP and submit to Tom Skelton in 02-120 this completed form with your complete SSTEP.</p> <p>-If a student has not met the requirement, the test is offered on a Saturday each quarter. Information is available at the Writing and Rhetoric Center (Kennedy Library, 111C).</p>

To Be Completed by the Time You Finish a Credential Program/Apply for Your Credential

Prerequisites and Requirements	Completed (Y/N)	Required Completion Date	Steps for Completing
KINE 443		By the completion of a credential program	<p>-Meet with a credential analyst (Michelle Walker) in the SOE in 02-120 and have her examine your transcript for an equivalent course.</p> <p>-Submit a transcript to the SOE to document successful completion of an equivalent course.</p>
U.S. Constitution Requirement (non-CSU graduates)		By the completion of a credential program	<p>-Meet with a credential analyst (Michelle Walker) in the SOE in 02-120 and have her examine your transcript for a course that meets the U.S. Constitution Requirement.</p> <p>-If a student has not met the requirement, a U.S. Constitution exam is given at a local community college.</p>
CPR (infant, child, adult)		By the completion of a credential program	<p>-CPR certification must be infant, child, and adult; an in-person class; and is valid for 2 years.</p> <p>-Please see the list of local CPR classes on the SOE website: http://content-calpoly-edu.s3.amazonaws.com/soe/1/documents/docs/CPRRoster.pdf</p> <p>-A few CPR classes will be scheduled at Cal Poly throughout the school year; however, there is no guarantee that a spot will be available for you in one of these classes.</p>
Google Level 1 Certification		By the completion of a credential program	<ul style="list-style-type: none"> • Complete the Level 1 training. You must complete all thirteen Level 1 online units. https://edutrainingcenter.withgoogle.com/certification • Take and pass the Level 1 certification exam. The exam costs

			<p>\$10 and may take up to 180 minutes to complete.</p> <ul style="list-style-type: none"> • Include a printed copy of your Level 1 certification (this is emailed to the email address used to sign up for the exam) with your SSTEP Credential Request Form.
Mandated Reporter Training		By the completion of a credential program	<ul style="list-style-type: none"> • Access the training by clicking on the following link: http://educators.mandatedreporterca.com/default.htm • Training takes 90-180 minutes to complete • Include a printed copy of your certification with your SSTEP Credential Request Form.