

## Master of Arts in Teaching + Teacher Credential Application Checklist

The following is an overview of the documents needed for a complete application. The final deadline for MAT applications is March 1, 2016.

### I. The following documents are required for MAT Admission:

- Complete online Application with Personal History and Statement of Purpose.
  - Personal History: Please address those personal qualities, skills, and professional experiences you believe will contribute to success in the program and effectiveness as a teacher.
  - Statement of Purpose: Please address the reasons behind your decision to become an educator and challenges you perceive as important to the field of education. In addition, reflect on your responsibility as an educator to improve the lives of underserved and low-income students.
  
- Official transcripts from every post-secondary school attended.
  - Transcripts must be in a sealed envelope.
  - E-transcripts are accepted and need to be sent directly to [gseinfo@uci.edu](mailto:gseinfo@uci.edu) from the university.
  
- Graduate Record Examination (GRE) scores sent to UCI through ETS institution code 4859.
  
- Three Letters of Recommendations
  - At least one letter must be from a previous college or university instructor. Your referees may submit letters of recommendation electronically using the online graduate application system. Paper versions are also accepted.
  - The MAT admissions committee recommends that letters that speak to (a) your academic potential, (b) your ability to work with children or youth, and (c) your fitness for the professional environment of teaching.
  
- Apply for Certificate of Clearance issued by the CTC. Application is a two-step process
  - Applicants will need to get live scanned first using the 41-LS form at: <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>. Applicants will then need to apply for the Certificate of Clearance online.
  - For more information, please visit: <http://www.ctc.ca.gov/credentials/online-services/pdf/web-app-tips.pdf>
  
- Submit a negative TB test or chest x-ray. Test is valid for 3 years and must remain current throughout the program.
  - Applicants may submit a copy of immunization card, confirmation from their doctor's office, or confirmation from a lab or clinic.

## CBEST - Basic Skills Test Requirement

- Applicants can complete **one** of the following options to complete the Basic Skills Requirement:
  - Passage of CBEST. [http://www.ctcexams.nesinc.com/about\\_CBEST.asp](http://www.ctcexams.nesinc.com/about_CBEST.asp)
  - Passage of basic skills examination from another state.
  - Passage of CSET 142 (this option is for multiple subject candidates only).
  - Passing scores set for SAT exam.
    - 500 English and 550 for Math
  - Passing scores set for ACT exam.
    - 22 English and 23 Math
  - A 3 or above in an approved AP English and AP Math exam
    - English Language and Composition OR English Literature and Composition
    - Calculus AB, Calculus BC, or Statistics

*Parts of different options may **not** be combined to meet the Basic Skills Requirement. If you are completing CBEST through SAT, ACT, or AP, you must provide the official College Board score report to verify completion of the Basic Skills Requirement.*

## CSET - Subject Matter Competency

- Applicants must verify subject matter competence in one of two ways:
  - CSET passing score report in all required subtests for the credential type [http://www.ctcexams.nesinc.com/about\\_CSET.asp](http://www.ctcexams.nesinc.com/about_CSET.asp)
  - Official institutional verification of completed Subject Matter Preparation Program (SMPP). SMPP is completed at the undergraduate level at an approved institution