

Master of Arts in Teaching + Teacher Credential Application Checklist

The following is an overview of the documents needed for a complete application.

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 and mailed directly to the School of Education (address is provided below)
 - E-transcripts are accepted and need to be sent directly to educadvising@uci.edu from the university or approved agency.

- Graduate Record Examination (GRE) scores sent electronically to UCI through ETS institution code 4859.

- Three Letters of Recommendations (done through online application)
 - At least one letter must be from a previous college or university instructor. Your referees may submit letters of recommendation electronically using the online application progress review 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.
 - More info and paper forms: <http://www.grad.uci.edu/admissions/applying-to-uci/letters-recommendation.html>

- 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 4I-LS form at: <http://www.ctc.ca.gov/credentials/leaflets/4I-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>
 - Please submit the actual Certificate, email confirmation, or PDF screenshot taken from the Commission's website. The Email confirmation and screen should include the **document number and issue date**.
 - Mail to address listed below or email to educadvising@uci.edu

- 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.
 - Mail to address listed below or email to educadvising@uci.edu

- Basic Skills Test Requirement (CBEST)

Submit passing CBEST scores or equivalent for waiving out of 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
- Passage of basic skills examination from another state.
- Passage of CSET I42 (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 (hard copy or PDF) to verify completion of the Basic Skills Requirement*

2. CSET Subject Matter Competency – Passing score report to be submitted by June 1, 2019

- 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/PageView.aspx?f=GEN_Tests.html
- Official institutional verification of completed Subject Matter Preparation Program (SMPP). SMPP is completed at the undergraduate level at an approved institution. Verification letter needs to be signed by credential analyst

Please send us the official score report of CBEST and CSET (PDF documents) through mail or e-mail at educadvising@uci.edu.

Note that we do not accept electronic score reports for the Basic Skills (CBEST, SAT, ACT, AP) or CSET that are sent directly from the Pearson testing company or the College Board. Please have them send the score reports directly to you first.

Where to send in documents:

For admissions requirements that need to be mailed, please send them to:

MAT Admissions
School of Education
University of California, Irvine
Suite 2000, Education Building
Irvine, CA 92697-5500

For admissions requirements that are to be emailed, please send them to:
educadvising@uci.edu

Please also see UC Irvine's Graduate Division for more details on admission's requirements:

<http://www.grad.uci.edu/admissions/applying-to-uci/>