UC Irvine
School of Education
Office of Student Affairs

Master of Arts in Teaching + Teacher Credential Application Checklist

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

1. **The following documents are required for MAT Admission:**

☐ **Complete [Online Application](#) with Personal History and Statement of Purpose.**
- o 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.
- o 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.
        *1200 word limit per essay

☐ **Transcripts** – Applicants must upload unofficial transcripts for all institutions attended since high school. If an applicant is admitted, official transcripts will be requested only from the institution(s) were a degree was earned and we will direct them to mail it to the Graduate Division office.

☐ **Three Letters of Recommendations**

- o 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.
- o 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.
- o More info: http://www.grad.uci.edu/admissions/applying-to-uci/letters-recommendation.html
- o Letters are sent electronically via online application

☐ **Apply for Certificate of Clearance issued by the CTC. Application is a two-step process**
- o 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.
- o For more information, please visit: http://www.ctc.ca.gov/credentials/online-services/pdf/web-app-tips.pdf
- o 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**.
- o Upload PDF of your email confirmation or certificate to your online application.

☐ **CBEST - Basic Skills Test Requirement** If this requirement is already completed, please submit it with your application. For admitted students, passing score report will be required to be submitted by June 1, 2024.

Submit passing CBEST scores or equivalent for waiving out of requirement. Please upload PDF score report or CL -130 form in the online application.

Applicants can complete **one** of the following options to complete the Basic Skills Requirement:

- o Passage of CBEST. https://www.ctcexams.nesinc.com/PageView.aspx?f=GEN_Register.html
- o Passage of basic skills examination from another state.
- o Passage of CSET 142 (this option is for multiple subject candidates only).
- o Passing scores set for SAT exam.
  - ▪ 500 English and 550 for Math
- o Passing scores set for ACT exam.
  - ▪ 22 English and 23 Math
- o A 3 or above in an approved AP English and AP Math exam
  - ▪ English Language and Composition OR English Literature and Composition
- o Calculus AB, Calculus BC, or Statistics
- o Meet the Basic Skills Requirement by Coursework

  Individuals may meet the requirement by providing official transcripts to a Commission-approved preparation program or submitted with their application packet to the Commission. The transcripts must show passage of courses in reading, writing, and mathematics as outlined below. Courses must have been taken at a regionally-accredited college or university for credit, passed with a grade of B or better, be degree applicable, and be at least 3 semester units (or equivalent quarter units). Qualifying coursework does not include professional development or continuing education units or in-service training or workshops. Qualifying coursework includes the following:

  - o For reading proficiency: a course in critical thinking, literature, philosophy, reading, rhetoric, or textual analysis.
  - o For writing proficiency: a course in composition, English, rhetoric, written communication, or writing.
  - o For mathematics proficiency: a course in algebra, geometry, mathematics, quantitative reasoning, or statistics.

  Please use the CL-130 form and provide this document with your application if you meet the Basic Skills requirement by coursework.

  https://www.ctc.ca.gov/docs/default-source/leaflets/cl130.pdf?sfvrsn=5aac25b1_4

  A course that does not fall within the indicated areas may still qualify with additional letter of explanation. A letter from the registrar or relevant department chair of the college or university must state that a course passed by the applicant covered reading, writing, or mathematics at the same level as one of the listed courses. Such a letter could also attest that a single course sufficiently indicates proficiency in reading and writing combined.

- o Meet the Basic Skills Requirement by Coursework and Exam
  The Basic Skills Requirement can be met through a combination of applicable courses and qualifying exams. This option is only available through a Commission-approved preparation program. The qualifying coursework must meet the requirements as describe above in item number 7. The mixing-and-matching of relevant component or components from all exam options permitted under current law is acceptable.

☐ **CSET - Subject Matter Requirement -** If this requirement is already completed, please submit it with your application. For admitted students, passing score report will be required to be submitted by June 1, 2024.

- o Please upload PDF score report in the online application as a supplementary or post-submission document. Applicants must verify subject matter competence in one of the following ways:CSET passing score report in all required subtests for the credential type
  http://www.ctcexams.nesinc.com/PageView.aspx?f=GEN_Tests.html

- o 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

- o Academic Major in subject they will teach

  - For Single Subject credentials, the major must be in one of the subjects of single subject credential defined in statute.
  - For Multiple Subject credentials, the major must be in liberal studies or an interdisciplinary major that addresses all the content areas of the Multiple Subject credential.

    Optional: Applicants may upload a word document with a statement that they had met the Subject matter requirement through an approved major title. Alternatively, we will review the uploaded transcript to confirm that the SMR requirement has been met for this option.

- o Coursework: completion of course addressing each of the Commission-adopted subject matter domains for each subtest. Coursework can be used to pass any or all subtests. This option is different from the Subject Matter Waiver Program.

- o Combination of coursework and examination(s): completion of coursework and/or passing of the CSET subtests may meet or exceed the completion of the subject matter Requirement. For example, if your subject requires three subtests you

could pass the exam for two subtests and use the coursework option to demonstrate proficiency for the third subtest.

2. **Post Admissions Requirements (for admitted students only)**
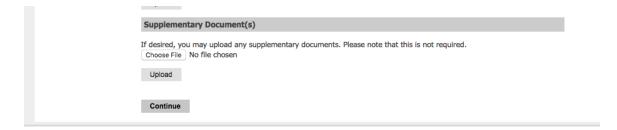   Negative TB test result (dated January 1st, 2024 or after)

   Please DO NOT upload TB Test to the SLATE online application

   o The UCI Student Health Center will email instructions on how to upload TB immunization records
   o You will be contacted in mid-May with instructions to provide a negative TB test result dated on or after January 1st, 2024. Negative TB test results dated before January 1st, 2024 will not be accepted.

*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**.*

Where to upload documents:

Please upload all of your admissions' requirements as a PDF in the awaiting materials section of the Online Application.

Documents that are sent after your application is submitted, can still be submitted on your application via the status page. Please upload documents as a "Post-Submission Document".

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