

# Preliminary Teaching Credential

## *Program Application Checklist*

### Required Documents

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In order to apply to the teaching credential programs at Cal Poly Pomona, all documents below need to be prepared prior to submitting applications.

**Basic Skills Requirement (select one):**

CBEST passing scores

**OR**

Verification of state approved options for meeting the basic skills requirement

**Subject Matter Competence (select one):**

CSET passing scores

**OR**

Verification of state approved options for meeting subject matter competence

Valid Certificate of Clearance

TB Clearance

Field Experience Verification

Student Program Plan

Statement of Purpose

Name & email for 1 reference for an Academic recommendation

Name & email for 1 reference for an Experience with Youth recommendation

Statement of Exceptional Admission (if overall GPA falls **below** 2.5 or 2.75 in last 60 semester units)

Orientation Attendance (Educational Specialist programs only)

## The Applications

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Once all required documents are prepared, you will be ready to apply to the university and the program. Two applications are required and they must be submitted by the established deadline.

### University Application:

Application to Cal Poly Pomona as a graduate student seeking a teaching credential

### Program Application:

Application to the Teaching Credential Program – all the required documents above will be uploaded into this application.

### Important Note:

Attaching word documents stating “in process” for requirements is not acceptable and will lead to applications not being considered.

The official method of communication is **Cal Poly Pomona email**. You will be contacted via CPP email to schedule your entrance interview after the Credential Office has time to review and process your documents.