



Department of Teacher Education

Dear Multiple Subject or Single Subject Program Applicant,

Now that you are ready to apply to your teacher preparation program, please ensure that **a complete application is uploaded in one PDF file to the submission portal**. To assist you in compiling a complete application, please use the checklist below and include it with your application:

- Multiple or Single Subject Program application ([Application](#))
- Receipt for \$30.00 Credential service fee ([Directions on how to pay](#))
- Two recommendations were sent from your recommenders to the program advisor for your campus ([Form](#))
- Basic Skills Requirement (Information on basic skills options: [BSR Website](#))
- Subject Matter Competency (Information on subject matter competency options: [SMC Website](#))
- Fingerprint/Background Clearance ([Certificate of Clearance or another CTC approved permit](#))
- Tuberculosis (TB) Clearance ([Acceptable documents](#))
- Mandated Reporter Training Certificate ([MRT](#))
- Written Assessment: BSR Course/Exam or CSUB [GWAR Course](#) – which course: _____ or CSUB GWAR Exam or Teacher Education Essay
- Letter of good standing (Only necessary if you previously attended a different institution's credential program)

Failure to follow submittal instructions may be cause for application rejection or delay. Remember to merge your documents into one PDF file. There is free PDF merge software that you can use: [I Love PDF](#) or [PDF Merge](#). The file must be named your **Last name_First name_CSUBID**.

Upload your application to the submittal portal for your campus:

Bakersfield Campus: [Multiple Subject Submittal Portal](#) [Single Subject Submittal Portal](#)

Antelope Valley Campus: [Multiple/Single Subject Submittal Portal](#)

Please be advised that meeting the requirements for program admission consideration does not guarantee program admission. Priority admission consideration is given to applicants meeting 100% of the requirements.

What happens after you submit your application:

- Applications are reviewed after the program deadline(s) and applicants will be notified regarding the status of their application.
- Applicants being considered for candidacy will be contacted to schedule their program interview.
- Applications are sent to the Admission Committee for review.
- Applicants are notified of the Admission Committee's decision. Decisions by the Admission Committee's evaluation is final.

Rights and Responsibilities of Students (University Honesty Policy)

The principles of truth and integrity are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor these principles and in so doing will protect the integrity of all academic work and student grades. Students are expected to do all work assigned to them without unauthorized assistance and without unauthorized assistance and without giving unauthorized assistance. Faculty have the responsibility of exercising care in the planning and supervision of academic work so that honest effort will be encouraged and positively reinforced.

There are certain forms of conduct that violate the university's policy of academic integrity. Academic Dishonesty (Cheating) is a broad category of actions that involve fraud and deception to improve a grade or obtain course credit. Academic dishonesty (cheating) is not limited to examination situations alone but arises whenever students attempt to gain an unearned academic advantage. Plagiarism is specific form of academic dishonesty (cheating) which consists of the misuse of published or unpublished works of another by claiming them as one's own. Plagiarism may consist of handing in someone else's work as one's own, using paragraphs, sentences, phrases words or ideas written by another without giving appropriate citation, or using data and/or statistics compiled by another without giving appropriate citation. Another example of academic dishonesty (cheating) is the submission of the same, or essentially the same, paper, or other assignment for credit in two different courses without receiving prior approval from the instructors of the affected courses.

When a faculty member discovers a violation of the university's policy of academic integrity, the faculty member is required to notify the CSUB Dean of Student Life and CSUB Student Conduct Coordinator and the student(s) involved. A course grade of 'F' may be assigned, or another grade penalty may be applied at the discretion of the course instructor. Additional academic sanctions are determined by the student conduct coordinator. Academic sanctions may include disciplinary probation, suspension, permanent expulsion from the university or from the California State University system, administrative hold on the release of records, and withholding a degree. Disciplinary probation shall be noted on the student's formal academic record only for the duration of the probationary period. Disciplinary suspension and expulsion are a part of the student's permanent record.

Teacher Candidate Acknowledgement, Release of Liability, and Promise Not to Sue

As a student in the California State University, Bakersfield School of Social Sciences and Education, and as a prospective participant in a field review for teacher candidates, I acknowledge and agree to abide by the following:

- I understand, as a condition of my acceptance into a Teacher Education Program, California State University, Bakersfield, its employees, and agents, will be taking visual/audio images of me during my time in a teacher education program. Visual/audio images are any type of recording, including photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips, or accompanying written descriptions. CSUB will not materially alter the original images. I agree that CSUB owns the images and all rights related to them. The images will be used for evaluation of my instruction and demonstration of my fieldwork and course components. I waive any right to inspect or approve the finished images or any printed or electronic matter that may be used with them.
- I additionally grant permission to California State University, Bakersfield, its employees, and agents to take and use visual/audio images of me. Visual/audio images are any type of recording, including photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips, or accompanying written descriptions. CSUB will not materially alter the original images. I agree that CSUB owns the images and all rights related to them. The images may be used in any manner or media without notifying me, such as university sponsored websites, publications, promotions, broadcasts, advertisements, posters, and theater slides, as well as for non-university uses. I waive any right to inspect or approve the finished images or any printed, or electronic matter that may be used with them.
 - I prefer to opt-out of posting my image to a social media website.
- I release CSUB, and its employees, and agents including any firm authorized to publish and/or distribute a finished product containing images, from any claims, damages, or liabilities which I may ever have in connection with the taking of use of the images, or printed materials used with the images.
- I am familiar with California Education Code 51512, which states that, “The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and

the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person, other than a pupil, who willfully violates this section shall be guilty of a misdemeanor.”

- I will follow the privacy conventions and permission requirements of my program and the school district where I have my field review.
- I am responsible for preparing a Student Release Form for every student and adult in the classroom(s) involved in my field review, including obtaining and collecting permission from the parents/legal guardians of each child in the classroom, and (as necessary) the Administrator Release Form. I will hold all release forms until I have been granted a preliminary teaching credential by the California Commission on Teacher Credentialing.
- I may not videotape or record, or cause to be videotaped or recorded, any student whose fully executed release I have not obtained prior to the videotape/recording being made.
- I must delete or destroy any videotapes or other recordings made by or stored on my personal device(s) as soon as the purpose for which they were created and collected (i.e. field review) is complete.
- I must delete or destroy any videotapes or other recordings stored in common storage (e.g., cloud-based storage, flash drives, memory sticks, etc.) as soon as the purpose for which they were created and collected (i.e. field review) is complete.
- I may not use any videotape or other recordings of my teaching made during my field review, whether created by me or another person for any purpose other than for the field review.
- I hereby grant California State University, Bakersfield the full, unrestricted rights to the use of any and all materials written and submitted by me in conjunction with the teaching performance assessment (the “Materials”), in any form, including edited versions, in presentations, over the internet, broadcast cable, satellite transmissions, and media that are unknown at this time, for instructional purposes worldwide.
- In consideration for participating in the field review, on behalf of myself and my next of kin, heirs and representatives, I release from all liability and promise not to sue the State of California, the Trustees of the California State University, California State University Bakersfield, and their employees, officers, directors, volunteers, and agents (collectively, “University”) from any and all claims, including claims of the University’s negligence, resulting in any economic or noneconomic

I hereby submit my application for admission to the Teacher Education credential program at California State University, Bakersfield. I certify that, to the best of my knowledge all information contained in this application and on any supporting documentation submitted with this application is true and accurate. I authorize the appropriate committee to inquire or seek any additional information it should require.

Sign Here

Teacher Candidate Signature

Teacher Candidate Printed Name

Date



TEACHER EDUCATION CANDIDATE ATTESTATION FORM: ATTESTATION OF COMPLETED RELEASE FORMS

You must obtain the signed Administrator Release Form or the signed Student Release Forms from the parents/legal guardians of all children and from any adults who appear in your videotapes or photos submitted as part of your CSUB credential coursework. Keep copies of the Release Forms on file until your preliminary credential has been granted by the California Teaching Commission. Your signature below verifies that you have followed all of the necessary procedures.

No videos may be recorded prior to collection of the Release Forms and submission of this Attestation Form to CSUB.

I hereby affirm that I have followed the privacy conventions and permission requirements of my program and school district. I certify that I have secured and am holding on file signed copies of all necessary permission forms from all responsible individuals.

Candidate Name (print)

CSUB ID number

Sign Here

Candidate Signature

Date