



Kim Jackson Credential Analyst  
Department of Education

March 2019

1156 High Street  
Santa Cruz, California 95064  
(831) 459-2200  
(831) 459-4618 FAX

We are happy to learn that you will be joining the 2019-2020 Education M.A./Teacher Credential program.

Please be aware that in order to start the credential program, admitted applicants must submit passing verification for the California Basic Skills Requirement **and** the Subject Matter Competency Requirement **by June 10, 2019**.

**Subject Matter competency must be met completion either Option 1 or Option 2 below:**

**Option 1- CSET:** *Verification of having passed all required CSET exams in your subject area. Passing verification for CSET subtests I-III (I-V for English; I-II for science) must be submitted to the UCSC Education department by June 10, 2019\*. Submit required documents electronically by June 10, 2019 to, [kljacks@ucsc.edu](mailto:kljacks@ucsc.edu).*

**Option 2- Subject Matter Program:** For those who have completed a Commission- approved Subject Matter Program at a California college or university, please submit an official 100% Completion Letter signed by your institutional Credential Analyst by June 10, 2019. Please send an electronic copy of your letter to [kljacks@ucsc.edu](mailto:kljacks@ucsc.edu). Contact Kim Jackson ([kljacks@ucsc.edu](mailto:kljacks@ucsc.edu)) by May 1, 2019 if you will not be eligible to receive a completion letter from your undergraduate institution by the department's June 10 deadline.

*\*Incoming Single and Multiple Subject students may qualify for an extension to the June 10 deadline to complete the CSET requirement if they have passed at least 1 of their required subtests. Extension requests must be received by the Department by **June 10, 2019**, and must include an electronic copy of your passing CSET score report verifying passage of at least 1 CSET subtest and a copy of your official CSET Registration Confirmation which shows that you are signed up to take your remaining CSET subtests on or before August 1, 2019. To request an extension email Kim Jackson by June 10 at, [kljacks@ucsc.edu](mailto:kljacks@ucsc.edu) and include attachments of your required documentation.*

**NOTE: There will be no extensions to the June 10, 2019 verification deadline for the California Basic Skills Requirement.** There are several options available to satisfy the Basic Skills Requirement. For further information please see <http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf>.

The Department does not defer admission to the Education MA/Credential Program. If you are unable to start the program in July due to unmet testing requirements you will need to reapply to the program should you wish to attend the in the future.