March 2017

We are happy to learn that you will be joining the 2017-2018 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, 2017.

**Single Subjects- 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-IV for English) must be submitted to the UCSC Education department by June 10, 2017*. Submit required documents electronically by June 10, 2017 to, 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, 2017. Please send an electronic copy of your letter to kljacks@ucsc.edu. Contact Kim Jackson (kljacks@ucsc.edu) by June 1, 2017 if you will not be eligible to receive a completion letter from your undergraduate institution by the department’s June 10 deadline.

**Multiple Subject- Subject Matter competency must be met by passage of the CSET:** Passage of CSET Multiple Subjects subtests I-III (CSET test codes 101, 102 & 103) is required. Passing verification for the 3 Multiple Subjects subtests must be submitted to the UCSC Education department by June 10, 2017*. Submit required documents electronically by June 10, 2015 to, kljacks@ucsc.edu.

*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, 2017, and will need to include an electronic copy of an official Registration Confirmation for the next available CSET exam date and a copy of a score report verifying passage of at least 1 CSET subtest. To request an extension email Kim Jackson at, kljacks@ucsc.edu by June 1, 2017.

**NOTE:** There will be no extensions to the June 10, 2017 verification deadline for the CA 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 in the future.

Kim Jackson
Credential Analyst
UC Santa Cruz