| **Timeframe** | **Requirement** | **Ways to Meet Requirement** |
| --- | --- | --- |
| Due April 15 Priority | Application | Apply to Cal Poly Humboldt online via Cal State Apply between October 1st and April 15th (application fee: $70) (Education Specialist- Fall 2025) |
| Due April 15 | Letters of Recommendation | Two Letters of Recommendation are required.   * Recommendations are digital evaluations sent through Cal State Apply to your recommenders |
| Due by Interview  (May 15) | 45-hours Early Field Experience | Observation of a CA Credentialed Teacher for a minimum of 45 hours   * Must be grade level and subject specific (secondary) * Must be in a contained classroom * Will accept up to 22.5 hours from previous teaching work experience * Course fulfilling this requirement offered at Cal Poly Humboldt: SED 210/410 |
| June 30 | Certificate of Clearance | Prior to being allowed into any classroom(s) during the credential program, candidates must obtain clearance from the CTC in the form of **one of the following**:   * [Certificate of Clearance](https://education.humboldt.edu/sites/default/files/_certificate_of_clearance_instructions.pdf) * 30-day Sub Permit * Provisional Intern Permit * Short Term Staffing Permit   Must be a valid document throughout the length of the credential program. |
| June 30 | [Subject Matter Competency](https://www.ctc.ca.gov/educator-prep/subject-matter-requirements) | Met one (or a combination) of the following ways:   * Completion of an approved *Subject Matter Program* * Passage of a subject matter examination (CSET) * Baccalaureate or higher degree from an accredited university with a [major in the Subject Matter](https://www.ctc.ca.gov/docs/default-source/educator-prep/files/subject-matter-chart-of-options.pdf?sfvrsn=574a20b1_3) * Successful completion of coursework that addresses each domain of the subject matter requirements |
| August 1 | CPR Certification | Adult, Child, **and Infant** CPR Certification   * Red Cross or American Heart Association only * Must be in person or blended format (must have some in person component) * Must be valid while in credential program |
| August 1 | US Constitution Course or Exam | Met **one of the following ways**:   * CSU Graduates meet this requirement with degree * Undergraduate course that covers the principles and provisions of the US Constitution, passed with a C- or better * Take the exam: http://www.usconstitutionexam.com/ |
| August 1 | Health Verification (do not submit via email!) | * Submit proof of Measles, Mumps, Rubella (MMR) vaccination from your records or Cal Poly Humboldt Health Center records   *If you do not have these records, ask your doctor for a titre test to show you have had the vaccination*   * Current Tuberculosis (TB) screening (within the last 2 years) |

**All program requirements listed above *must be submitted no later than August 1st at 5pm* in order to register for the program that year. Start early on completing the Certificate of Clearance and Subject Matter Competency requirements as these take the greatest amount of time to complete and are the most likely to be delayed or held up.**

**Other Notes**

We are a two semester program that starts in the Fall and finishes in the Spring. We require candidates to remain at their placement sites even when Cal Poly Humboldt is not in session. **Please be prepared to be available for the duration of the program.**

**Submit the completed application online by the deadline**

Not all of the program requirements listed above must be completed by the time you submit your application. That being said, the more requirements completed early, the better position you will be in.

The School of Education Credential Program advising committee will conduct applicant interviews in late March, interviews in April, and admission notices will follow. Subject Matter Departmental Reviews can only take place if all official transcripts have been received by Cal Poly Humboldt.

**Questions?**

Contact the Program Coordinator, Bernie Levy at [bjl31@humboldt.edu](mailto:bjl31@humboldt.edu) or 707-826-5795