



**INTAKE INTERVIEW CHECKLIST FOR \_\_\_\_\_**

**Student's Signature \_\_\_\_\_ Date \_\_\_\_\_**

**Program coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_**

**ADMISSION: When items 1-8 are all submitted, your application packet will be forwarded to the main campus in Orange, CA. Official admission is needed to register for your second term.**

**\_\_\_ 1. Orientation**

**\_\_\_ 2. Intake interview (Date \_\_\_\_\_)**

**\_\_\_ 3. Graduate application and Fee of \$50.00**

**\_\_\_ 4. Statement of Intent**

**\_\_\_ 5. Official transcripts of all colleges and universities attended.**

**\_\_\_ 6. Three acceptable recommendations on the forms provided.**

**\_\_\_ 7. Proof of registration for CSET**

**\_\_\_ 8. CBEST (report with passing score)**

***\* In addition to the above 8 items, the 3 below must be completed prior to registration for the second session.***

- Verification of application or copy of Emergency Permit or Certificate of Clearance
- Negative TB Test result – Pre-requisite to any 500 level class. Results must be less than two years old at *completion* of Directed Teaching.)
- *Fieldwork in Education* (ED395) Documentation (A minimum of 60 hours is required.)

**DIRECTED TEACHING (DT) (Items below must be submitted by the specific deadline for each item.)**

- Subject matter competence on file [Original copy of program waiver from undergraduate institution;] CSET ( MSAT) or PRAXIS/SSAT passing score(s)] prior to DT assignment.
- Directed Teaching assignment form filed by the posted deadline in the term prior to intended DT assignment.
- Copy of Emergency Permit or Certificate of Clearance
- Passing RICA exam score (Multiple Subject/EdSp students only) prior to filing for the credential.
- U.S. Constitution requirement met.