WJU School of Education
Master of Art’s in Teaching Credential Checklist

$ indicates cost associated

Program Admission
Prior to admission, the following documents must be submitted to the Credential Analyst for admission consideration

☐ 90+ hours experience working with children (discussed in SPS Application)
☐ SPS Application (online - sps.jessup.edu)
☐ Verification of BA/BS from regionally accredited institution (official transcripts)
☐ Minimum GPA of 3.0 (no document necessary)
☐ TB Clearance (see your doctor) $
☐ Certificate of Clearance (directions on my.jessup.edu) $
☐ CBEST passing score (info http://www.cbest.nesinc.com/) $
☐ CSET passing score (or registered - info http://www.cset.nesinc.com/) $

Please note the deadlines for passing your CSETs. All required CSETs must be passed prior to obtaining clearance for Student Teaching.

Student Teaching Approval
The following documents must be submitted prior to start of second semester and await approval to begin Student Teaching

☐ Student Teaching Application (on my.jessup.edu)
☐ Emergency Contact Liability Release Form (on my.jessup.edu)
☐ Photo Video Release Form (on my.jessup.edu)
☐ Program Courses (no document necessary)
☐ CSET passing score (info http://www.cset.nesinc.com/)
☐ TEDU 570 – Initial Student Teaching complete (no document necessary)
☐ TPA Task 1 passing score (taken in program)

Credential Completion
The following documents must be submitted to the Credential Analyst prior to making recommendation to the CTC for a CA Preliminary Multiple Subject Teaching Credential

☐ All Program Fieldwork (Observing, Assisting, Student Teaching)
☐ TPA Task 2 passing score (taken in program)
☐ TPA Task 3 passing score (taken in program)
☐ TPA Task 4 passing score (taken in program)
☐ RICA passing score (info http://www.ctcexams.nesinc.com/about_rica.asp) $
☐ Current CPR (must have infant, child, and adult) $

Updated 11.18.2014