

# Master of Arts in Teaching (MAT) Checklist

Updated 6/1/18

\$ indicates costs associated and points to a starting resource

## 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 MAT Application)
- WJU Graduate Application (online - [sps.jessup.edu](http://sps.jessup.edu))
- MAT Program Application (online - [sps.jessup.edu](http://sps.jessup.edu))
- Resume/*Curriculum Vitae*- Document work experience, publications, honors and awards
- Verification of BA/BS/MA/MS from regionally accredited institution (official transcripts)
- Minimum GPA of 3.0 (official transcripts)
- Personal Statement- Why you want to teach, professional goals, attributes and qualities that make you a good candidate.
- Character Essay- Galatians 5:22-23 –choose one trait and explain how it might be applied in classroom (2 pg max)
- 3 Letters of Recommendation (2 from professional educators)
- TB Clearance (see your doctor) \$
- Certificate of Clearance (<https://www.ctc.ca.gov/credentials/apply>) \$
- CBEST/Basic Skills Requirement Passing Score \$

The basic skills requirement for admission may be satisfied by meeting any of the requirements listed under testing options: [https://www.ctcexams.nesinc.com/PageView.aspx?f=GEN\\_AboutCBEST.html](https://www.ctcexams.nesinc.com/PageView.aspx?f=GEN_AboutCBEST.html). Please contact the credential analyst, [awaggoner@jessup.edu](mailto:awaggoner@jessup.edu), for more information.

- CSET passing score in appropriate subject (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 to the Credential Analyst prior to approval to begin Student Teaching. All requirements must be met (including the passing of all required CSETs) to obtain student teaching clearance.

- Student Teaching Application (on [my.jessup.edu](http://my.jessup.edu))
- Emergency Contact Liability Release Form (on [my.jessup.edu](http://my.jessup.edu))
- Photo Video Release Form (on [my.jessup.edu](http://my.jessup.edu))
- Required Program Courses Completed (no document necessary)
- CSET passing score (info go to <http://www.cset.nesinc.com/>)
- TEDU 570 - Initial Student Teaching complete (no document necessary)

## 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 or Single Subject Teaching Credential

- All Program Fieldwork (*Observing, Assisting, Student Teaching*)
- TPA Cycle 1 passing score (taken during student teaching)
- TPA Cycle 2 passing score (taken during student teaching)
- RICA passing score (<http://www.ctcexams.nesinc.com/> recommended after EDU 505) \$\* Multiple Subject Only
- Current CPR (must have infant, child, (pediatric) and adult) \$
- Transition to Induction Form

## Thesis\*

Candidates must have completed all coursework, fieldwork and state-mandated exams to proceed with the Thesis

\*Candidates who choose to postpone their thesis work will receive their CA Preliminary Teaching Credential from the State but will not receive a degree or certificate from William Jessup University.