



## **MS in Education and Teacher Preparation Program Requirements Frequently Asked Questions**

### **Q: Does Dominican require any pre-service experience for admission?**

A: While observation in schools is encouraged for candidates considering a career in teaching, pre-service experience is not required for admission.

### **Q: Are there any pre-requisite courses required to apply to Dominican?**

A: All candidates must meet a Child and Adolescent Development course requirement. We highly recommend that you complete this course before the start of the first semester of your program within the first 30 days of the program but it is not required for admission. If you have not met this requirement at the point of admission, you have two options:

- 1.) You may take a course from the School of Education and Counseling Psychology's Professional and Continuing Education department. The course is EDUX 9102 Child and Adolescent Development (2 units). For registration information, please visit <http://www.dominican.edu/academics/education/professional-continuing/prodevelopment>
- 2.) You may take a Child and Adolescent Development course at another institution (including a community college). Please contact your admissions counselor or academic advisor for more information.

### **Q: What is the Certificate of Clearance?**

A: A Certificate of Clearance is a document that individuals must obtain prior to beginning student teaching or practicum. (Education Code 44320 (d) and Title 5 Regulations 80028.) It is also required for admission into the credential program at Dominican and as such, must be obtained prior to receiving an admission decision.

The Certificate of Clearance is a document issued by the California Commission on Teacher Credentialing (CTC) after completion of a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background check. This document verifies that the individual has completed the fingerprint, character, and identification process and has been cleared by the CTC to begin student teaching or practicum. Certificates of Clearance are valid for five years. When requirements for issuance of the Certificate of Clearance are completed, an email will be sent informing you that the document has been granted and can be viewed in 48 hours on the look up and status page: <https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy>

### **Q: How do I obtain a Certificate of Clearance?**

A: To obtain a Certificate of Clearance, you must:

- 1.) Obtain a **Request for Live Scan Services Form**. The Request for Live Scan Services Form is available at <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>
- 2.) Complete the Live Scan (fingerprinting) process at a local law enforcement agency For **Live Scan locations** near you visit: <http://www.ag.ca.gov/fingerprints/publications/contact.htm>

3.) **Apply for a Certificate of Clearance** using the online application process found on the CTC website: <http://www.ctc.ca.gov/credentials/online-services/pdf/OA-CC.pdf>

**Q: I applied for a Certificate of Clearance. What do I need to do now?**

A: Upon receipt of your Live Scan and Certificate of Clearance application, the CTC will send you an email confirming that they have received your information and have started their investigation. Please forward that email to the Office of Admissions. Your Certificate of Clearance requirement will not be satisfied until the Office of Admissions can verify that your Certificate of Clearance has been granted.

**Q: I answered “yes” to one or more of the Personal and Professional Fitness questions when I applied for a Certificate of Clearance. What do I need to do now?**

A: If you answered "yes" to any of the personal and professional fitness questions, you must provide the CTC with an explanation by completing a Personal and Professional Fitness Explanation Form (OA-EF Form): <http://www.ctc.ca.gov/credentials/online-services/pdf/OA-EF.pdf> You must also provide the CTC with any required documentation. You will need to send the OA-EF form & supporting materials to the Division of Professional Practices (DPP) to review:

Commission on Teacher Credentialing  
Attention: Division of Professional Practices (DPP)  
1900 Capitol Avenue  
Sacramento, CA 95811

**Q: I have completed a Live Scan for an employment/volunteer position. Do I need to do it again?**

A: It depends. If you completed the fingerprint process and applied for a 30-day emergency substitute teaching permit at a county office, and have a valid permit issued to you, this will suffice as fingerprint clearance. To look up your CTC document status, please visit: <https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy> If you have an expired document, or if the expiration date is within two weeks prior to your first semester’s start date, you will need to complete fingerprint clearance.

**Q: I completed a TB test for my employer. Can I submit a copy of those results to Dominican?**

A: For admission, you are required to submit a negative TB test result. TB tests are valid for two years from the date the test was given and must remain valid throughout the duration of your program. If you have a copy of TB test results that meet that two-year requirement, you may submit a photocopy of the test. If your TB test expires while you are enrolled in the program, you will be required to complete a new TB test and submit results to the Credential Analyst.

**Q: How do I satisfy the basic skills requirement? Am I required to take the CBEST?**

A: All credential candidates must satisfy the basic educational skills test requirement. To fulfill Dominican's basic educational skills test requirement, applicants may:

- Complete the CBEST exam; or
- Multiple-subject candidates and education specialist candidates may complete the CSET: Multiple Subjects Plus Writing Skills Examination (test codes 101, 102, 103, and 142); or
- Submit passing scores on a basic educational skills test from another state (i.e. PRAXIS).

**Q: What happens if I don’t pass the CBEST the first time?**

A: You make re-take any missed sections however the CBEST must be passed, and scores submitted to Dominican, within the first semester.

**Q: Am I required to take the CSET?**

A: All credential candidates must meet the subject matter competency requirement by the end of the first semester. For most candidates that means submission of passing scores on the corresponding CSET exam. For Single Subject candidates, proof of a subject matter preparation program can also be submitted in lieu of the CSET.

**Q: What is a subject matter preparation program?**

A: A subject matter preparation program allows undergraduates to complete a bachelor's degree program in preparation to teach a particular subject. Candidates who meet this requirement will have received a signed letter stating completion of such program. This letter is referred to a "Subject Matter Program Waiver."

**Q: Do I have to take the CSET to be admitted?**

A: You are not required to take the CSET before admission however it is highly recommended\*. For admission, you must provide proof that you are registered to take all required subtests within the first semester. Passing scores must also be sent to the School of Education by the end of the first semester. All CSET subtests must be passed within the first semester. Candidates who don't pass all subtests within the first semester must take a leave from the program until they pass all subtests.

*\*This is especially true for Accelerated candidates. It is recommended that Accelerated candidates take all required subtests prior to the start of the first semester.*

**Q: I took the CBEST and/or CSET and selected Dominican as a school to receive my scores. Why am I being asked to submit scores again?**

A: It can take several weeks for Dominican to process score reports. Submitting a copy of your original score report when you receive it can greatly expedite the completion of your application. Please do not forward the scores you received via email as these are considered an "unofficial" record.

**Q: Do I need to complete the U.S. Constitution requirement as a pre-requisite?**

A: No. The U.S. Constitution requirement must be met by the end of the credential program. Candidates will not be recommended for a credential until they have met this requirement.

**Q: How do I know if I have fulfilled the U.S. Constitution requirement?**

Upon admission, your transcripts will be evaluated for required course content by the School of Education and Counseling Psychology.

**Q: How do I fulfill the U.S. Constitution requirement?**

If you did not take a U.S. Constitution course as an undergraduate there are two ways to fulfill this requirement.

1. You may take a U.S. Constitution course at a college or university and submit transcripts to the School of Education and Counseling Psychology.

2. You may take the U.S. Constitution exam at Dominican. The exam is offered through the School of Education and Counseling Psychology's Professional and Continuing Education department. Candidates will receive study materials upon registration. For more information, please visit: <http://www.dominican.edu/academics/education/professional-continuing/constitution>

**Q: Do I need to take the RICA exam before admission?**

A: No. The Reading Instruction Competence Assessment (RICA) exam is required for Multiple Subject and Education Specialist candidates however candidates do not take this exam until they have completed the required curriculum at Dominican.

**Q: Do I need to submit proof that I am CPR certified for admission?**

A: No, not for admission, however you will be required to provide proof that you are CPR certified in infant, child, and adult prior to completing the credential program. The CTC only accepts certification from an authorized program that meets the criteria of the American Heart Association or American Red Cross. Contact the Credential Analyst for more information.

**Q: How long does it take to receive an admissions decision after submitting all of my application materials?**

A: It is likely that you will receive an admissions decision within two weeks of submitting a complete application.

**Q: I understand that the Accelerated program is a full-time program. Can you give me a better idea of what the time commitment will be?**

A: The Accelerated option is completed in two full-time semesters. This option is available for Multiple and Single Subject candidates. The Accelerated program is a great fit for someone with minimal personal commitments. The following is a breakdown of the Accelerated program:

1st semester - 18 units

Field placement (observation) in public schools 12 hours per week, mornings and/or afternoons

Late afternoon and evening coursework 4 nights a week

2nd semester - 17 units

Field placement (full-time student teaching) Monday-Friday 8am-4pm

Late afternoon and evening coursework 2-3 nights a week

**Q: Is there a way to complete the Multiple or Single Subject credential program on a part-time basis?**

The Transitions option is designed to allow candidates to start out part-time and transition into a more full-time program. The three semester Transitions schedule makes it possible to maintain a full-time job during the first semester. Most Transitions students are also able to work part-time during the second semester. The following is a breakdown of the typical Transitions schedule:

1st semester - 7 units

Late afternoon and evening coursework 2 nights a week

2nd semester - 11 units

Field placement (observation) in public schools 6-8 hours per week, mornings and/or afternoons

Late afternoon and evening coursework 3-4 nights a week

3rd semester - 17 units

Field placement (full-time student teaching) Monday-Friday

Late afternoon and evening coursework 2-3 nights a week

**Q: What is the weekly time commitment outside of class (completing assignments, etc.)?**

You can anticipate approximately three hours of reading and assignments for every unit in which you are enrolled. For example, a Transitions student will be enrolled in 7 units their first

semester so they should anticipate spending approximately 21 hours of out of class each week completing assignments.

**Q: Where can I expect to complete my student teaching?**

A: Supervised teaching placements are usually available in Marin, Sonoma, San Francisco, Alameda and Contra Costa counties.

**Q: Do I get to choose where I do my student teaching?**

A: We cannot accommodate personal requests. The Placement Coordinator will work with candidates to find a placement that is both appropriate and geographically convenient for candidates.

**Q: If I want to pursue the intern option, do I have to find my own internship?**

A: Yes. Unlike the student teaching option, Dominican does not facilitate internship placements. It is the candidate's responsibility to secure an intern position.

**Q: I understand that all Dominican credential candidates may complete an additional 15 units to complete a Master of Science in Education. Can these programs be completed concurrently?**

A: The credential and master's coursework cannot be completed concurrently. Upon completion of the credential, you may begin the 15 units of additional coursework that culminates in the master's degree.

**Q: Can I complete the additional 15 units required for the master's in one semester?**

A: No. A minimum of two semesters is required to complete the additional 15 units though three semesters is recommended.