

FAQ – Teaching Credential and MS in Education

Does Dominican require any pre-service experience for admission?

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

Are there any pre-requisite courses required to apply to Dominican?

All candidates must meet a Child and Adolescent Development course requirement 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 this course at Dominican. The course at Dominican is completed over three Saturdays (9am-5pm). All candidates may take this course concurrently but it must be completed within the first 30 days of the first semester.
2. You may take Child and Adolescent Development at another institution (including a community college) prior to starting classes at Dominican and submit a transcript to the School of Education **before** the start of the first semester.

Am I required to take the CBEST?

A basic skills requirement must be met by all candidates prior to completing an admission application. For single subject candidates, that means taking the CBEST. For candidates interested in either a Multiple Subject or an Educational Specialist credential there are two options.

1. CBEST
Or
2. Multiple Subject CSET plus the CSET Writing Skills exam

You may choose either option but both require submission of scores for admission.

What happens if I don't pass the CBEST the first time?

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

Am I required to take the CSET?

Everyone must meet a 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.

What is a subject matter preparation program?

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.

Do I have to take the CSET to be admitted?

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.

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?

It can take several weeks for Dominican to process score reports. Submitting a copy of your score report when you receive it can greatly expedite the completion of your application.

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

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.

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.

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 at Dominican.
2. You may take the U.S. Constitution exam at Dominican. The exam is offered through the Professional and Continuing Education (PACE) department. Candidates will receive study materials upon registration.

Do I need to take the RICA exam before admission?

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.

What is the Certificate of Clearance?

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. To obtain a Certificate of Clearance, you must:

1. Complete the Live Scan (fingerprinting) process at a local law enforcement agency.
2. Complete the credential application on the CTC website.

https://teachercred.ctc.ca.gov/cctc_phase3/InteractionMgr?interactionmgr.interaction=EnterGeneralApplication

Upon receipt of both items, 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.

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

If you completed the Live Scan for a substitute teaching permit at a county office you may have already met this requirement. You can check to see if you were already issued a Certificate of Clearance by going to <http://www.ctc.ca.gov/lookup.html>

I had to have a TB test for my employer. Can I submit a copy of those results to Dominican?

For admission, you are required to submit a negative TB test result that is dated within two years of your program start date. If you have a copy of results that meet that two-year requirement, you may submit a photocopy of the test you completed for your employer.

Please note: Upon enrollment, you must maintain a valid TB test result (within two years). 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 School of Education.

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

No, not for admission however you will be required to provide proof that you are CPR certified prior to completing the credential program.

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

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

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?

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

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 8am-4pm

Late afternoon and evening coursework 2-3 nights a week

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.

Where can I expect to complete my student teaching?

Supervised student teaching and internship placements are available in Marin, Sonoma, San Francisco, Alameda and Contra Costa counties.

Do I get to choose where I do my student teaching?

Unfortunately it is not possible to accommodate personal requests. The Placement Coordinator will work with candidates to find a placement that is both appropriate and geographically convenient for candidates.

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

Yes. Unlike the student teaching option, Dominican does not facilitate placement. It is the candidate's responsibility to secure an intern position. Once placed as an intern, candidates will be supervised by Dominican.

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?

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.

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

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