

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. This course can be taken as a co-requisite during your first semester. We highly recommended that you complete this course before the start of your first semester, however

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 titled EDUX 9102 Child and Adolescent Development (2 extension units). For registration information, please visit <http://www.dominican.edu/academics/education/professional-continuing/prodevelopment>
- 2.) You may take an approved 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 an admission decision. 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. (Education Code 44320 (d) and Title 5 Regulations 80028.) 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 CTC's "Online Services for Educators" page: <http://www.ctc.ca.gov/credentials/online-services/default.html>

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> (See sample)

REQUEST FOR LIVE SCAN SERVICE
FORM 41-LS Rev. 09/13

Print

Clear Form

Applicant Submission

ORI: A0281	Type of Application: License/Certification/Permit		
Code assigned by DOJ			
Job Title or Type of License, Certification or Permit: TEACHER CRED 44340 EC			
Agency Address Set Contributing Agency:			
CASM TEACHER CREDENTIALING		03294	
Agency authorized to receive criminal history information		Mail Code (five-digit code assigned by DOJ)	
1900 Capitol Avenue			
Street No.	Street or PO Box	Contact Name (Mandatory for all school submissions)	
Sacramento	CA	95811-4213	
City	State	Zip Code	Contact Telephone No.

- 2.) Complete the Live Scan (fingerprinting) process at a local law enforcement agency For **Live Scan locations** near you visit:
<http://ag.ca.gov/fingerprints/publications/contact.php>
- 3.) **Apply for a Certificate of Clearance** using the online application process found on the CTC website. Please review “**Quick tips for applicants using the Web Application Process for a new document type**” to help you with the online application:
<http://www.ctc.ca.gov/credentials/online-services/pdf/web-app-tips.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 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, click on the “Educator Page”:
<http://www.ctc.ca.gov/credentials/online-services/default.html> If you have an expired CTC document 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?

A: To fulfill Dominican's basic educational skills test requirement, applicants may:

- Complete the CBEST exam; or
- Complete the CSET: Multiple Subjects Plus Writing Skills Examination (test codes GS101, GS102, GS103, and WRT 142); or
- Submit passing scores on a basic educational skills test from another state (i.e. PRAXIS).

Options for Meeting the Basic Skills Requirement other than the CBEST or CSET		
Examination	English Score Requirement	Math Score Requirement
CSU Early Assessment Program (EAP)	“College Ready” or “Exempt”	“College Ready” or “Exempt”
CSU Placement Exams (EPT and ELM)	Score of 151 or above	Score of 50 or above
College Board SAT	Score of 500 or above	Score of 550 or above
ACT	Score of 22 or above	Score of 23 or above
College Board Advanced Placement Examinations (AP)	Score of 3 or above on one of the following: <ul style="list-style-type: none"> • AP English Language and Composition • AP English Literature and Composition 	Score of 3 or above on one of the following: <ul style="list-style-type: none"> • AP Calculus AB • AP Calculus BC • AP Statistics
<p>Candidates must complete the Basic Skills Requirement through one of the eight available options. Parts of different options may not be combined to meet the Basic Skills Requirement. For example, an individual cannot combine passage of the mathematics section of the EAP with the reading section of the California Basic Educational Skills Test (CBEST) and the Writing section of the California Subject Examination for Teachers (CSET): Multiple Subject plus Writing examination.</p>		

Q: Am I required to take the CBEST prior to Admission?

- CBEST or equivalent: All candidates are required to pass all sections of the CBEST prior to admission into the program.

Q: Am I required to take the CSET prior to Admission?

A: All candidates are required to register for CSET prior to admission, or qualify for equivalency.

- Accelerated candidates are required to pass all sections of this exam before or while enrolled in “Preparation for Supervised Teaching,” specifically by November 1 in the fall semester or April 1 in the spring semester.

- Transitions candidates are required to pass this exam prior to enrolling in Preparation for Supervised Teaching.

(Exceptions to this policy will only be made by the Education Committee. The Education Committee will consist of at least two department chairs and the credential analyst.)

- All test scores must be verified through <http://www.ctcexams.nesinc.com/> by a Credential Analyst, Program Manager or Program Assistant in one of the following ways:
 - Select Dominican University to receive electronic score reports.
 - Log into your account at <http://www.ctcexams.nesinc.com/> in the presence of a Credential Analyst, Admissions Counselor, Program Manager or Program Assistant at Dominican University to verify and print passing scores.
- For Single Subject candidates, proof of an approved Subject Matter Waiver can also be submitted in lieu of CSET exam scores.

Q: What is a subject matter waiver?

A: A subject matter waiver 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 as a “Subject Matter Waiver.”

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 prior to a credential recommendation.

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 Department of Education.

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 three 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. We will accept AP exams in Government in some circumstances; however, check with the Credentials Analyst.
3. 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. You will be required to provide proof, that you are CPR certified in infant, child, and adult, however, prior to your credential recommendation. The CTC only accepts certification from an authorized program that meets the criteria of the American Heart Association or American Red Cross. Contact the Credentials 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: What is the weekly time commitment outside of class (completing assignments, etc.)?

A: 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 available in Marin, Sonoma, San Francisco, South San Francisco, West Contra Costa, Mendocino, Lake, Alameda and Contra Costa counties.

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

A: No, 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 employment and complete the requirements for an internship.

Q: Can the MS in Education core classes be completed concurrently with the teacher preparation program core classes?

A: The teacher preparation program core classes and MS in Education core classes cannot be completed concurrently. Upon completion of the teacher preparation portion of the program, 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