

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

**Q1. 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.

**Q2. 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, chest X-ray or a [TB Risk Assessment Questionnaire](#). TB tests are valid for four 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 four-year requirement, you may submit a photocopy of the test.

**Q3. 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 observation, 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 "Educator Login" page:  
<https://www.ctc.ca.gov/>

**Q4. How do I obtain a Certificate of Clearance?**

- a. To obtain a Certificate of Clearance, you must:
  - i. 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)
  - ii. Complete the Live Scan (fingerprinting) process at a local law enforcement agency For **Live Scan locations** near you visit: <http://oag.ca.gov/fingerprints/locations>
  - iii. **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>

REQUEST FOR LIVE SCAN SERVICE <small>FORM 41-LS Rev. 06/13</small>		Print	Clear Form
<b>Applicant Submission</b>			
ORI: <b>A0281</b> <small>Code assigned by DOJ</small>	Type of Application: <b>License/Certification/Permit</b>		
Job Title or Type of License, Certification or Permit: <b>TEACHER CRED 44340 EC</b>			
Agency Address Set Contributing Agency:			
<b>CASM TEACHER CREDENTIALING</b> <small>Agency authorized to receive criminal history information</small>		<b>03294</b> <small>Mail Code (five-digit code assigned by DOJ)</small>	
<b>1900 Capitol Avenue</b>			
<small>Street No.</small>	<small>Street or PO Box</small>	<small>Contact Name (Mandatory for all school submissions)</small>	
<b>Sacramento</b>	<b>CA</b>	<b>95811-4213</b>	<small>Contact Telephone No.</small>
<small>City</small>	<small>State</small>	<small>Zip Code</small>	

**Q5. I applied for a Certificate of Clearance. What do I need to do now?**

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- a. When your Certificate of Clearance has been granted, the CTC will send you an email, please forward that email to the Office of Admissions.

**Q6. 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>
- b. 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

**Q7. 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”: <https://www.ctc.ca.gov/credentials/online-services>. The expiration date on the 30-day permit will be extended 18 months for the Certificate of Clearance.

**Q8. 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, you may take an approved Child and Adolescent Development course at another institution (including a community college).
- b. Please contact your admissions counselor or academic advisor for more information. Upon completion of the course, please send your **official** transcript to the Department of Education, Dominican University of California, 50 Acacia Avenue, San Rafael, CA 94901-2298.

**Q9. 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).

<b>Options for Meeting the Basic Skills Requirement other than the CBEST or CSET</b>
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May 24, 2019

Department of Education, 50 Acacia Avenue, San Rafael, California 94901-2298  
p. 415-257-0133 – f. 415-458-3790 – [www.dominican.edu](http://www.dominican.edu)

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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: <input type="checkbox"/> AP English Language and Composition <input type="checkbox"/> AP English Literature and Composition	Score of 3 or above on one of the following: <input type="checkbox"/> AP Calculus AB <input type="checkbox"/> AP Calculus BC <input type="checkbox"/> AP Statistics
*Critical Reading section		
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.		

### **Q10. Am I required to take the CBEST prior to Admission?**

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

### **Q11. 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.
- b. All candidates are required to take all sections of the CSET by the end of the 1st semester in their credential program. The majority of the subtests must be passed prior to placement in a school, (August 1<sup>st</sup>), or prior to EDU 4/5/6xxx-Preparation for Supervised Teaching.
- c. All subtests must be passed prior to Student Teaching or an Internship.
  - i. (Scores must be verified through <http://www.ctcexams.nesinc.com/> by a Credential Analyst, Program Manager, Faculty or Staff)

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