



Checklist for a Preliminary Multiple, Single Subject, or Education Specialist Teaching Credential

The following documents are required to apply for a Preliminary Teaching Credential:

- Official **passing exam results/document** for the following:
 - Basic Skills Requirement (CBEST or alternative route)
 - Subject Matter Competence – one of the following:
 - CSET Exam, official subject-matter letter verifying completion of Commission-approved program, or Bachelor's Degree in specific core area
 - RICA Exam for Multiple Subject and Education Specialist Credentials
- IDP Document (Executive Order N-66-20)
- IDP Addendum (Executive Order N-66-20)
- Official passing Teacher Performance Assessment (TPA) letter/email for Multiple Subject and Single Subject Credentials
- U. S. Constitution – an approved Political Science or History course, with an emphasis in the U.S. Constitution, or Constitution examination
- Transcripts from the following institutions:
 - Bachelors Degree
 - Mount Saint Mary's University – completion of Teacher Preparation Program
 - U.S. Constitution course
- Current Certificate of Clearance
- Current CPR Certification (adult, infant and child)
- MSMU Authorization for Handling Form
- CCTC Application – Form 41-4

If additional information is needed, or to schedule an appointment, please contact Rose Foskarino, Credential Analyst at (213) 477-2621 or at rfoskarino@msmu.edu .