

College of Education

Teaching Credentials
Eureka Hall 401
6000 J Street
Sacramento, CA 95819-6079
(916) 278-6639
www.csus.edu/coe



SACRAMENTO STATE

Application Instructions: MAT/MASET

INSTRUCTIONS: Applying to return to complete MAT/MASET

Please Read all instructions carefully and thoroughly BEFORE completing the application via [Cal State Apply](#). Applicants must submit ALL of the documents described below by the deadline to be considered for readmission to the University.

Application Process:

Documents:

- A. Supplemental Materials
- B. Teaching Credential
- C. Certificate of Clearance
- D. Unofficial Transcripts

Application Deadline:

FEBRUARY 1, 2025

Documents

A. SUPPLEMENTAL MATERIALS:

You must complete the MAT/MASET Returning Students form that can be found below.

SUBMISSION: Upload MAT/MASET Returning Students Form

B. TEACHING CREDENTIAL:

All applicants must submit verification of holding a current preliminary or clear Education Specialist Credential. Verification can be obtained from the Commission on Teacher Credentialing website.

SUBMISSION: Upload verification as described above

C. CERTIFICATE OF CLEARANCE (COC):

ALL applicants must submit verification of having been **issued** a valid clearance by the CA Commission on Teacher Credentialing (CTC) **before they will be allowed to officially start** the credential program (this is a state law).

- *Applicants who have already been issued* a clearance/permit/credential must submit a copy of the document from the [CTC website](#) showing the issuance and expiration date of a valid CA 30-day emergency permit, a valid CA Child Development Associate/Center permit, a valid CA credential, or a valid Certificate of Clearance.
- *Applicants who have NOT previously been issued* a CTC Certificate of Clearance must complete the TWO STEP PROCESS of [having fingerprints taken](#) AND [applying for the Certificate of Clearance](#). Submit proof of BOTH STEPS as part of the application process. Combine both into one file.
 - Fill out the CTC-specific [Form 41-LS](#) and get fingerprinted (click this link to learn where and how to get fingerprinted). Submit a copy of the completed Live Scan fingerprinting form, **AND**
 1. [Apply online](#) for the Certificate of Clearance; select Educator Login to begin. Submit a copy of the 'Payment Receipt' page from the on-line COC application.
- Please click here for [DETAILED Certificate of Clearance Instructions](#), including samples of the documentation that is required in this application.

SUBMISSION: Upload verification as described above.

If applying for the COC, please note: If you have **any felony or misdemeanor convictions**, refer to the CTC website at www.ctc.ca.gov and click on the blue "Educator Misconduct" tab at the very top of the page, and then scroll down to the link for Self-Reported Misconduct – Applications. Review the information for "Applicant Disclosure – Online Applications." Complete and submit the "DPP Document Submission Form," along with ALL other required documents (i.e., police reports, certified court records, and miscellaneous documents), to the Division of Professional Practices at CTC for review. **The processing of your clearance application WILL BE DELAYED (possibly six months or longer) while it is being reviewed by the CTC and you cannot begin a credential program until the COC is issued.**

D. Unofficial Transcripts:

Please download and combine unofficial transcripts from all colleges and universities attended. Include transcripts from ALL community colleges attended and colleges where credit was earned as a high school student.

SUBMISSION: Submit **one set** of ALL unofficial transcripts.



MAT/MASET Returning Student Form

If you entered the MAT or MASET (MAT with Special Education) program in **Fall 2019 or later** and would like to return to Sacramento State to complete the Master or Arts in Teaching degree (having already completed the credential coursework), please follow the instructions below.

1. Complete the information requested below.
2. Contact your program coordinator

The first course in the MAT/MASET will be offered in Summer through the College of Continuing Education. You must apply through Cal State Apply if you have been away from Sac State for more than one semester, without having taken an official approved leave of absence through the Office of Graduate Studies.

1. Complete the information below.

Full Name:

CSUS ID#:

Credential Program Completed:

Semester and year last enrolled at Sac State:

Where do you believe you will be teaching in the Fall?

School:

District:

Grade level or subject(s):

2. Please email the coordinator below to inform them of your intent to return:

- MAT (Multiple or Single Subject): Dr. Mae Chaplin, mae.chaplin@csus.edu
- MASET (ECSE, Mild/Moderate, Extensive Support Needs): Dr. Jean Gonsier-Gerdin, jgonsier@csus.edu