

# **How to Apply for Designated Subject Credentials:**

Career and Technical Education Program

Fall 2024

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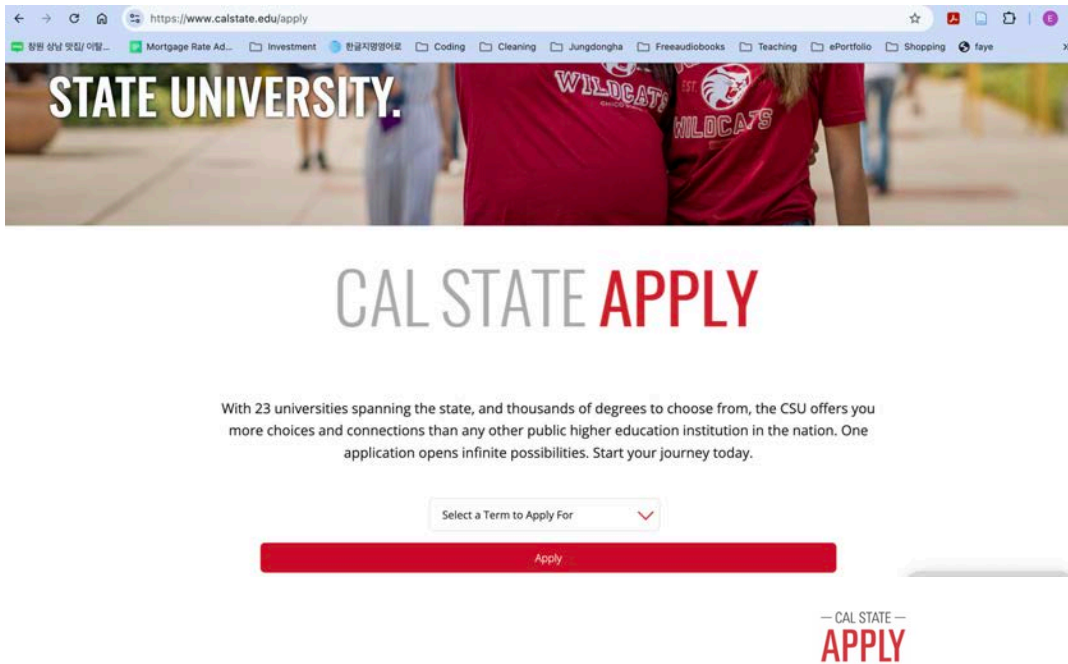
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# Step-by-Step Guidelines

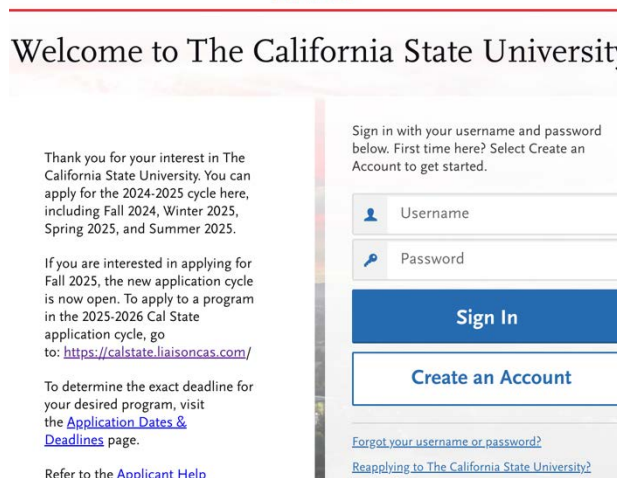
## CSUApply Login

Welcome to the Designated Subject (DS) Credentials in the Career and Technical Education (CTE) Program. This document outlines the step-by-step process for submitting your application through CSUApply. \* If you're pursuing a Bachelor's or Master's degree in CTE, you can skip the DS Credential application and complete the required credential courses alongside your degree coursework.

1. **Visit CSUApply:** In your web browser, go to <https://www.calstate.edu/apply>. Choose the appropriate term (Fall or Spring) from the dropdown menu to apply. Select a Term to Apply for (We accept students for Fall and Spring semesters)



2. **Log In or Create an Account:** If you already have an account, log in using your credentials. If you've forgotten your username or password, click the respective link to recover it. If you are a new user, click "Create an Account" and follow the on-screen instructions.



## Selecting a Degree Goal

**1. Select Your Degree Goal:** Choose the second option from the Degree Goal choices. After that, you will see options for Teaching and Service Credentials.

### 1. Degree Goal

\* What degree, credential, program or certificate are you applying for?

- First Bachelor's Degree (Seeking your first bachelor's degree and have not earned a prior bachelor's degree)
- Second Bachelor's Degree and Beyond (e.g. Master's, Teaching Credential, Certificate, Doctoral)
- CSU Summer Arts

\* Please select one or more of the following degree goals.

- Second Bachelor's Degree (already earned a bachelor's degree and are seeking another one)
- Graduate (e.g. Master's, Doctoral) or Professional's Degree
- Teaching and Service Credential Only (e.g. Single or Multiple Subject, Special Education, PPS, Librarian, Admin, CalStateTEACH)
- Certificate

## 2. Make Appropriate Selections:

Choose the options that best fit your situation..

### 1a. Returning

\* Are you applying to return to the CSU campus which you previously attended, and intend to complete the same major?

Yes  No

### 2. US Military Status

\* Have you ever served in the United States military?

No. I have not served in the US military

### 3. International Applicant

\* Do you have or will you require an F1 Visa (student) or J1 Visa (exchange) to study at the California State University (CSU)?

Yes  No

\* What U.S. State/Possession do you regard as your permanent home?

California

## 3. Selecting the Credential Program: On the "Add Program" page, type "Designated San Bernardino" into the search box. This will return results related to Designated Credentials.

[Back to Extended Profile](#) Add Programs

You must select at least one program to begin your application. Use the search filters below to locate programs by **Campus Name**, **Start Term**, **Delivery**, and **Source**. When using the Search field, results are limited to matching on program name or organization (i.e., Fullerton Undergraduate). You can add additional programs from the Add Program tab at any time before the submission deadline.

Due to CSU enrollment pressures, campuses may offer very limited Lower Division and Second Baccalaureate programs. Be sure to review campus-specific program [dates and deadlines](#).

Application fees for some undergraduate programs may be waived based on [eligibility](#). Once you fully complete your application, click on the **Submit Applications** tab to review your fee waiver status.

Programs with a Source of Extended Education are offered by Extended and Continuing Education on each campus. Programs offered through Extended Education are not eligible for automatic application fee waivers and may have different tuition and fee structures.

[Show Less](#)

---

[Find Program](#) | [View Selected Programs](#)  [Filters](#) [Enter Invitation Code](#)



Showing results for:  Available Programs

Add	Program Name	Campus Name	Degree Type	Start Term	Academic Year	Location	Deadline
SAN BERNARDINO CREDENTIAL							
<a href="#">+</a>	Designated Subjects Career and Technical ...	CSU San Bernardino	Credential	Spring	2025	Main Campus	01/10/2025
<a href="#">+</a>	Designated Subjects Career and Technical ...	CSU San Bernardino	Credential	Spring	2025	Main Campus	01/10/2025

**4. Choose the Appropriate Program:** Select the program relevant to your qualifications.

If you only have a **high school diploma**, choose "**Designated Subject Credentials in CTE Program – Undergraduate Applicants Only.**"

If you hold a **bachelor's or graduate degree**, choose "**Designated Subject Credentials in CTE Program – Applicants with a Bachelor's degree.**"

Program Description	Program Description
 <p>Academic Year: <b>2025</b>                      Source: <b>Campus</b></p> <p>Deadline: <b>January 10, 2025</b>                      Degree Type: <b>Credential</b></p> <p>Program Name: <b>Designated Subjects Career and Technical Education - Undergraduate Applicants Only</b>      Delivery Format: <b>Online</b></p> <p>Start Term: <b>Spring</b>                      Campus Name: <b>CSU San Bernardino</b></p> <p>The Designated Subjects Career and Technical Education (CTE) credential program prepares teachers to become educational leaders in Regional Occupational Programs (ROP), Public or Charter Schools, Correctional Institutions, community colleges, and private secondary or post-secondary environments. The program focuses on an evolutionary process of change by which teaching practices become increasingly effective and promote student learning in CTE settings. Industry-specific and instructional knowledge combine with regulatory practices to form the</p>	 <p>Academic Year: <b>2025</b>                      Source: <b>Campus</b></p> <p>Deadline: <b>January 10, 2025</b>                      Degree Type: <b>Credential</b></p> <p>Program Name: <b>Designated Subjects Career and Technical Education - Applicants who hold a Bachelor Degree</b>      Delivery Format: <b>Online</b></p> <p>Start Term: <b>Spring</b>                      Campus Name: <b>CSU San Bernardino</b></p> <p>The Designated Subjects Career and Technical Education (CTE) credential program prepares teachers to become educational leaders in Regional Occupational Programs (ROP), Public or Charter Schools, Correctional Institutions, community colleges, and private secondary or post-secondary environments. The program focuses on an evolutionary process of change by which teaching practices become increasingly effective and promote student learning in CTE settings. Industry-specific and instructional knowledge combine with regulatory practices to form the</p>

**5. Follow On-Screen Instructions:** After selecting your credential, follow the remaining steps to complete your application. You will be shown a confirmation screen displaying your chosen program.

✓	Designated Subjects Career and Technical ...	CSU San Bernardino	Credential	Spring	2025	Main Campus	01/10/2025
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[← Add More Programs](#)

# Review Your Program Selections

Below are the programs you have selected. If you are ready to start your application, click the Continue To My Application button below. Missing a Program? Click Add More Programs. You can add more programs at anytime.

APPLICATIONS READY FOR SUBMISSION  
**0**

TOTAL FEE(S)  
**\$70.00**

[Continue To My Application >](#)

Sort By Deadline

**San Bernardino Credential**

Term: Spring



Designated Subjects Career and Technical Education - Applicants who hold a Bachelor Degree

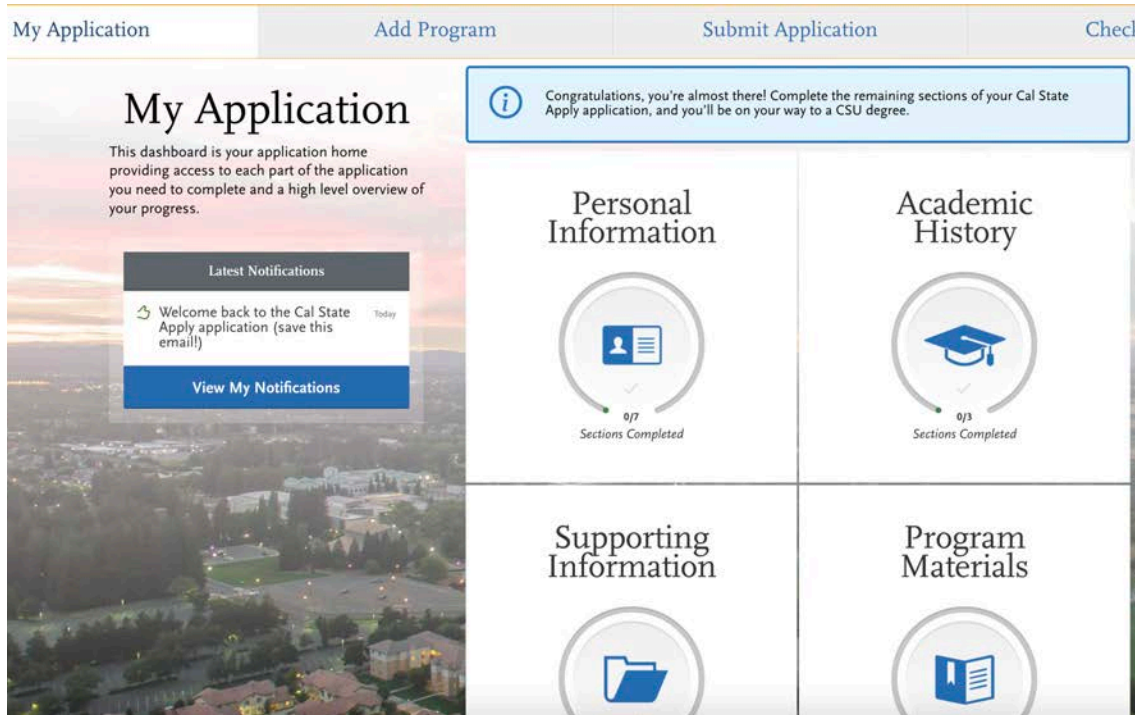
Deadline 01/10/2025





## Completing the Application Quadrants (Personal Information & Documents)

Once you have chosen your program, you will need to complete all sections (quadrants) of your application. When each section is fully completed, it will turn green, indicating that part of the application is finished.



This green icon indicates that "Academic History" is completed.





## I. Personal Information (1st Quadrant)

1. Enter all required personal information. This section is straightforward.
2. Under "Other Information," you can select "None" or choose from the listed credentials. However, note that these credentials are not the same as the "Designated Credentials" you are applying for.

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### Teacher or Other Education Credential Information

\* Select your interest in obtaining your teacher or other educational credential.

Planning to apply to a credential program for t... ▼

\* Select Credential Objective:

- ✓ Education Specialist (Special Education)
- Multiple Subject Credential
- PK-3 Early Childhood Education Specialist Instruction Credential
- Single Subject Credential

### CalFresh

For more information on the CalFresh program, please visit [ww](#)

\* Are you interested in checking your eligibility for monthly food assistance to be used towards groceries through the CalFresh Program?

---

### Teacher or Other Education Credential Information

\* Select your interest in obtaining your teacher or other educational credential.

Planning to apply to a credential program for t... ▼

\* Select Credential Objective:

Education Specialist (Special Education) ▼

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### Teacher or Other Education Credential Information

\* Select your interest in obtaining your teacher or other educational credential.

Planning to apply to a credential program for t... ▼

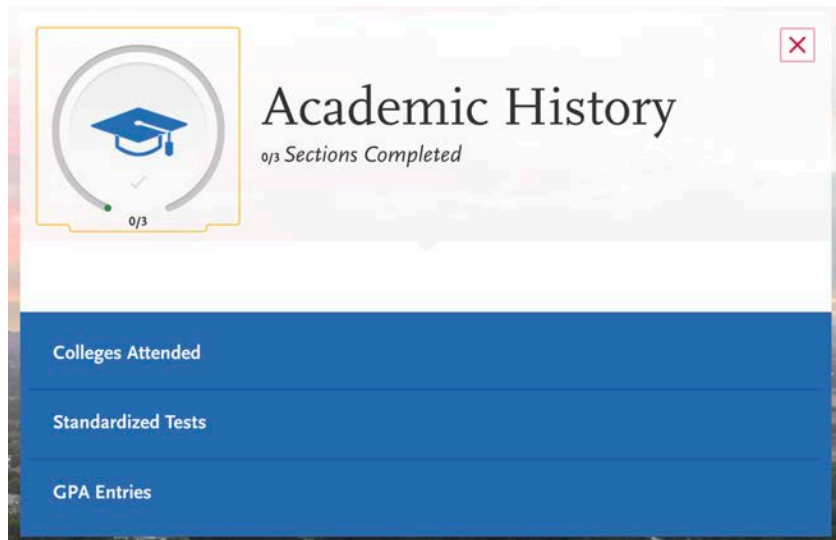
\* Select Credential Objective:

Education Specialist (Special Education) ▼

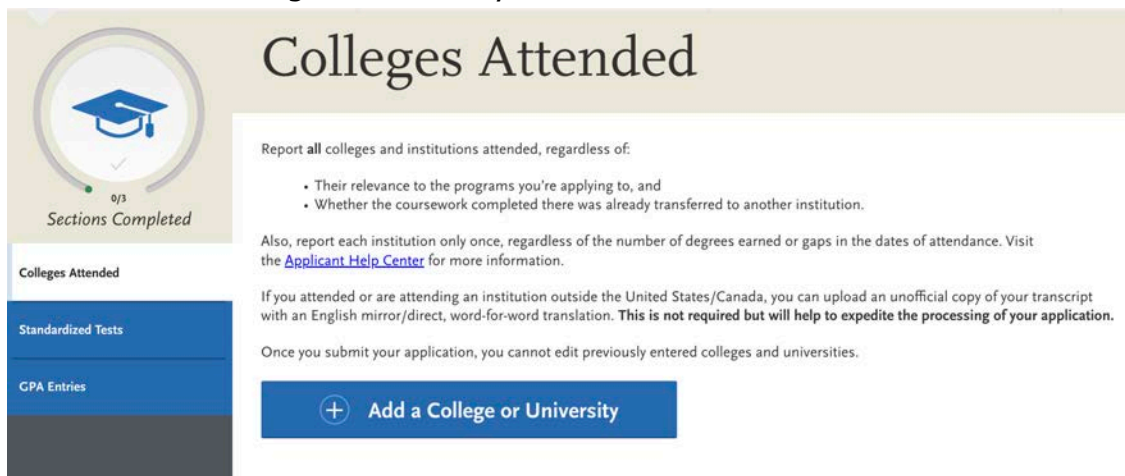
## II. Academic History (2nd Quadrant)

For those with an undergraduate, master's, or doctorate degree, follow the instructions to complete sections like "Colleges Attended," "Standardized Tests," and "GPA Entries."

For students whose highest qualification is a **high school diploma**, the steps below (from pages 9-13) will guide you through completing the sections, even though there is no specific section for high school diplomas. It is a **workaround** to proceed with the steps below:



1. **Colleges Attended:** Even if you only have a high school diploma, you still need to click "Add a College or University."



2. **Selecting the Institution:** Choose "California State University – San Bernardino" from the dropdown list.

My Application      Add Program      Submit Application

Colleges Attended

## Add Your Colleges or Universities

Please add all undergraduate, graduate or professional institutions you attended or are currently attending.  
You may update the information in this section at any time prior to submission.

\* Indicates required field

Colleges Attended

Standardized Tests

GPA Entries

\* What college or university did you attend?

Save

3. **Degree Information:** Although you're only applying for a Designated Credential, select "Yes" for the question, "Are you planning to obtain a degree?" In the Degree Info section, choose "Degree in Progress" and select any degree, setting a future date for "When will you earn that degree?" If you're applying for your Designated Credential in 2025, set the date for well beyond 2025, like 2028.

\* What college or university did you attend?

CALIFORNIA STATE UNIVERSITY - SAN BERNARDINO

\* Did you obtain or are you planning to obtain a degree from this college or university?

Yes       No

\* Degree Info

Degree Awarded       Degree In Progress

\* What type of degree are you planning to earn?

Bachelor of Arts

\* When will you earn that degree?

May      2028

\* What is your major?

Education

What is your minor?

None

- 4. Term and Tuition:** Choose the appropriate term and select your tuition status. If you are a California resident, select "In-State Tuition."
- 5. First and Last Semester:** Choose a previous date for your first semester, and for the last semester, leave it blank, marking "Check if you are still attending this college or university."

\* What type of term system does this college or university use?

Quarter  Semester  Trimester

\* What was your tuition status (resident or non-resident) at this college or university during the last term you attended?

In-State Tuition  Out-of-State Tuition  Not applicable

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### When did you attend this college or university?

Select the first and last semesters that your transcript covers, even if there were breaks between semesters.

\* First Semester

Fall  August  2023

\* Last Semester

Semester  Month  Year

Check if you are still attending this college or university

## Standardized Test: Select "I Am Not Adding Any Standardized Tests."

My Application      Add Program      Submit

# Standardized Tests

You can self-report your standardized test scores or report tests you plan to take in this section. Some of the programs you apply to may require you to report certain test scores; be sure to check with your programs to ensure you are completing all requirements. Visit the [Applicant Help Center](#) for more information.


- **Freshman Applicants:** ACT and SAT test scores will not be used for any admission purposes and applicants are not required to submit these scores. If you took the ACT or SAT and already sent your scores to a CSU campus, you can add your information and College Board or ACT ID number below. If you have not sent your scores to a CSU campus, no further action is needed at this time. If you are accepted and you elect to submit your SAT and ACT scores, these results will only be used as one of the measures to place you in the proper mathematics and English courses.
- **Transfer Applicants:** Add any Advanced Placement (AP), CLEP, and International Baccalaureate (IB) tests that satisfy general education requirements. For more details, review the [External Exam Credit information](#). If you completed less than 60 transferrable units and took the SAT and/or ACT, report your results here. While SAT and ACT scores are not required, we encourage lower division transfer applicants to report any results here. Upper division transfer students or transfer students earning an ADT do not need to report ACT or SAT results. If you do not plan to take any exams, click **I Am Not Adding Any Standardized Tests**.
- **Graduate Applicants:** report your GMAT and GRE results or the date you plan to take the tests. If you do not plan to take the exams, click **I Am Not Adding Any Standardized Tests**.
- **International Applicants:** report your IELTS, TOEFL, and PTE results or the date you plan to take the tests. If you do not plan to take the exams, click **I Am Not Adding Any Standardized Tests**.

Once you submit your application, you cannot edit previously entered tests, but you can add new tests.

Note that self-reporting your scores isn't the same as providing official scores to your programs. See [Sending Official Test Scores](#) for more information.

**I Am Not Adding Any Standardized Tests**

# Standardized Tests



## You opted not to add any standardized tests.

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more standardized tests, but you will not be able to update or delete.

Some programs do require you to report standardized test scores. Please make sure to check your program requirements to ensure that your application will be reviewed in full.

**Would you like to add a test?**

**GPA Entries:** Students who attended colleges should enter their GPA. If you only hold a high school diploma, click "Add GPA" and select "I don't have a GPA to add."

**GPA Entries**

Provide GPA information for the colleges you entered in the **Colleges Attended** section. Note that:

- When entering your GPAs, **Total Credit Hours** are equivalent to your transcript's total units.
- If you attended a school twice (e.g., you completed both undergraduate and graduate coursework at the same college), click **Add A GPA** to add another GPA entry.

Visit the [Applicant Help Center](#) for more information.

Once you submit your application, you can add new and edit previously entered GPAs, but you cannot delete previously entered GPAs.

If you update your College Coursework information, the GPA Entries page may be marked incomplete. If this happens, edit your GPA and resave your information.

**CALIFORNIA STATE UNIVERSITY - SAN BERNARDINO**

[Add GPA](#)

**GPA Entries**

**CALIFORNIA STATE UNIVERSITY - SAN BERNARDINO Transcript**  
Fall August 2023 - Still Attending

[Save and Exit](#)

\* Indicates required field

Enter your GPAs

Ok, great. Next let's add a GPA

[+ Add A GPA](#) [I don't have a GPA to add](#)

**GPA Entries**

Provide GPA information for the colleges you entered in the **Colleges Attended** section. Note that:

- When entering your GPAs, **Total Credit Hours** are equivalent to your transcript's total units.
- If you attended a school twice (e.g., you completed both undergraduate and graduate coursework at the same college), click **Add A GPA** to add another GPA entry.

Visit the [Applicant Help Center](#) for more information.

Once you submit your application, you can add new and edit previously entered GPAs, but you cannot delete previously entered GPAs.

If you update your College Coursework information, the GPA Entries page may be marked incomplete. If this happens, edit your GPA and resave your information.

**CALIFORNIA STATE UNIVERSITY - SAN BERNARDINO**

[Edit](#)

### III. Supporting Information (3<sup>rd</sup> Quadrant)

You can choose to add your professional experiences. If you prefer not to, select “I Am Not Adding Any Experience.” The system will display the message: “You opted not to add any experience.”

**Experiences**

0/1  
Sections Completed

Experiences

Enter your professional employment experiences in several categories, or types, in this section. List your military service and present employer, if applicable. Do not include summer and part-time work not relevant to your career or academic goal. Visit the [Applicant Help Center](#) for more information.

Once you submit your application, you cannot edit previously entered experiences. You can add new experiences and update ones that are in progress.

**+ Add an Experience**

I Am Not Adding Any Experiences

**Experiences**

1/1  
Sections Completed

Experiences

**You opted not to add any experiences.**

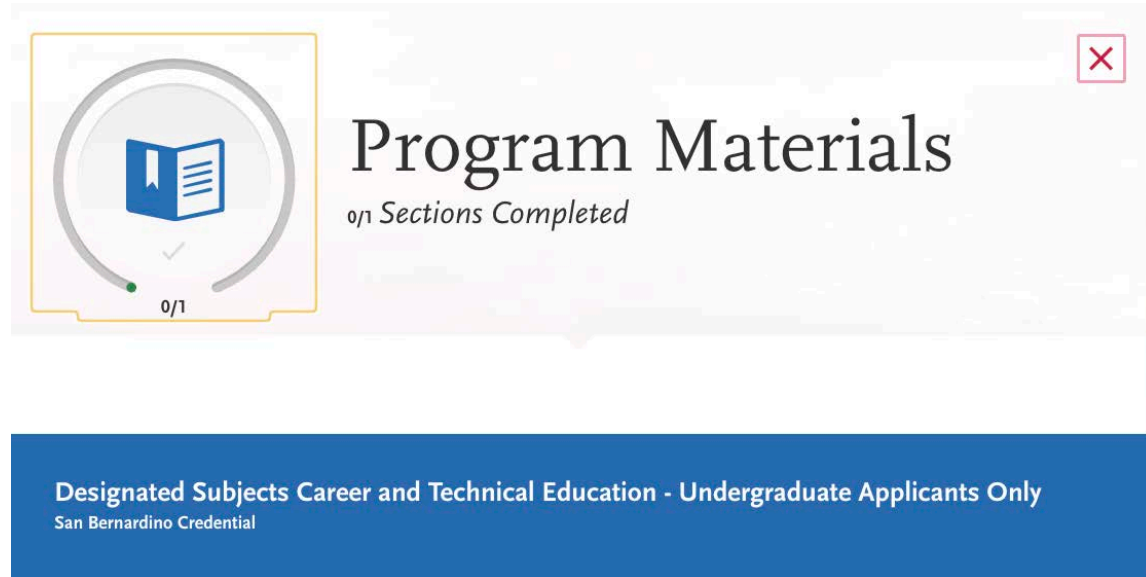
You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more experiences, but you will not be able to update or delete.

**Add an Experience**



## IV. Program Materials (4th Quadrant)

Complete all the necessary sections in this quadrant. There are four sections to fill out: Home, Questions, Documents, and Recommendations.

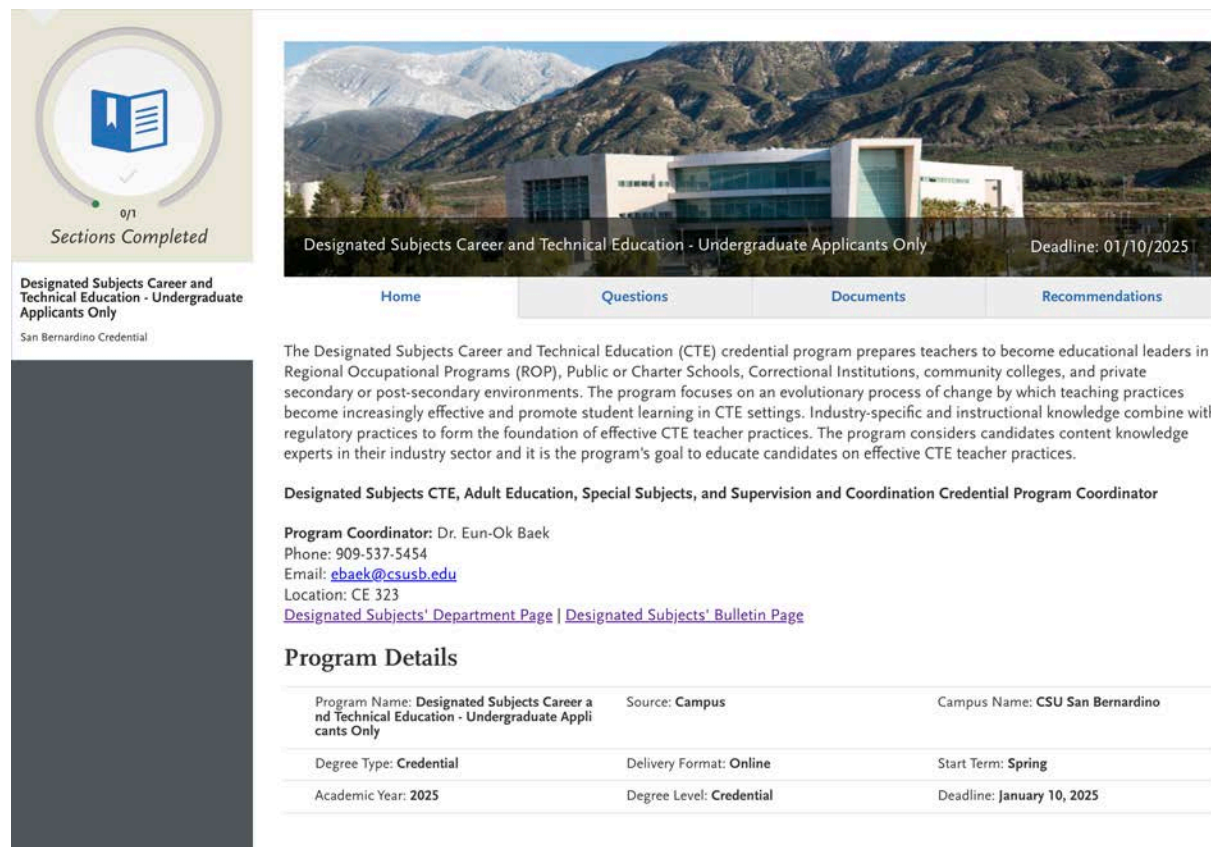


# Program Materials

0/1 Sections Completed

Designated Subjects Career and Technical Education - Undergraduate Applicants Only  
San Bernardino Credential

## Home of the Program Materials



Designated Subjects Career and Technical Education - Undergraduate Applicants Only  
San Bernardino Credential

0/1 Sections Completed

Designated Subjects Career and Technical Education - Undergraduate Applicants Only  
San Bernardino Credential

Designated Subjects Career and Technical Education - Undergraduate Applicants Only  
Deadline: 01/10/2025

Home Questions Documents Recommendations

The Designated Subjects Career and Technical Education (CTE) credential program prepares teachers to become educational leaders in Regional Occupational Programs (ROP), Public or Charter Schools, Correctional Institutions, community colleges, and private secondary or post-secondary environments. The program focuses on an evolutionary process of change by which teaching practices become increasingly effective and promote student learning in CTE settings. Industry-specific and instructional knowledge combine with regulatory practices to form the foundation of effective CTE teacher practices. The program considers candidates content knowledge experts in their industry sector and it is the program's goal to educate candidates on effective CTE teacher practices.

**Designated Subjects CTE, Adult Education, Special Subjects, and Supervision and Coordination Credential Program Coordinator**

**Program Coordinator:** Dr. Eun-Ok Baek  
Phone: 909-537-5454  
Email: [ebaek@csusb.edu](mailto:ebaek@csusb.edu)  
Location: CE 323  
[Designated Subjects' Department Page](#) | [Designated Subjects' Bulletin Page](#)

### Program Details

Program Name: Designated Subjects Career and Technical Education - Undergraduate Applicants Only	Source: Campus	Campus Name: CSU San Bernardino
Degree Type: Credential	Delivery Format: Online	Start Term: Spring
Academic Year: 2025	Degree Level: Credential	Deadline: January 10, 2025

## Questions: Answer all the questions provided on this page.

Home	Questions	Documents	Recommendations
			Save

\* Indicates required field

### San Bernardino Credential Questions



The answers to these questions will be submitted as part of your application to all San Bernardino Credential Programs.

If you have already answered questions for another of this school's programs, you will see your previous answers below. Changing your answers here will apply those changes to all of this school's programs.

#### \*\*\* Memorandum of Understanding \*\*\*

The Memorandum of Understanding represents an agreement by a credential candidate admitted to a credential program at a CSU campus to fulfill the responsibilities listed to provide experiences and instruction that will assist candidates in satisfying all requirements necessary to be recommended for a preliminary teaching credential.

1. It is the candidate's responsibility to enroll in all courses required to earn the credential, as outlined in the individual academic program plan.
2. All courses required for the credential must be completed with a grade of C or higher unless otherwise noted. In addition, the cumulative GPA for all courses listed on the program plan must be 3.0 or higher.
3. It is the candidate's responsibility to read the credential program handbook and adhere to all program policies and requirements.
4. Information pertaining to the candidate's qualification and performance in the credential program may be shared with faculty at your CSU and school district personnel.

shared with faculty at your CSU and school district personnel.

5. Dismissal from the credential program may be a necessary outcome if the candidate's competence does not develop in a sufficient manner to warrant a recommendation for a credential or a school district terminates a placement due to egregious behavior and it is determined that another placement is not warranted.
6. Campus email is the official means of communication. It is the candidate's responsibility to regularly check his/her email account for information regarding the credential program. Failure to read and/or comply with any information sent to the candidate may result in adverse consequences.
7. It is the candidate's responsibility to comply with all university requirements, procedures, and policies. Including but not limited to the Office of Graduate Studies, the Office of the Registrar, and the Financial Aid and Scholarship Office.
8. It may be necessary to require the candidate to delay starting or continuing in the credential program if any requirements are not satisfied or if any documentation is not submitted as requested.
9. Regular advising each term is recommended to ensure the candidate's satisfactory program in the credential program.

\* By checking the box below,

I hereby acknowledge my application to a credential program and affirm my understanding and agreement to comply with the provisions above.

**\*\*\* Official Transcript Requirement \*\*\***

All applicants must submit an official transcript from each institution attended except for California State University, San Bernardino, directly to the Jim and Judy Watson Student Services Office (CE 102) by the program deadline date.

\* By checking the box below,

I acknowledge and understand the official transcript requirement.

---

**\*\*\* Professional Licensure and Certification Notice \*\*\***

California State University programs for professions that require licensure or certification are intended to prepare the student to meet California licensure and certification requirements. Admission into programs for professions that require licensure and certification does not guarantee that students will obtain a license or certificate. Licensure and certification requirements are set by agencies that are not controlled by or affiliated with California State University, and licensure and certification requirements can change at any time.

The California State University has not determined whether its programs meet other states' educational or professional requirements for licensure and certification. Students enrolled in a California State University program who are planning to pursue licensure or certification in other states are responsible for determining whether they will meet their state's requirements for licensure or certification. This disclosure is made pursuant to 34 CFR §668.43(a)(5)(v)(C).

\* By checking the box below,

\* By checking the box below,  
 I acknowledge and understand this disclosure.

---

**\*\*\* Credential Program \*\*\***

\* Have you ever been admitted to a credential program at any college or university?

Yes       No

\* Have you ever been dismissed from a credential program at any institution?

Yes       No

If yes, please explain:

- Toward the bottom, there is a question allowing you to specify which credential(s) you are interested in. You can select as many credentials as you wish to obtain.

\* What credential(s) are you interested in? Please select all that apply:

- Adult Education
  - Career and Technical Education
  - Special Subjects
  - Supervision and Coordination
- 

- After completing the questions, click "**Save and Continue**" to move to the next section.

## Documents

On this page, you can email the Program Coordinator to get templates for the required documents or directly download them from the [CTE program website](#).

<a href="#">Home</a>	<a href="#">Questions</a>	<a href="#">Documents</a>	<a href="#">Recommendations</a>
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## Documents

Use the "Add Document" button to upload your scanned or digital files. All documents should be scanned clear and legible. Instructions for each document type are noted in each section. Documents are required unless indicated as optional.

### Required Documents:

**Email from the Program Coordinator, including Advisement for Program Plan** (*Upload file in the "Other" slot*)

(1) It is required that each candidate emails the program coordinator preferably one email, an introduction of themselves, and a request for a Program Plan. You will save the email from the program coordinators as a .pdf and attach it with your application.

**Designated Subjects Admission Application** (*Upload file in the "Program Application Form" slot*)

All candidates are asked to submit a program application form that is obtained from the program coordinator during the email from above.

### Requested Documents:

When obtaining the preliminary credential, all applicants are required to submit verification of a minimum of three years of paid or unpaid work experience directly related to each Industry Sector to be named on the credential (one year shall equal a minimum of 1,000 clock hours). At least one year of the required work experience must be within the last five years, or two years within the last ten years immediately preceding the issuance of the Preliminary Credential. This document is NOT the verification of work experience needed for the credential. This document is for program advisement purposes.

NOTE: Any of the following may be combined to total 1,000 clock hours in order to meet the recency requirement: A) work experience; B) college-level related coursework; C) non-college related coursework; D) occupational internship and E) vocational teaching experience.

**Program Coordinator Email and Program Plan:** Each candidate must send an introductory email to the program coordinator requesting a Program Plan or download it from the [CTE website](#). You don't need to fill out the Program Plan yet. Save this email as a PDF and attach it to your application. Upload the email from the Program Coordinator and the Program Plan in the "Other" slot.





**Designated Subjects Admission Application:** Upload **DESIGNATED SUBJECTS ADMISSION APPLICATION** you received or downloaded from the [CTE website](#) to the "Program Application Form" slot.

**Preliminary Credential:** If you wish to obtain the preliminary credential, please contact the [Credential Processing office](#) directly. While obtaining the preliminary credential is not an immediate requirement for the Designated Subjects Admission Application, it must be secured before you can clear your credential.



- Combining Experience: Any combination of the following can be used to meet the 1,000 clock hours requirement: A) Work experience B) College-level coursework C) Non-college coursework D) Occupational internships E) Vocational teaching experience.

**💡 UPLOAD TIPS**

 <p><b>Review Uploaded Documents</b></p> <p>The uploading process may have altered your formatting. Please review before submitting.</p>	 <p><b>Accepted File Types</b></p> <p>.doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png. The size limit for each file upload is 15MB.</p>	 <p><b>Do Not Password Protect Your Documents</b></p> <p>Protected documents will not be sent with your application.</p>	 <p><b>Conceal Your Social Security Number (SSN)</b></p> <p>Only use correction fluid or a redacting marker to conceal your SSN before uploading.</p>
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\* Indicates required field

### Required Documents

**\* Other**

Email from the Program Coordinator.

+ Add Document

**\* Program Application Form**

+ Add Document

### Optional Documents

**Unofficial Transcript**

Upload an unofficial transcript from the institution that awarded your bachelor's degree. Also, upload transcripts from every post-baccalaureate institution attended, including study abroad and community college coursework. The Office of Graduate Studies may request additional transcripts from you at any time during the application process to complete our review.

+ Add Document

**Unofficial Transcript**

Upload an unofficial transcript from the institution that awarded your bachelor's degree. Also, upload transcripts from every post-baccalaureate institution attended, including study abroad and community college coursework. The Office of Graduate Studies may request additional transcripts from you at any time during the application process to complete our review.

+ Add Document

# Ok, Let's Add Your Documents!



The accepted file formats are MSWord (.doc, .docx), JPEG (.jpeg, .jpg), PNG (.png), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt). The size limit for each file upload is 15MB.

Macintosh Users: Please be sure that the appropriate extension (e.g., .doc, .docx, .pdf) is at the end of the file name you select.

IMPORTANT: Having problems uploading a PDF? With a wide variety of PDF creation software in use, it is possible that the PDF you are trying to upload is in a format that we cannot read. Upload works best with PDF files conforming to the 'Acrobat 5.0 (PDF 1.4)' standard

\* Indicates required field

## \* Select the file to upload

No file chosen

## \* Select the file to upload

Designated Subject Admission Application.pdf

\* Indicates required field

## Required Documents

### \* Other

Email from the Program Coordinator.

test.pdf Uploaded: 10/03/2024

### \* Program Application Form

Designated Subject Admission Application.pdf Uploaded: 10/03/2024

## Optional Documents


### Unofficial Transcript

Upload an unofficial transcript from the institution that awarded your bachelor's degree. Also, upload transcripts from every post-baccalaureate institution attended, including study abroad and community college coursework. The Office of Graduate Studies may request additional transcripts from you at any time during the application process to complete our review.



## Recommendation Letters:

This requirement is optional. If you have recommendation letters, you can upload them here. Otherwise, select "I Am Not Adding Any Recommendations."

<a href="#">Home</a>	<a href="#">Questions</a>	<a href="#">Documents</a> 	<a href="#">Recommendations</a>
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## Recommendations

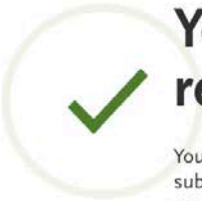
Letter-writer email addresses should be from professional or academic organizations (ex. @csusb.edu, @CA.gov, or @dell.com), not personal email addresses.

Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

[I Am Not Adding Any Recommendations](#)

<b>Graduate-Credential Program</b>	<b>0 required - 2 total allowed</b>
<a href="#">+ Add Graduate-Credential Program Recommendations</a>	

# Recommendations



## You opted not to add any recommendations.

You may update the information in this section at any time prior to submission. Once you have submitted, you will still be able to request recommendations, but you will not be able to remove any that have been completed by your recommenders

[Request a Recommendation](#)

### All Quadrants Completed

Now you have completed all four quadrants, each section should turn green, indicating that the application is ready for submission.

Designated Subjects Career and Technical Education - Undergraduate Applicants Only      Deadline: 01/10/2025

Home	Questions ✓	Documents ✓	Recommendations ✓
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[Save and Continue](#)



Congratulations, you're almost there! Complete the remaining sections of your Cal State Apply application, and you'll be on your way to a CSU degree.

## Personal Information



7/7  
Sections Completed

## Academic History



3/3  
Sections Completed

## Supporting Information



1/1  
Sections Completed

## Program Materials



1/1  
Sections Completed

Now it's time to pay the application fee and submit your application. After completing the payment, click the "Submit All" button to finalize your application.



You can also download your application materials for your records.

### Submit Application


Review your program selections here, check on status of individual program tasks, and pay for your program selections.  
 Once your application is submitted, no changes or refunds can be made.

APPLICATIONS READY FOR SUBMISSION: **1**      TOTAL FEE(S): **\$70.00**      **Submit All**

Sort By: **Deadline**

**San Bernardino Credential**       



Designated Subjects Career and Technical Education - Undergraduate Applicants Only      Deadline 01/10/2025



**Submit**

You may download your application materials for your record.

**Download Program Application**

### Your Selected Program

Once your application is submitted, no changes or refunds can be made.

PROGRAM NAME	DEADLINE
San Bernardino Credential	
 Designated Subjects Career and Technical Education - Undergraduate Applicants Only	01/10/2025

Selected Programs (1)

**Fee Total**      **\$70.00**

Coupon Code

**Apply**

**Continue**

## Enter Your Payment Details

Once your application is submitted, no changes or refunds can be made.

\* Indicates required field

### Credit Card

\* Name as it appears on card

\* Card Type

\* Credit Card Number

\* Expiration

\* CVV Code

### Billing Address

Be sure to enter the billing address that matches the address on file with your credit card. If these addresses do not match, your payment will be declined, and your application will not be submitted.

\* Please select a billing address or enter a new one.

**My permanent address**  
5500 University Pkwy  
San Bernardino, California 92407-2318

Use a different address

Selected Programs (1)

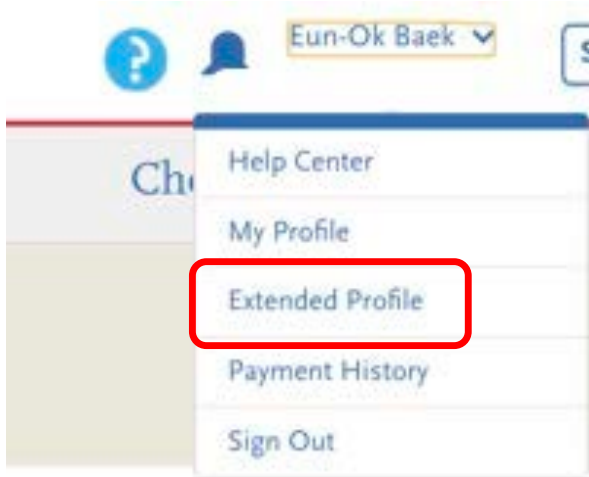
**Fee Total** **\$70.00**

Congratulations!

Your application has been submitted to the Graduate Studies Office. You will receive a decision on your acceptance within a few days.

## Extended Profile

If you'd like to confirm that you selected the correct program, click on your name in the top-right corner, then click the dropdown arrow and select "Extended Profile."



The "Extended Profile" will display the Degree Goal you selected.

A screenshot of the "Extended Profile" page. The page has a header with "My Application", "Add Program", and "Submit Ap". The main content area is titled "Extended Profile" and includes a sub-header "Please provide some additional information in order to set up your application." Below this, there is a section for "1. Degree Goal" with two required questions. The first question asks for the degree type, with radio button options: "First Bachelor's Degree", "Second Bachelor's Degree and Beyond" (selected), and "CSU Summer Arts". The second question asks for degree goals, with checkbox options: "Second Bachelor's Degree", "Graduate", "Teaching and Service Credential Only" (checked), and "Certificate". A sidebar on the left contains navigation links: "My Profile", "Extended Profile", and "Payment History".