

## REQUEST FOR APPROVED SUBJECT MATTER COMPETENCY EVALUATION INSTRUCTIONS

The Request for Approved Subject Matter Competency Evaluation is a service offered and conducted by a department Authorized Evaluator (**Art, English, Kinesiology and Mathematics only**) to determine the equivalency of a Commission on Teacher Credentialing (C.T.C.) approved subject matter competency program available at CSUSB in lieu of passage of the California Subject Examination for Teachers (CSET) examination. NOTE: Effective May 3, 2012, this evaluation is available only to bachelor degree graduates of the California State University system.

The request may be submitted in person (see CSUSB Maps & Directions at <http://www.csusb.edu/mapsDirections/>) to Credential Processing or the Palm Desert Campus (see PDC Maps & Directions at <https://pdc.csusb.edu/campus-map-parking>), Student Services Offices (RG 203) to be forwarded to Credential Processing. It is highly recommended that the applicant maintain copies of all documentation submitted to Credential Processing for their own personal records since all documentation, including transcripts, becomes the property of the College of Education and will not be returned or photocopied for the applicant.

Credential Processing will submit the request to the appropriate department for evaluation and when completed, the results of the evaluation will be mailed to the applicant at the address listed on the Request for Approved Subject Matter Competency Evaluation. Please note that the evaluation processing time varies per department. If the results of the evaluation identify coursework to be complete in order to meet the equivalency of the approved subject matter preparation program, all coursework must be completed at CSUSB (unless the student receives prior written approval from the department evaluator) with a grade no lower than a "C-".

### REQUIRED DOCUMENTATION

**REQUEST FOR APPROVED SUBJECT MATTER COMPETENCY EVALUATION:** All applicants must submit an original *Request for Approved Subject Matter Competency Evaluation* with the Personal Information and Subject Area sections completed. If requesting more than one subject area, a separate request and processing fee for each subject area will be required. Incomplete requests will be returned to the applicant for completion and resubmission.

**COLLEGE/UNIVERSITY TRANSCRIPTS:** All applicants must submit transcripts (unofficial/photocopies) from all regionally accredited institutions attended. NOTE: The CSU bachelor's degree must be posted.

**COLLEGE/UNIVERSITY CATALOG:** All applicants must submit the college/university catalog or photocopies of the course description (from the years in which the coursework was completed) from each college/university attended (excluding CSUSB).

**KINESIOLOGY ADVISING FORM:** Applicants requesting an evaluation in the subject area of Physical Education must complete the Kinesiology Advising Form.

**PROCESSING FEE:** The \*\$75 CSUSB non-refundable processing fee may be paid using one of the following payment methods:

1. Pay in-person via Student Financial Services (UH-35)
2. Pay on-line via MyCoyote account
3. Pay on-line via Campus eMarket

NOTE: Please see *Fee Receipt* for processing fee payment instructions.

\*Fee subject to change

## REQUEST FOR APPROVED SUBJECT MATTER COMPETENCY EVALUATION

To complete this form, download and/or print this pdf document.

### PERSONAL INFORMATION

Student Identification Number:			
First Name:	Middle Initial:	Last Name:	
Address:			
City:	State:	Zip:	
Home Phone:	Work Phone:	Cell Phone:	
Email Address			

### SUBJECT MATTER PROGRAM EVALUATION

Select or list the subject area for which you would like to be evaluated (NOTE: Effective May 3, 2012, this evaluation is available only to bachelor degree graduates of the California State University system.):

### DEPARTMENTAL RECOMMENDATION

\_\_\_ After reviewing this candidate's transcript(s), I have determined that no further coursework is necessary. The candidate has met the standards of the CSUSB Commission-approved subject matter program, including our academic standards and final assessment.

\_\_\_ After reviewing this candidate's transcript(s), I have determined the following coursework must be completed to meet the standards of the CSUSB Commission-approved subject matter program. NOTE: Coursework listed below must be completed at CSUSB (unless, candidate receives written approval from the Department Chair/Authorized Evaluator) with a grade no lower than a "C".


\_\_\_\_\_  
 Department Chair/Authorized Evaluator's Signature

\_\_\_\_\_  
 Department Chair/Authorized Evaluator's Name

\_\_\_\_\_  
 Date

**KINESIOLOGY ADVISING FORM**  
**PEDAGOGY CONCENTRATION**

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Bulletin Yr: \_\_\_\_\_

SID #: \_\_\_\_\_ Phone: \_\_\_\_\_ Grad Check: \_\_\_\_\_

Advisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

<b>KINESIOLOGY CORE REQUIREMENTS (46 UNITS)</b>	<b>UNITS</b>	<b>PREREQ'S</b>	<b>QUARTER OFFERED</b>	<b>DAYS</b>	<b>TIME</b>	<b>QUARTER TAKEN</b>
BIOL 223 – Human Physiology and Anatomy	5	Lower Division BIOL	W			
BIOL 224 – Human Physiology and Anatomy	5		S			
KINE 210A – Introduction to Kinesiology	2		F, W, S	M,W	9:20	
KINE 254 – Field Work in Kinesiology	2	KINE 261, 263, or 270	F, W, S	S	10:00	
KINE 270 – Introduction to Fitness and Testing	2	KINE 210A, 210B or 310	F, W, S	M,W,F	8:00	
KINE 305 – Prevention & Treatment of Sports Injuries	4	BIOL 223 & 224	F, W, S	T,R	10:00	
KINE 310 – History & Philosophy of Physical Activity	4		F, W, S	T,R	8:00	
KINE 325 – Motor Development	2		F, W, S	R	10:00	
KINE 370 – Measurement & Evaluation	4	KINE 210A, MATH 110	F, W, S	M,W,F	9:20	
KINE 410 – Motor Control & Skill Learning	4		F, W, S	M,W,F	1:20	
KINE 479 – Qualitative Biomechanics Lab	5	BIOL 223 & 224	F, S	T,R	8:00 2:40	
KINE 481 – Exercise Physiology Lab	5	BIOL 223 & 224	F, W, S	M,W,F	10:40 2:40	
KINE 490 – Seminar in Kinesiology	2	Senior Standing	F, W, S	W,F	8:00	

<b>PEDAGOGY CONCENTRATION LOWER DIVISION (20 UNITS)</b>	<b>UNITS</b>	<b>PREREQ'S</b>	<b>QUARTER OFFERED</b>	<b>DAYS</b>	<b>TIME</b>	<b>QUARTER TAKEN</b>
KINE 210B – Introduction to Adapted Kinesiology	2		F,W	M,W	8:00	
KINE 261C – Professional Preparation in: Dance	2		F,W,S	M,W,F	10:40	
KINE 261F – Professional Preparation in: Gymnastics	2		F,W,S	M,W,F	12:00	
KINE 261H – Professional Preparation in: Swimming	2		F,S	M,W,F	1:20	

**Two (2) Units Chosen From:**

KINE 261B – Professional Preparation in: Badminton	2		W, (S 05, 07)	T,R	12:00	
KINE 261G – Professional Preparation in: Racquetball	2					
KINE 261J – Professional Preparation in: Tennis	2		F, (S 06, 08)	T,R	12:00	

**Two (2) Units Chosen From:**

KINE 261E – Professional Preparation in: Golf	2		S	T,R	8:00	
KINE 261K – Professional Preparation in: Track & Field	2		F	M,W,F	9:20	
KINE 261L – Professional Preparation in: Aerobic Exercise	2		W	M,W,F	10:40	
KINE 261M – Professional Preparation in: Martial Arts	2		S	M,W,F	10:40	
KINE 261N – Professional Preparation in: Strength & Conditioning	2		F	M,W,F	10:40	
KINE 261O – Professional Preparation in: Yoga	2		W	M,W,F	9:20	

**Eight (8) Units Chosen From:**

KINE 263A – Professional Preparation in: Basketball	2		F,W	T,R	10:00	
KINE 263B – Professional Preparation in: Football (Flag)	2		F	M,W,F	9:20	
KINE 263C – Professional Preparation in: Soccer	2		F,S	T,R	12:00	
KINE 263D – Professional Preparation in: Softball	2		S	T,R	10:00	
KINE 263E – Professional Preparation in: Volleyball	2		W,S	M,W,F	9:20	

<b>PEDAGOGY CONCENTRATION UPPER DIVISION (16 UNITS)</b>	<b>UNITS</b>	<b>PREREQ'S</b>	<b>QUARTER OFFERED</b>	<b>DAYS</b>	<b>TIME</b>	<b>QUARTER TAKEN</b>
KINE 323 – Sociology of Physical Activity	4		F,W,S	M,W,F	8:00	
KINE 324 – Psychology of Physical Activity	4		F,W,S	T,R	12:00	
KINE 472 – Program Design in Physical Education	4		F,W	M,W,F	12:00	
KINE 473 – Instructional Strategies in Physical Education	4		W	M,W,F	10:40	



## FEE RECEIPT

1. Pay in-person by completing a Fee Receipt and submitting it directly to Student Financial Services (UH-35) with payment (cash, check, money order, traveler's check, cashier's check or pin-based ATM accepted).

NOTE: A completed Fee Receipt **with Student Financial Services fee stamp** will need to be submitted with your application and/or request.

2. Pay on-line via your MyCoyote account with an electronic check or credit card (American Express, Discover, MasterCard or VISA accepted).

- Sign in to your MyCoyote account via the CSUSB Home page at <http://www.csusb.edu/> (**Coyote ID & password required**)
- Select **Student Center**
- Select **Make a Payment** under the Finances Section
- Read Statement and Select **Next**
- Select **Make Payment** (top menu)
- Select **College of Education Student Services** (right menu)
- Select **Credential Service Fee**
- Manually enter fee amount (refer to the application/request instructions for the required processing fee)
- Select **Add to Basket**
- Checkout and make your payment

NOTE: A completed Fee Receipt with a copy of the MyCoyote confirmation page will need to be submitted with your application and/or request.

3. Pay on-line via Campus eMarket (available for applicants that do not have a valid MyCoyote account) with an electronic check or credit card (American Express, Discover, MasterCard or VISA accepted).

- Go to the Campus eMarket page at <https://commerce.cashnet.com/eCampus>
- Select **College of Education Student Services**
- Enter the required information
- Check the appropriate box (refer to the application/request instructions for the required processing fee)
- Select **Add to Basket**
- Checkout and make your payment

NOTE: A completed Fee Receipt with a copy of the Campus eMarket confirmation page will need to be submitted with your application and/or request.

### PERSONAL INFORMATION

Student Identification Number:			
First Name:	Middle Name:	Last Name:	
Address:			
City:		State:	Zip:
Home Phone:	Work Phone:	Cell Phone:	
CSUSB Email Address:			

**SERVICE FEE:** Indicate a (√) next to the appropriate processing fee. If more than one, please complete a separate Fee Receipt.

- \$75 Subject Matter Competency Evaluation
- \$35 Initial Designated Subjects Credential Recommendation Processing Fee
- \$35 Program Admission Filing Fee
- \$35 Program Completion Verification
- \$25 Credential Recommendation Processing Fee
- \$10 Out-Of-State Program Completion Verification
- \$10 Subject Matter Competency Completion / Four-Fifths Completion Letter

OFFICE USE ONLY: PS#: 501899-RT011-C0720-5000

QC#: 716

RECEIVED BY: