

APPLICATION FOR NON-DEGREE CERTIFICATION PROGRAM

PRINCIPAL LICENSURE ENDORSEMENT

The following procedures apply to persons not presently enrolled at CSU seeking certification and who have completed a master's degree.

1. Submit the following forms to the Director of Graduate Programs, School of Education.
 - a. University Non-degree Application
 - b. School of Education Application--TE 4
 - c. Status Form--TE 3
 - d. Resume
 - e. Three References
 - f. One official transcript of all work leading to an advanced degree (undergraduate and graduate course work)
 - g. \$50 application fee
 - h. Copy of teaching certificate
 - i. Signed Cohort Application with letter from School District Administrator
2. Upon the basis of the screening committee's recommendation, the Director of Graduate Program accepts or denies the application.
3. The applicant will be notified of acceptance or denial. If accepted, an adviser is appointed.
4. With the help of the assigned adviser, accepted candidates prepare a program for endorsement or certification contract. This contract is approved by the student, the adviser, the Director of Graduate Programs.
5. The accepted candidate works through the program under the guidance of the assigned adviser.
6. Application for endorsement or certification is made by the student through the Graduate Programs Office to the State Department of Education and should be done immediately upon finishing the program.

Direct questions to:

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