

MS in Education and Teacher Preparation Program Requirements Frequently Asked Questions

Q1. Does Dominican require any pre-service experience for admission?

- a. While observation in schools is encouraged for candidates considering a career in teaching, pre-service experience is not required for admission.

Q2. I completed a TB test for my employer. Can I submit a copy of those results to Dominican?

- a. For admission, you are required to submit a negative TB test result, chest X-ray or a [TB Risk Assessment Questionnaire](#). TB tests are valid for four years from the date the test was given and must remain valid throughout the duration of your program. If you have a copy of TB test results that meet that four-year requirement, you may submit a photocopy of the test.

Q3. What is the Certificate of Clearance?

- a. A Certificate of Clearance is a document that individuals must obtain prior to an admission decision. This document verifies that the individual has completed the fingerprint, character, and identification process and has been cleared by the CTC to begin student observation, teaching or practicum. (Education Code 44320 (d) and Title 5 Regulations 80028.) Certificates of Clearance are valid for five years. When requirements for issuance of the Certificate of Clearance are completed, an email will be sent informing you that the document has been
page:

<https://www.ctc.ca.gov/>

Q4. How do I obtain a Certificate of Clearance?

- a. To obtain a Certificate of Clearance, you must:
 - i. Obtain a **Request for Live Scan Services Form**. The Request for Live Scan Services Form is available at <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf> (See sample)
 - ii. Complete the Live Scan (fingerprinting) process at a local (n (f)10(i)-2(ng)10(e)-3(rpri) 526.42 49

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- a. When your Certificate of Clearance has been granted, the CTC will send you an email, please forward that email to the Office of Admissions.

Q6. questions when I applied for a Certificate of Clearance. What do I need to do now?

- a. If you answered "yes" to any of the personal and professional fitness questions, you must provide the CTC with an explanation by completing a Personal and Professional Fitness Explanation Form (OA-EF Form): <http://www.ctc.ca.gov/credentials/online-services/pdf/OA-EF.pdf>
- b. You must also provide the CTC with any required documentation. You will need to send the OA-EF form & supporting materials to the Division of Professional Practices (DPP) to review:
Commission on Teacher Credentialing
Attention: Division of Professional Practices (DPP)
1900 Capitol Avenue
Sacramento, CA 95811

Q7. I have completed a Live Scan for an employment/volunteer position. Do I need to do it again?

- a. It depends. If you completed the fingerprint process and applied for a 30-day substitute teaching permit at a county office, and have a valid permit issued to you, this will suffice as <https://www.ctc.ca.gov/credentials/online-services>. The expiration date on the 30-day permit will be extended 18 months for the Certificate of Clearance.

Q8. Are there any pre-requisite courses required to apply to Dominican?

- a. All candidates must meet a Child and Adolescent Development course requirement. This course can be taken as a co-requisite during your first semester. We highly recommended that you complete this course before the start of your first semester, you may take an approved Child and Adolescent Development course at another institution (including a community college).
- b. Please contact your admissions counselor or academic advisor for more information. Upon completion of the course, please send your **official** transcript to the Department of Education, Dominican University of California, 50 Acacia Avenue, San Rafael, CA 94901-2298.

Q9. How do I satisfy the basic skills requirement?

- a. To fulfill Dominican's basic educational skills test requirement, applicants may:
 - i. Complete the CBEST exam; or
 - ii. Complete the CSET: Multiple Subjects Plus Writing Skills Examination (test codes GS101, GS102, GS103, and WRT 142); or
 - iii. Submit passing scores on a basic educational skills test from another state (i.e. PRAXIS).

Options for Meeting the Basic Skills Requirement other than the CBEST or CSET

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