PK-3 Early Childhood Education Credential Program
Subject Matter Competence (SMC) Assessment Application

The Subject Matter Competency (SMC) requirement for the PK-3 Early Childhood Education Specialist Instruction Credential is required by CTC. Candidates must meet the PK-3 program subject matter requirements before being given daily whole-class instructional responsibilities in a preschool through third-grade setting. Candidates will be notified of their standing in relation to meeting the subject matter competence requirement within 60 days of their admission to this program. Applicants have two options to demonstrate subject matter competence for the PK-3 Early Childhood Education Specialist Credential Program.

Note: Approvals are only valid for the PK-3 credential program offered at San Francisco State University. CTC is the final granting authority of the Subject Matter Competency requirement.

OPTION 1: DEGREE - Possession of a baccalaureate degree or higher from a regionally accredited institution of higher education in one of the **EXACT** majors listed below:

- Child Development
- Child and Adolescent Development
- Human Development
- Early Childhood Education
- Child and Family Studies
- Early Childhood Studies
- Human Development and Family Science
- Family Science
- Child, Adolescent, and Family Studies

OPTION 2 - COURSEWORK - Completion of coursework in early childhood education and/or child development.
Coursework Criteria:
- 24 semester units or 36 quarter units of non-remedial coursework
- A passing grade of C or better in each course used to meet the requirement
- Coursework must be completed at a regionally accredited institution of higher education
- Coursework must be degree-applicable
- Professional or personal development classes are not acceptable
- Foreign degrees/coursework, see note below.

NOTES:
o **Child and Adolescent Development (CAD) BA Program at SFSU Graduates** (any concentrations) will automatically meet the SMC requirement and will not need to participate in this assessment process.
   ○ *Note: BA in Child Development Pre-K to 3rd Grade graduates must submit the SMC assessment- Option 2: Coursework verification.*

o   **Community College Students without a BA degree do not complete this form.**
o   **Foreign Degrees -** DO NOT submit your foreign transcripts. Your foreign degree/coursework must be evaluated by a CTC approved agency. See [Foreign Transcript Evaluation](#) for information. Once you receive your foreign transcript evaluation from the agency, you may submit the survey. If you have questions, you may contact Credential Services at credinfo@sfsu.edu.
o   **Candidates should submit SMC assessment** at least 4 weeks prior to the application due date for initial review.
o   **Students who have completed 18- 23 ECE/CD semester units** (or equivalent quarter units) but meet all other application requirements may be conditionally admitted.

SMC ASSESSMENT PROCESS - Follow the instructions below to start the SMC assessment process. Submit all required documentation outlined below.

PREPARE your documents for submission:
- **1. COMPLETE** the [PK-3 SMC Assessment Form](#). Download the form and complete the form.
  ○   Label your form with your name: *LAST.First_PK3 SMC Assessment Form*
  ○   Option 1: enter the exact major awarded on your transcript.
  ○   Option 2: list only the courses that meet the criteria above.

- **2. PREPARE** your Transcripts for upload.
  ○   Label each transcript: *LAST.First_Name of Institution*
  ○   Unofficial transcripts are acceptable as long as identifying information such as your name and the institution name are on the document
  ○   Include all transcripts reflecting your degree major or eligible coursework listed on your form.
  ○   Current and former SFSU students with an SFSU ID do not need to submit transcripts, please provide your SFSU ID in the PK-3 MSC Assessment Form.
  ○   If you are unable to provide your SFSU ID, please submit transcripts with your request.

SUBMIT your request:
- **3. Sign the bottom of this form and submit it as a cover letter of the application for SMR verification**
- **4. Download** and complete **the** PK-3 SMC Assessment Form and all applicable transcripts and submit them via **CalState Apply.**

PROCESSING TIME:

➢ The processing time is 2-4 weeks, depending on the volume of requests received.
➢ You will be notified by email about the status of your SMC assessment.

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STUDENT ID (REQUIRED)   Applicant Name (First, M, Last)   Application Term (e.g. F25)