Current Student FAQ's

If I want to change my program, what steps do I need to take?
You are required to submit a reapplication form to Graduate Admissions to reflect your desired program.

Are there alternatives to taking EDUC 551-Educational Applications of Computers?
Yes, you may take the SSAT Preliminary Educational Technology exam #030. For additional information, or for a listing of equivalent courses, please contact your advisor at your campus or e-mail the credential analysts at mmylnch@chapman.edu.

I requested that my scores be sent to Chapman University, but you say you didn’t receive them. Why?
Chapman University only receives a report that indicates your score, we do not receive the actual score card that CSET sends you. You are requested to turn in your original score card for your credential. Before turning in your original score card, please make a copy of it for your records.

How do I apply for an Internship or an Individual Internship (IIC) Credential?
In order for you to apply for an Internship program, you must have met the subject matter requirement for your multiple subject or single subject program - either by test or exam - and have been offered an Intern position at a school.

What do I need to do to get my Clear Credential?
There are two ways to meet the Clear Credential requirement. One way is through your school district’s BTSA/Induction program. Please contact your district to inquire about their requirement for a Clear Credential. You may also take three courses offered by Chapman University: Advanced Technology Course; Mainstreaming; and Health. Please visit our course catalog for more information on when these classes are offered. Please note that if these classes are taken through Extended Education, they will not count towards a Master's degree.

How long do I have to clear my Credential?
You have five years from the date you received your Preliminary Credential. Your Preliminary Credential will show the date of Expiration.

I am an out-of-state candidate and I need to know how to receive a California Credential.
Please contact the California Commission on Teacher Credentialing at http://www.ctc.ca.gov. They can send you the forms and information you will need to become credentialed in California.

How can I add additional areas to my Credential?
For employment purposes, it is a good idea to add additional Authorizations or subjects on your credential. You may contact your local campus for more information or request a Supplemental Information packet through the Credential e-mail at mmylnch@chapman.edu.

I did my program several years ago, but never applied for my credential. What do I need to do now?
You will have to set up an appointment with an advisor at your campus that runs the credential program in which you would like to receive your credential. Some of the programs have had state mandated changes and you will need your advisor to look over your transcripts and completion of your subject matter competency.

How do I order my transcripts?
Please contact the Office of the Registrar at 714-997-6701.