

**Bachelor of Science in  
Career and Technical Studies (CTS)  
Departmental Application for Admission**



**SACRAMENTO STATE**  
COLLEGE OF CONTINUING EDUCATION

*Offered through the College of Continuing Education in cooperation with the  
Department of Special Education, Rehabilitation, School Psychology and Deaf Studies*

This is an initial departmental application for admission to the Bachelor of Science in Career and Technical Studies (CTS) program. If you decide to enroll in the program, you will be required to complete a California State University (CSU) application for admission. Admission fees will include a \$55 CSU application fee and a \$45 CTS application fee. No fees are required at this time. Attach additional information on separate sheets of paper if needed. (Please print clearly – see bottom of back page for important information.)

**Legal Name:** \_\_\_\_\_

**Current Mailing Address:** \_\_\_\_\_

**Daytime Telephone Number:** \_\_\_\_\_ **Cell Phone Number:** \_\_\_\_\_

**Home Telephone Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Have you attended Sacramento State before?** Yes  No

**Are you currently attending Sacramento State?** Yes  No

Do you currently hold a designated subject credential?

Yes  No  Industry Sector: \_\_\_\_\_

Before submitting a work experience portfolio (a mandatory CTS degree graduation requirement), ALL applicants must verify that they have applied for, or have been issued a designated subject credential from, a county office of education which requires a criminal background (fingerprint) check. Special note regarding criminal convictions or pending criminal charges: California State Education Code prohibits a county office of education from issuing temporary certificates until a criminal history has been obtained and processed and DOJ (Department of Justice) verifies a clear record of serious/violent felony conviction.

Have you ever been convicted, including a conviction based on a plea of no contest, of a felony or misdemeanor in California or any other state? You must disclose your conviction even if the case was dismissed pursuant to Penal Code Section 1203.4. You may omit misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrate cannabis, which must be disclosed regardless of the date of such conviction. Yes  No

If yes, a designated subject credential is required **before admission** to the Bachelor of Science in Career and Technical Studies. **Please Initial:** \_\_\_\_\_

Please include the names and addresses of all colleges and universities attended, even if no course work was completed. Begin with the last institution attended. Attach a copy of your transcript for each school attended. Official transcripts are not required for initial advising but they are required for admission to Sacramento State.

Institution	Address	Enrolled From/To	Units Completed	Degree/Major

List all applicable paid employment. Include military service, but OMIT SUMMER and PART-TIME WORK not relevant to your career or academic goal. Indicate your present employer. You will also be asked to provide a current resume.

Employer	Nature of Work	Employed From/To	Full/Part Time Hrs. per Week

Students MUST notify coordinator or advisor in writing if there are changes to employment after completing this application (i.e., retirement, changes in career/industry sector). Any employment changes could affect your graduation date.

My signature verifies I have read and agree to adhere to all the above requirements.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

You may fill out this PDF application electronically and save it for your records but please do not send it via e-mail. Please **fax** your CTS departmental application for admission to (916) 278-3685 **or mail** to:

Sacramento State  
 College of Continuing Education  
 Attn: Carole Taylor, CTS Program  
 3000 State University Drive East  
 Sacramento, CA 95819-6103