

Community College Faculty Preparation Certificate Program



SACRAMENTO STATE
COLLEGE OF CONTINUING EDUCATION

Departmental Application Instructions

Dear Applicant:

Sacramento State has developed a program to prepare community college faculty for the classroom. This certificate program provides critical coursework and classroom experience to prepare current and future community college instructors. The coursework and mentored teaching placement enhance the technical competencies necessary to effectively pursue a teaching position at a community college and provide participants with an appreciation of the role and goals of the community college.

Application Process

The Community College Faculty Preparation certificate program consists of four courses for a total of 12 units of graduate-level academic credit. Successful completion of all four courses is required to earn the certificate. Participants receive letter grades, A-F, for all courses with the exception of the final course, Sponsored Experiences at the Community College. Each course carries academic credit and will appear on an official Sacramento State transcript. Formal admission to Sacramento State is not required for enrollment in this program.

The university seeks to establish certain standards for admission to the program. Applicants interested in completing the certificate program must provide the following items:

- A complete program application
- Official or unofficial college transcripts verifying a master's degree OR current college transcripts indicating enrollment in a graduate program with verification of a bachelor's degree
- Application fee

Contact

For schedule and fee information for the Community College Faculty Preparation certificate program, please visit www.cce.csus.edu/ccfp or contact a program coordinator at cceeducationprograms@csus.edu

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Departmental Application

Personal information included on this form will be kept confidential in order to protect against unauthorized disclosure. Failure to provide the requested information may result in admission and/or registration delays.

Participant Information

Name: (Last) _____ (First) _____ (Middle) _____ (Other Names) _____

Home Address: (Street) _____ (City) _____ (State) _____ (Zip) _____

Work Organization _____

Work Address: (Street) _____ (City) _____ (State) _____ (Zip) _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email _____

Decline to provide SSN

Date of Birth _____ Social Security Number _____
While providing your SSN is optional, having it on record will allow Sacramento State to provide you a 1098T and Financial Aid where available.

Gender Female Male Prefer Not to State

Are you an international student? Yes No If yes, what type of visa do you hold? _____

Highest Level of Education Completed

Bachelor's Degree Master's Degree Some Graduate Work Other

Academic Preparation

Please list all post secondary institutions from which you have been granted degrees/certificates/credentials and from which you have taken relevant coursework.

Name of Institution	Location	Dates	No. of Units	Degree	Date Issued

Work and/or Teaching Experience

Dates (Most recent first)	Title (If any)	Institution/Agency	Brief Description of Duties	Hours per Month

Signatures

Participation in, or successful completion of, the Community College Faculty Preparation certificate program does not confer any national or state credential or license and is not a guarantee of employment. I certify under penalty of perjury that I have provided complete and accurate responses to the items listed on this application. I further certify that all official documents submitted in support of this application are authentic and unaltered records that pertain to me. I have read and agree to comply with the statements listed above.

Signed

Date

Submit all application materials to:

Community College Faculty Preparation
Sacramento State, College of Continuing Education
3000 State University Drive
Sacramento, CA 95819

Questions about the Community College Faculty Preparation certificate program should be directed to **cceeducationprograms@csus.edu** or visit our web site at **www.cce.csus.edu/ccfp**

Or, fax materials to:

916.278.3685