



MEETING THE BASIC SKILLS REQUIREMENT (BSR) BY COURSEWORK OR COMBINATION OF COURSEWORK AND QUALIFYING EXAMS

Earning a bachelor's degree from a regionally accredited institution of higher education will satisfy the basic skills requirement. *If you plan to apply for an emergency sub permit before completing your bachelor's degree, a BSR verification form will need to be completed.*

DIRECTIONS:

1. Complete all personal information (Name & CWID) on the Evidence of Basic Skills Requirement form (page 2).
2. Complete the information for Option A (coursework only) **OR** Option B (combination of qualifying exams and coursework), **not both**. Follow the guidelines outlined [here](#).
3. Submit the Evidence of Basic Skills Requirement form (page 2) and supporting documents with your credential application. Supporting documents include TDA, transcripts, course descriptions, test scores and/or letters from department chair.

OPTION A (COURSEWORK ONLY):

CSU and Community Colleges: Courses that were used to meet your general education requirements in written composition, critical thinking, and quantitative reasoning/math (typically areas A2, A3 and B4 of the general education plan). Both lower and upper division courses can be used if the course descriptions clearly meet the areas outlined above. Courses from community colleges can be found using [assist.org](#).

- For currently approved courses, refer to our [approved course list](#).
- For Courses taken at other institutions (AND NOT INCLUDED on the above list): On a separate document, attach course descriptions from the college or university catalog.

EXAMPLE: How to complete OPTION A

OPTION A

I completed the following coursework to meet the Basic Skills Requirement:

	COURSE NAME & TITLE (i.e. ENGL 101, College Writing)	INSTITUTION (See below regarding additional required documentation. *)	GRADE (B- or better & CR accepted)
Reading (CSU A3)	READ 290 Critical Read, think, & lit	CSUF	B
Writing (CSU A2)	ENGL 1A Freshman Composition	MT SAC	A
Mathematics (CSU B4)	MATH 110 Math for Lib Arts Stud	CSUF	CR

OPTION B (COMBINATION OF EXAMS AND COURSEWORK)

Please review the [Guidance Chart for Mixing BSR Options](#) for all acceptable qualifying exams and the minimum scores required for each. **If you met the BSR requirement with exams only**, you are not required to complete the Evidence of Basic Skills Requirement form. You just need to submit a copy of the qualifying exam scores with your application packet.

To complete the form:

- For the subject areas in which you are using coursework, follow the directions noted under OPTION A.
- For exams, also submit the official document that verifies your passing test score(s) (CBEST, AP Exams, SAT or ACT, EAP, or CSET Multiple Subject).

EXAMPLE: How to complete OPTION B

OPTION B

I completed a combination of the following options to meet the Basic Skills Requirement:

	COURSE NAME & TITLE (i.e. ENGL 101, College Writing)	INSTITUTION (See below regarding additional required documentation. *)	GRADE (B- or better & CR accepted)
Reading (CSU A3)	READ 290 Crit Read, Think, & Lit	CSUF	B
Writing (CSU A2)			
Mathematics (CSU B4)			
	EXAM TYPE (I.E. AP, SAT/ACT, CBEST ETC.)	DATE COMPLETED	SCORE
Reading			
Writing	AP	05.25.20	4
Mathematics	CBEST	10.12.23	45

If you have any questions or need assistance completing the form, please contact your program admission advisor or the Center for Careers in Teaching at askcct@fullerton.edu or 657-278-7130.



EVIDENCE OF BASIC SKILLS REQUIREMENT (BSR)

This form is for current CSUF undergrads who have earned 90+ semester units. Submit this document and a current TDA or official transcripts and/or exam score reports *if you are in progress with your bachelor's degree and are seeking BSR verification to substitute teach.*

APPLICANT NAME:

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FIRST

MIDDLE

LAST

APPLICANT CAMPUS WIDE ID:

COMPLETE OPTION A OR OPTION B, NOT BOTH

OPTION A

I completed the following coursework to meet the Basic Skills Requirement:

	COURSE NAME & TITLE (i.e. ENGL 101, College Writing)	INSTITUTION (See below regarding additional required documentation. *)	GRADE (B- or better & CR accepted)
Reading (CSU A3)			
Writing (CSU A2)			
Mathematics (CSU B4)			

OPTION B

I completed a combination of the following options to meet the Basic Skills Requirement:

	COURSE NAME & TITLE (i.e. ENGL 101, College Writing)	INSTITUTION (See below regarding additional required documentation. *)	GRADE (B- or better & CR accepted)
Reading (CSU A3)			
Writing (CSU A2)			
Mathematics (CSU B4)			
	EXAM TYPE (I.E. AP, SAT/ACT, CBEST ETC.)	DATE COMPLETED	SCORE
Reading			
Writing			
Mathematics			

***BEFORE SUBMITTING, CHECK APPROPRIATE BOX(S) BELOW INDICATING YOUR UNDERSTANDING & COMPLETION:**

- I have included my current TDA or copy of official transcripts.
- I have included course descriptions (on a separate page) from the college or university catalog for courses taken and not on the [approved course list](#). Course descriptions are not required for CSUF courses or courses that are articulated to CSUF courses.

Submit documents [here](#).

STOP! DO NOT WRITE BELOW THIS LINE

FOR OFFICE USE ONLY

Adviser pre-screening

EVALUATED BY: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

Upon verification of all fields completed as outlined above, the credential analyst signature below verifies that the California Basic Skills Requirement has been met.

STUDENT SSN: _____

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____