



Otis College of Art and Design
9045 Lincoln Boulevard, Los Angeles, California 90045
Telephone 310 665 6800 Website www.otis.edu

Instructions for Subject Matter in Art Competency Evaluation

Otis' Artists, Community and Teaching (ACT) Program's concentration in Teacher Credential Preparation is a California Commission on Teacher Credentialing Approved Subject Matter in Art Program. Successful completion of ACT: Teacher Credential Preparation qualifies prospective teachers for a CSET waiver.

Evaluation of subject-matter competency (CSET Waiver) for non-Otis ACT: Teacher Credential Preparation students is available for a \$80.00 fee. The evaluation process takes 6 - 8 weeks to complete, so please keep this in mind while planning for your credential requirements.

It is recommended that candidates for the Subject Matter in Art Competency Evaluation review the CA Commission on Teacher Credentialing Art Subject Matter Requirements: http://www.cset.nesinc.com/PDFs/CS_art_SMR.pdf

To request a Subject Matter in Art Evaluation, please complete the attached form and mail it along with:

1. Official transcripts.
2. Course descriptions (photocopied from course catalog) of all courses to be evaluated.
3. CD with 10-20 images of work or 5-10 min. of video on DVD that represents the breadth of required art coursework.
4. \$80.00 (Master Card, Visa or Check Payable to Otis College of Art and Design)
5. A self-addressed stamped envelope for return of materials and evaluation results.

Mail all materials to:

Attn: ACT Program, Subject Matter Evaluation
Otis College of Art and Design
90045 Lincoln Blvd.
Los Angeles, CA 90045

Questions:

email or call Michele Jaquis, ACT Coordinator
mjaquis@otis.edu
310-8462632



Subject Matter in Art Competency Evaluation

ALL YELLOW SECTIONS TO BE FILLED OUT BY CANDIDATE - ALL GREEN SECTIONS TO BE FILLED OUT BY EVALUATOR

OTIS COLLEGE OF ART AND DESIGN
9045 Lincoln Blvd., Los Angeles, CA 90045

FIRST NAME	MIDDLE	LAST NAME	DATE
SOCIAL SECURITY NUMBER	EMAIL	PHONE	
MAILING ADDRESS (STREET, CITY, STATE, ZIP)			

RECOMMENDATION	INITIAL
After reviewing this candidate's transcript(s), I have determined that no further coursework is necessary as the candidate has met the standards of Otis College of Art and Design's Subject Matter Program in Art (ACT Teacher Credential Preparation) as approved by the CA Commission on Teacher Credentialing.	
After reviewing this candidate's transcript(s), I have determined that the following additional coursework must be completed to meet the standards of Otis College of Art and Design's Subject Matter Program in Art (ACT Teacher Credential Preparation) as approved by the CA Commission on Teacher Credentialing.	
Course Topics (Core or Extended Study)	Units needed
Total	

EVALUATOR'S NAME, TITLE

EVALUATOR'S SIGNATURE

DATE

Business Office Use Only					
AMOUNT DUE: \$80.00	FEE PAID	CHECK #	CREDIT CARD CONFIRMATION #	CSC #	DATE

* Minimum 36 semester units (or 54 quarter units) of core coursework in art and related subjects commonly taught in CA public schools and Minimum 12 semesters units (or 18 quarter units) of extended study coursework in art is required.