



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 (CSET Waiver)

Proving Subject Matter Competency is just one step in earning a CA Teaching Credential. As a [CA Commission on Teacher Credentialing Approved Subject Matter in Art Program](#), the combined coursework of Otis' [ACT: Teacher Credential Preparation](#) minor with the Fine Arts: Painting, Photography, or Sculptures/New Genres BFA requirements satisfy the [CA Subject Matter in Art requirements](#) (MS Word Doc), allowing students with a minimum cumulative GPA of 2.5 to waive the CSET (California Subject Exam for Teachers). A fifth year of study at another institution, or a two year internship at a CTC approved K-12 school, is required to complete the remaining [CA Single Subject Credential requirements](#).

Non-Otis ACT: Teacher Credential Preparation students who hold a BFA and/or MFA from any institution can apply to waive the [CA Subject Exam for Teachers \(CSET\) in Art](#) by completing the steps outlined below. Evaluation of Subject-Matter in Art Competency takes 6-8 weeks to complete and there is no guarantee of CSET Waiver approval. Applicants are encouraged to review the CA Commission on Teacher Credentialing's [Subject Matter in Art Requirements](#) for explanations of each required Domain / Standard before applying.

Applicants will be granted a CSET Waiver only if they have successfully completed courses for college credit that cover all the Subject Matter in Art Domains listed on the CA Commission on Teacher Credentialing's [Subject Matter in Art Requirements](#). If it is found that certain Subject Matter in Art Domains / Standards are missing, they can choose to take the CSET or to reapply for a Waiver after completing recommended college level courses covering the missing Domains, either through the [Teacher Credential Preparation track of Otis' Art Education Certificate Program](#) offered by Continuing Education or another college or university of their choice.

How to apply for a CSET Waiver:

- Complete the SMArtCE application form [attached] and mail or email to the address below along with:
 1. Official transcripts (from each college/university you attended)
 2. Course descriptions (photocopied from course catalog) of all courses to be evaluated.
 3. 10-20 images of work and/or 5-10 min. of video on CD, DVD, or URL that represents the breadth of required art coursework.
 4. \$80.00 (Master Card, Visa or Check Payable to Otis College of Art and Design, with "SMArtCE" in the memo line)
 5. A self-addressed stamped envelope for return of materials and evaluation results.

- Mail SMArtCE materials to:
ATTN: ACT Program / SMArtCE
Otis College of Art and Design
9045 Lincoln Blvd.
Los Angeles, CA 90045

Questions:

email or call Michele Jaquis, ACT Director
mjaquis@otis.edu / 310-846-2632

<http://www.otis.edu/artists-community-teaching/cset-waivers>

Subject Matter in Art Competency Evaluation page 1 of 2

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

OTIS COLLEGE OF ART AND DESIGN
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FIRST NAME	MIDDLE	LAST NAME	DATE
SOCIAL SECURITY NUMBER	EMAIL	PHONE	
MAILING ADDRESS (STREET, CITY, STATE, ZIP)			
1st DEGREE	MAJOR	Date Earned	CHECK ONE Your school year was divided by:
Institution Name			Semesters
Institution Address (Street/City/State/Zip)			Quarters
2nd DEGREE	MAJOR	Date Earned	CHECK ONE Your school year was divided by:
Institution Name			Semesters
Institution Address (Street/City/State/Zip)			Quarters

<ul style="list-style-type: none"> List the course numbers & titles from your transcripts that you want to be considered in this evaluation (in the order they were taken). Specify the credit count under Core / Breadth or Extended Study. Select the appropriate Domains / Standards for each course. 	List credits in appropriate category.	Select Relevant Domains / Standards (all that apply).									
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12%;">Core / Breadth credits (foundational courses)</th> <th style="width: 12%;">Extended Study credits</th> <th style="width: 12%;">Advance Courses in Studio & Field Experiences (check if applicable)</th> <th style="width: 12%;">Artistic Perception (elements of art + principles of design)</th> <th style="width: 12%;">Creative Expression (specify either 2D, 3D, new/emerging art, media arts) - all elements must be met - see Art Subject Matter Requirements Matrix for definitions.</th> <th style="width: 12%;">Historical & Cultural Heritage (art history)</th> <th style="width: 12%;">Aesthetic Valuing (critique and analysis)</th> <th style="width: 12%;">Connections, Relationships & Applications (interdisciplinary, career prep, visual literacy)</th> <th style="width: 12%;">Histories & Theories of Learning in Art (art education)</th> </tr> </thead> </table>	Core / Breadth credits (foundational courses)	Extended Study credits	Advance Courses in Studio & Field Experiences (check if applicable)	Artistic Perception (elements of art + principles of design)	Creative Expression (specify either 2D, 3D, new/emerging art, media arts) - all elements must be met - see Art Subject Matter Requirements Matrix for definitions.	Historical & Cultural Heritage (art history)	Aesthetic Valuing (critique and analysis)	Connections, Relationships & Applications (interdisciplinary, career prep, visual literacy)	Histories & Theories of Learning in Art (art education)	
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Core/Breadth Example: FNDT110 Form and Space	2		x	x	3D		x	
Art History Example: AHCS120 Intro to Visual Culture	3		x	x	n/a		x	x
Art Education Example: LIBS214 Teaching for Learning I	3		x	x	n/a		x	x
Extended Study Example: FINA471 Senior Studio		5	x		media arts		x	
Total Credits *								

* 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.



Subject Matter in Art Competency Evaluation page 1 of 2

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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)	

EVALUATOR'S NAME, TITLE

EVALUATOR'S SIGNATURE

DATE

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

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