Tips for Adapted Physical Education Candidates using CSU Mentor to apply to CSULB

Using the online application for the University is fairly straightforward, particularly when you take the time to read all of the instructions before proceeding! Keep in mind, if you do make an error while you are filling in the screens, you will be directed to correct the error before you move on. Here are some brief tips that will help you fill out some of the less obvious questions.

STEP ONE: Go to www.csumentor.edu and click on “Apply Online.” Next click on “Graduate Admission Application,” then choose the term you’re applying for. Next you will create your user account. Read the instructions and answer all the prompts. Some fields, such as your date of birth, telephone number, and social security number need to be filled in using a particular format. That format is shown next to the box in light gray print. For example, next to the blank for submitting your phone number you will see (###) ###-#### meaning that you should put your area code in parentheses, then a space, and then the phone number including the dash.

STEP TWO: After you have successfully created your account, you will be at the first of 10 screens that you must complete. You will be able to easily input the information on most of the pages simply by following the screen prompts. Here are a few shortcuts to help you:

Section 1: Enrollment Plans
You will find pull-down menus for completing many of the questions. First put in the semester for which you are applying. Click “Long Beach Campus” where indicated. In the field marked “Intended Major” use the pull-down menu to select “Credential: Service.”

In the field for “Degree objective” select “None.” In the next field for “Education credential objective” select “Applicant already holds a California education credential and is seeking another credential.” In the field for “Credential objective name” select “Adapted Physical Education.”

Section 7: Tests
You may skip this section.

Section 8: Miscellaneous Information
You may skip everything on this section except the questions at the bottom relating to “Teaching Credentials.”

Section 9: Statement of Purpose
Since you will be submitting a statement of purpose with your credential application in EDSS 300, you may simply type in “N/A” in the space provided for the statement.

STEP THREE: After you have filled in all the pages, click “Submit Your Completed Application” and follow the instructions regarding printing out a copy for your records, noting your confirmation number and submitting your $55 application fee by credit card or check. Don’t forget to also arrange to have official sealed transcripts from all institutions you have attended sent to Enrollment Services. It is important to note that your application will not be processed without the application fee and official transcripts. Contact enrollment services at 562-985-2500, 3-4 weeks after your transcript request to confirm that the transcripts have been received. Enrollment services esadmit@notesmail.csulb.edu

Go to the next page and examine the screen shot
If a student indicates they have done this correctly and they are still having issues, please have them give me a call at 562/985-2827.

Application Deadlines for APE are June 1 for Fall semester and November 1 for Spring semester

Kinesiology Dept APE Application
In addition to submitting the University application, you must also submit a Kinesiology Dept APE Application that is located on the KIN APE downloads section of the website. Completed KIN DEPT APE application with transcripts and mailed to Barry Lavay, CSU, Long Beach, Dept KIN,1250 Bellflower Blvd., LB CA 90840. This form is to be completed by candidates for the APE Specialist Credential Program

Questions Specific to APE program Contact:
Barry Lavay, CSU, Long Beach, APE Specialist Credential Coordinator, Kinesiology, Dept, 1250 Bellflower Blvd., Long Beach, CA 90840. 562/985-4077 or blavay@csulb.edu
Be sure to visit the APE Website for useful information: http://www.csulb.edu/APE