



Preliminary Special Education Credential Program Checklist

(Early Childhood, Mild Moderate, Moderate Severe)

(657) 278-4196

Fall 2019 Checklist

Step 1: Apply to Program

NOTE: You MUST have already completed the pre-requisites OR are currently taking the pre-requisites in order to apply to the program.

Priority Deadlines:

Fall- **February 15th**, **March 15th**, or **April 15th** (Fall Extended Deadline: *July 1st*)

Spring- **September 15th**, **October 15th**, or **November 15th** (No extended deadline for Spring)

****Why three deadlines?** We provide multiple opportunities for students to apply to the program. *Only* COMPLETE applications are processed in the order they are received; priority is given on a first come, first serve basis.

Introduction

To begin the application process, students MUST upload documents **2-13** to Cal State Apply by the deadline. Each document MUST be saved as a **PDF** file. Number 14 must also be completed by the deadline in order to be considered for the program, but has separate instructions. Please follow accordingly.

Key:

[Q4] = Submit documents under Program Materials → Documents

☐ 1. Create Cal State Apply Application

- Create Cal State Apply application through www.calstate.edu/apply.
- For *Degree Goal*, select **"Teaching Credential Only (e.g. Single or Multiple Subject, PPS, Librarian, Admin, Cal State TEACH)"**.
- To select a program, select the campus "CSU Fullerton", then select *either* **PRELIMINARY** Mild Moderate, **PRELIMINARY** Moderate Severe, OR **PRELIMINARY** Early Childhood, depending on whichever program you are applying to.
- Begin uploading documents **2-13** on to Cal State Apply application.



Please **SKIP** the following sections on **Cal State Apply** application:

- **Standardized Tests**- Please select, *"I am not adding any standardized tests"*.
- **Transcript Entry**- Please select, *"I am not adding any college transcripts"* (**You DO NOT need to manually input transcripts. Instead, we will ask that you upload transcripts later on in the application).
- **Experiences**- Please select, *"I am not adding any experiences"*.

2. Transcripts- 2 parts (2a and 2b)

☐ 2a) Uploaded on Cal State Apply Application

- **ALL** Applicants must upload copies of their official transcripts from **ALL** community colleges and universities (including CSUF) to [Q4] on Cal State Apply application, under **"Unofficial Transcripts"** section. Official transcripts must be ordered and mailed directly to the student's home. Official transcripts must be opened, making them "Unofficial", then upload as a **PDF** document to [Q4] under the **"Unofficial Transcripts"** section.

- ☐ **2b) Transcripts to Admissions and Records** (Section 2b is only for applicants NEW to CSUF).
- Additional transcripts from **ALL community colleges** and **universities** must be ordered and sent to CSUF's **Admissions and Records Office**.
 - **NOTE:** If you attended CSUF for your bachelor's degree, you do not have to submit transcripts to CSUF UNLESS you attended another university since you attended CSUF. If that is the case, you will need to request official transcripts from that institution and have them sent to CSUF's Admissions and Records Office.
 - For more information on how to submit transcripts to Admissions and Records, please visit: http://www.fullerton.edu/graduate/prospective_students/index.php, and click "Transcripts".
- ☐ **3. GPA-** GPA must be at least **2.75** *either* in your last 60 units or cumulative. The GPA requirement must be met by the first program deadline of the semester you are applying to.
- GPA is verified when transcripts are uploaded.
- ☐ **4. Upload Verification of Program Overview** – The program overview is **required** for all **preliminary** applicants.
- In order to show verification of this requirement, students **MUST** upload a printout of the email received after attending the in-person program overview in [Q4] under "Other".
 - Dates and times for our next program overviews can be found: (<http://ed.fullerton.edu/sped/>).
- ☐ **5. Personal Statement-** Upload 2-3 pages, typed, and double spaced, using the prompt below.
- **Prompt:** Please share your experiences in working with children in both educational and community settings. In addition, include your experience with culturally and linguistically diverse populations and your long term goals in working in the field of special education.
 - **Include** your **first** and **last name** in the header.
 - Upload in [Q4] under "Personal Statement" section.
- ☐ **6. Certificate of Clearance**
- **2 parts-** Complete the live scan and the online application on the CTC website.
 - **Part 1) Live scan:** Print out live scan form and take to any police station or live scan agency. Bring 2 copies of the form- 1 copy will go to the CTC and 1 copy will be for your records.
 - **Part 2)- Online Application:** Complete online application on CTC website.
 - Once you complete both the live scan and the online application, it will take the CTC **about 5-7 business days to process**. Once you are cleared, **you will receive an email. Please print out that email**, as that is the verification we will need to show that you have your Certificate of Clearance.
 - *For more information* regarding the Certificate of Clearance, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl900.pdf>.
 - **Note:** Certificate of Clearance **MUST** be valid throughout the entire credential program.
 - **Note:** If you hold a 30 Day Sub permit, we will still ask that you complete the online application, but you **DO NOT** need to do another live scan.
 - **Note:** If you hold a valid teaching credential, as long as it will be valid throughout the program, you may use the teaching credential in place of the Certificate of Clearance.
 - **Upload** valid Certificate of Clearance (*live scan and email verification from CTC*) as **ONE** document to [Q4] under "Certificate of Clearance" section.
- ☐ **7. Verification of Basic Skills**
- **CBEST** is the most common way to demonstrate knowledge of basic skills
 - **Register for the CBEST Online at:** https://www.ctcexams.nesinc.com/TestView.aspx?f=HTML_FRAG/CA_CBEST_TestPage.html
 - Other options to meet the basic skills requirement include: *CSU EAP or Placement Exams, SAT/ACT, & AP exams*.
 - Details regarding these options can be found on the CTC website at: <http://www.ctc.ca.gov/credentials/leaflets/c1667.pdf>.
 - Please print out the **entire results page**, then *upload* in results in [Q4] under "Basic Skills Requirement".
 - **NOTE: Even if you sent the results to CSUF, you STILL must *upload* the results to the Cal State Apply application.**

☐ **8. Subject Matter Competence-** (Required for Mild/Moderate and Moderate Severe ONLY).

- **Applicants MUST complete ONE of the following:**

CSET Exam, Single Subject Matter Preparation Program (SSMPP), OR Multiple Subject Matter Preparation Program (MSMPP).

- **CSET Exam:** You may choose either the **Multiple Subject CSET OR Single Subject CSET**.
- Must pass **ALL** subject areas of the CSET before entering the program.
- **Register for the CSET online at-** https://www.ctcexams.nesinc.com/PageView.aspx?f=GEN_AboutCSET.html
- **NOTE:** Even if you sent the results to CSUF, you **STILL** must **upload** the results to the Cal State Apply application, as this is the only way the SPED department will be able to review your results.
 - **Multiple Subject CSET-** Subjects I, II, & III. Upload the test scores as one document into **[Q4]** under **“CSET Multiple Subject”**.
 - **Single Subject CSET-** Choose a core subject area: Art, English, Foreign Language, Mathematics, Foundational-Level Math, Music, Social Science, Science, or Foundational Level General Science. Upload in **[Q4]** under **“Other”**.
- **Single Subject Matter Prep Program (SSMPP) OR Multiple Subject Matter Prep Program MSMPP-** Can be used ONLY if your undergraduate major was in Liberal Studies OR in a core subject area (Math, English, Science, or History).
 - Must provide signed copy of the completed Multiple Subject Matter Preparation Program (MSMPP) form OR a signed copy of completed Single Subject Matter Preparation Program (SSMPP)
 - Upload the completed form as ONE document into **[Q4]** under **“other”**.

☐ **9. American Government Course OR U.S. Constitution Exam-** Students MUST complete one of the following:

- **Course-** Must receive at least a **“C”** or higher in an American Government Course. (U.S. History does not count). If you received a **“C-”** or lower, you will either need to retake the course OR take the U.S. Constitution Exam. This requirement is verified when you follow the steps listed under number 2 (upload transcripts).
- **Exam-** Must upload the certificate of completion of U.S. Constitution exam, titled **“U.S. Constitution”** to **[Q4]** under **“other”**.
- **AP Government Credit-** Must be shown on college transcript. This requirement is verified when you follow the steps listed under number 2 on this checklist (upload transcripts).

☐ **10. TB Results-** Upload in **[Q4]** under **“Tuberculosis Clearance”**

- Results must be recent within the last 4 years and must remain current throughout the program.
- You may also submit evidence of **TB Risk Assessment** in place of a TB test. Please fill out the risk assessment form, bring to your doctor to sign, then upload a copy to your Cal State Apply application in **[Q4]** under **“Tuberculosis Clearance”**. Risk assessment form: <https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/TBCB-CA-TB-Risk-Assessment-and-Fact-Sheet.pdf>.

☐ **11. CPR Card**

- **Must** be current throughout entire credential program
- **Must** include infant, child, & adult.
- You may choose *any* hands-on course **OR** online course that includes infant, child, and adult. The *online* course MUST meet the criteria of either the American Heart Association (AHA) OR the American Red Cross (ARC).
- If you receive a physical copy of a CPR card, make a photo copy of the front and back of your CPR card. Document must be saved as ONE file when uploading (If your CPR card has a spot on the back for “holder’s signature”, please be sure to sign before making a photo copy).
- If you receive an electronic copy of your card, please print out the card, then upload it to your application.
- Upload in **[Q4]** under **“CPR or First Aid Certification”**.
- (Note: AED and First Aid are NOT required)

☐ **12. \$50 Department Processing Fee:** (This fee is separate from \$55 university fee).

- Please pay the fee online via: <https://coepay.fullerton.edu/ated>.
- A copy of the receipt will automatically be sent to your email.
- Print out receipt, scan and save it to your computer.
- Upload a copy of the receipt in **[Q4]** under **“Other”**.

☐ **13. SUBMIT Cal State Apply Application (www.calstate.edu/apply) and Pay \$55 Cal State Apply Fee.**

- Note: Your Cal State Apply application will NOT be reviewed until all transcripts have been received.
- Once you have received an acceptance email from the university, you must accept your admission and pay the \$250 admission fee. Our college-wide deadline for final payment of the \$250 enrollment deposit is due: July 15 for Fall Admission, and January 8 for Spring Admission.

☐ **14. 4 Letters of Recommendation (2 Faculty & 2 Child/Youth Experience)**

- Letters of recommendation are confidential and must be **emailed** directly from evaluator to **Lisa Alexander** at laalexander@fullerton.edu.
- All letters must be written within one year using our template.
- **2 Faculty-** Must be from 2 professors you have had and can be accepted from any institution that you have attended. Template is available: <https://drive.google.com/file/d/1mhlQv9cVToPQ8asnnofze6wQXWUPOga9/view?usp=sharing>
- **2 Child/Youth-** Must be from anyone who has witnessed you working with children. Template is available: https://drive.google.com/file/d/1y9vlj-fvn94c95qi-MzU_qWDXa97IFHC/view?usp=sharing.

☐ **15. Check for Accredited Degree - Only required if you earned a bachelor's degree from a California Private University or out of state University. (If you graduated from a CSU or UC, you have met this requirement.)**

- Ensure your bachelor's degree is from a regionally accredited university accepted by the CTC.
- The university you received your bachelor's **MUST** have been regionally accredited at the time *you completed your degree*. (e.g. If you graduated in May 2012, the university MUST have been accredited in 2012.)
 - **Complete Step 1 and Step 2:**
 - **Step 1.** Check your university accreditation status here: <https://ope.ed.gov/dapip/#/home>
 - **Step 2:** After you have checked your accreditation status, you will need to check to see if the CTC accepts this accrediting university: <https://www.ctc.ca.gov/credentials/what-does-regional-accreditation-mean>
- For further questions about this process, please contact CSUF's **Credential Preparation Center** at (657) 278-3205 or credentialsonline@fullerton.edu.

Pre-requisite Courses- All pre-requisite courses MUST be completed OR in progress by the first application deadline. The pre-requisite courses are listed below.

***SPED Pre-Requisite Courses** (observation hours required): **SPED 322, SPED 371, & SPED 425.**

- Pre-reqs are required for all three SPED programs (Early Childhood, Mild Mod & Mod Severe)
- Must receive at least a **"B-" or better** in all pre-req courses.
- Pre-requisites must be either in progress or completed at the application deadline.
- Pre-requisite courses are valid for 7 years.

***Early Childhood Pre-requisite Courses** (Required for Early Childhood applicants ONLY).

- A *minimum* of **9 units of child development coursework** is only required for those beginning the Early Childhood SPED Credential Program. (If your undergraduate major was in Child Development, you have already met this requirement. This requirement is verified when you follow the steps listed under number 2 on this checklist (upload transcripts)).
- The 9 units of child development coursework are in *addition* to completing the 3 SPED pre-requisites and must be complete or in progress at the application deadline.
- Students must receive at least a **"B-" or better** in all child development courses.
- Child development courses are good for **7 years**. (If you majored in child development, the child development courses do not have an expiration date).

Step 2: Faculty Interview

***Faculty Interview-** Students will be granted a faculty interview once all items 2-13 have been submitted through Cal State Apply. Students will be notified of their interview date and time via email.

Important Notes:

***Financial Aid (recommended)-** Apply for FAFSA: <https://fafsa.ed.gov/>. The deadline to apply for FAFSA is *March 2nd*. FAFSA is good for one academic school year (Fall through Spring). Students must re-apply each academic year to qualify for financial aid. Financial aid can be used for all courses, EXCEPT pre-req courses. Questions? Please contact the **Financial Aid Office** at (657) 278-2125. For additional information on scholarships/grants within the College of Ed, please contact **Dianna Lopez** at dialopez@fullerton.edu or (657) 278-4871.