Integrated Special Education Credential Program Checklist

(Early Childhood, Mild Moderate, Moderate Severe)

(657) 278-4196

> ### Integrated Special Education Credential Program

Step 1: Submit the following items to the Special Education Admissions Assistant

EMAIL Documents: The admissions requirements below in **ONE email**, with all items saved as **PDF** files to the Special Education Admissions Assistant, **Lisa Alexander** at **lalexander@fullerton.edu**.

Deadline:
Fall 2020- **April 15th**

Admissions Requirements

☐ **1. Unofficial CSUF Transcripts**

- o Print out unofficial CSUF transcripts by logging on to your CSUF student portal, clicking "*Titan Online*", then "*Student Center*". Click on the drop down menu on the left hand side and select, "*Transcript- View Unofficial*". Print out the unofficial transcripts, save as a **PDF** document.
- o **NOTE**: After you graduate and your degree is posted, official, sealed transcripts from **CSUF** must be requested from CSUF's admissions and records office and submitted to CSUF's **Credential Preparation Center** in **College Park 540**.

☐ **2. GPA**

- o **GPA** must be at least **2.75** *either* in your last 60 units or cumulative.
- o GPA is *verified* when transcripts are submitted.

☐ **3. Personal Statement**- 2-3 pages, typed, and double spaced, Times New Roman- 12pt font, using the prompt below.

- o **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.
- o **Include** your **first** and **last name** in the header.
- o **Email** to **Lisa Alexander** according to the instructions under "**Step One**" above.

☐ **4. Certificate of Clearance**

- o **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.
- o 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**.**
- o *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.
- o **Email** valid Certificate of Clearance (*live scan* and *email verification from CTC*) to **Lisa Alexander** as **ONE** document according to the instructions under "**Step One**" above.

☐ **5. Verification of Basic Skills**

- o **CBEST** is the most common way to demonstrate knowledge of basic skills
- o **Register** for the CBEST Online at: https://www.ctcexams.nesinc.com/TestView.aspx?f=HTML_FRAG/CA_CBEST_TestPage.html
- o Other ways to meet the basic skills requirement include: *CSU EAP* or *Placement Exams*, *SAT/ACT*, & *AP exams*.
- o Details regarding these options can be found on the CTC website at: http://www.ctc.ca.gov/credentials/leaflets/c1667.pdf.
- o Please **print out** the **entire results page**, then follow the instructions listed under **"Step One"** above.
- o **NOTE:** Even if you sent the results to CSUF, you **STILL** must *email* the results and follow the instructions listed under **"Step One"** above.

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

- o **Applicants MUST complete ONE of the following**:
  Multiple Subject CSET Exam **OR** *Single Subject CSET Exam*.

  - ➢ Must pass **ALL** subject areas of the CSET.
  - ➢ **Register** for the CSET online at- https://www.ctcexams.nesinc.com/PageView.aspx?f=GEN_AboutCSET.html

    - o **Multiple Subject CSET-** Subjects I, II, & III.

    - o **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.

  - ➢ Please **print out** the **entire results page, with all of the subtests listed on one page**, then *email* the results and follow the instructions listed under **"Step One"** above.

  - ➢ **NOTE:** Even if you sent the results to CSUF, you **STILL** must *email* the results and follow the instructions listed under **"Step One"** above.

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

- o **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 (email transcripts).
- o **Exam**- Must email the certificate of completion of U.S. Constitution exam, following the instructions listed under **"Step One"** above.
- o **AP Government Credit**- Must be shown on college transcript. This requirement is verified when you follow the steps listed under number 1 on this checklist (email transcripts).
- o **NOTE**: This requirement **MUST** be met at the end of the Integrated Special Education Credential Program.

☐ **8. TB Results**-

- o TB results **must** be recent within the last 4 years and must remain current throughout the program.
- o 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. Risk assessment form: https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/TBCB-CA-TB-Risk-Assessment-and-Fact-Sheet.pdf.
- o **Email** TB test **OR** Risk Assessment to **Lisa Alexander** according to the instructions under "**Step One**" above.

☐ **9. CPR Card**

- o **Must** be current throughout entire credential program
- o **Must** include infant, child, & adult.
- o 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).
- o 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).
- o If you receive an electronic copy of your card, please print out the card, then save as a **PDF** file.
- o **Email** to **Lisa Alexander** according to the instructions under "**Step One**" above.
- o (Note: AED and First Aid are NOT required)

☐ **10. $50 Department Processing Fee:** (This fee is separate from $55 university fee).

- o Please pay the fee online via: https://coepay.fullerton.edu/ated.
- o A copy of the receipt will automatically be sent to your email.
- o Print out receipt, scan and save it to your computer.
- o **Email** to **Lisa Alexander** according to the instructions under "**Step One**" above.

☐ **11. 4 Letters of Recommendation (2 Faculty & 2 Child/Youth Experience)**

- o Letters of recommendation are confidential and must be *emailed* directly from evaluator to **Lisa Alexander** at **lalexander@fullerton.edu**.
- o All letters must be written within one year using our template.
- o **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/1mhIQv9cVToPQ8asnnofze6wQXWUPOga9/view?usp=sharing
- o **2 Child/Youth**- Must be from anyone who has witnessed you working with children. Template is available: https://drive.google.com/file/d/1y9vIj-fvn94c95qi-MzU_qWDXa97IFHC/view?usp=sharing.

Step 2: Faculty Interview

*Faculty Interview- Students will be granted a faculty interview once all items have been submitted to Lisa Alexander. 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**.