



# Preliminary Special Education Credential Program Checklist

(Early Childhood, Mild Moderate, Moderate Severe)

(657) 278-4196

## Spring 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.

### Deadlines:

Fall- February 15<sup>th</sup>, March 15<sup>th</sup>, or April 15<sup>th</sup>

Spring- September 15<sup>th</sup>, October 15<sup>th</sup>, or November 15<sup>th</sup>

\*\*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:**

[Q3] = Submit documents under *Supporting Information* → *Documents*

[Q4] = Submit documents under *Program Materials* → *Documents*

## 1. Create Cal State Apply Application

- Create Cal State Apply application through [www.calstate.edu/apply](http://www.calstate.edu/apply).
- Select “**Graduate, including Credential and Certificate Program**”, for *Type of Degree*, select “**Teaching Credential, including Cal State Teach**”.
- Click the “**Add Program**” tab on the top of the screen and 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.

## 2. Transcripts

To all applicants: Transcript entry is NOT required. However, transcripts must be submitted one of the following ways:

- **If you are new to CSUF**, you will need **TWO** sets of official transcripts. submit one set of *official* transcripts from **all** community colleges and universities you have attended to CSUF’s Admissions and Records Office.
  - You will also need to **upload** the second copy of official transcripts for program use to [Q4] in the “**Unofficial Transcripts**” section. (Official transcripts will need to be opened in order to upload).
- **If you are a CSUF graduate**, you *still* must upload official CSUF transcripts to [Q4] in the “**Unofficial Transcripts**” section. (Official transcripts will need to be opened in order to upload).
  - You can request copies of your official CSUF transcripts from CSUF’s Admissions and Records office or through their website. Please have the transcripts mailed directly to you.
  - (Note: If you took the *political science* course at community college, refer to number 9 for details).
  - You DO NOT need to re-submit transcripts to CSUF’s Admissions and Records Office.
- **If you are currently a CSUF undergraduate**, please upload *unofficial* CSUF transcripts to [Q4] in the “**Unofficial Transcripts**” section.

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 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**” titled “**Program Overview**”.

Dates and times for our next program overviews can be found: (<http://ed.fullerton.edu/sped/>).

5. **Personal Statement-** Upload 2-3 pages, 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.
- Write your **first** and **last name** in the header.
- Title as “**Personal Statement**” and 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.
- **1) Live scan:** Print out live scan form and take to any police station or live scan agency.
- **2) Online Application:** Complete online application on CTC website.
- For more information, 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) as **ONE** document to [Q3] under “**Certificate of Clearance**” section titled as “Certificate of Clearance”.

7. **Verification of Basic Skills**

- Options include: CBEST, 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>.
- Title as “**Verification of Basic Skills**” and upload in [Q3] under “**Basic Skills Requirement**”.

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

- Options include: CSET, SSMPP, or MSMPP.
- **CSET:** Must pass all subject area CSET subtests before entering the program.
  - **Multiple Subject CSET-** Subjects I, II, & III. Upload the test scores as one document into [Q3] and title it “**Subject Matter Competence**”.
  - **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**” and title it “**Subject Matter Competence**”.
- **SSMPP or MSMPP-** Can be used 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**” and title it “**Subject Matter Competence**”.

**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 [Q3] 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: [http://ctca.org/index.cfm?fuseaction=menu&menu\\_id=5004](http://ctca.org/index.cfm?fuseaction=menu&menu_id=5004).

□ **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.
- Title CPR card as “**CPR**” and upload in [Q4] under “**CPR or First Aid Certification**”.
- (Note: AED and First Aid are NOT required)

□ **12. \$50 Department Processing Fee:** <https://coepay.fullerton.edu/ated>. (This fee is separate from \$55 university fee).

- Print out receipt, scan and save it to your computer. Title it as “**\$50 Department Processing Fee**”
- Upload a copy of the receipt in [Q4] under “**other**”.

□ **13. SUBMIT Cal State Apply Application ([www.calstate.edu/apply](http://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 [lalexander@fullerton.edu](mailto:lalexander@fullerton.edu).
- All letters must be recent within one year and must be written 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/1mhlQv9cVTToPQ8asnnoFze6wQXWUPOga9/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](https://drive.google.com/file/d/1y9vlj-fvn94c95qi-MzU_qWDXa97IFHC/view?usp=sharing).

**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 2<sup>nd</sup>*. 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](mailto:dialopez@fullerton.edu) or (657) 278-4871.