



**Preliminary Special Education
Credential Program Checklist**
(Early Childhood, Mild/Moderate, Moderate Severe)
(657) 278-4196

**Program Deadlines: *Fall Semester:* February 15th, March 15th, April 15th
Spring Semester: September 15th, October 15th, November 15th**

- Before applying, be sure to make copies of ALL your documents before you submit your application.
 - To be considered for the program, ALL admissions requirements must be completed and submitted to the Admission to Teacher Ed office (CP 540) by the program deadline.
 - Admission to both the pre-reqs and to the credential program requires a 2-part application process (University and Department).
1. **Attend a Special Education Program Overview.** For a list of overview dates & times, visit: <http://ed.fullerton.edu/sped/apply-now/applying-to-our-credential-programs/>.
 2. **University Application:** Please apply to CSUF on: <http://www.calstate.edu/apply>. There will be a \$55 non-refundable, application fee. Submit official, sealed transcripts from all Community Colleges & Universities you have attended to the Admissions and Records Office. Deadline to apply to the University: **Fall: May 31st** and **Spring: December 1st**. (Please note: For those admitted to take the pre-reqs, this admission allows you to take the pre-requisite courses only. It **DOES NOT** guarantee entrance to the credential program).
 3. **Preliminary Department Application:** All applicants must submit a department application whether you plan on taking the pre-requisites OR if you are applying directly to the program. Submit the department application to the Special Education admissions assistant in CP 540. <http://ed.fullerton.edu/sped/documents/2012/12/application-credential-program.pdf>.
 4. **Apply for FAFSA (recommended):** <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.
 5. **Credential Application Processing Fee:** \$50.00- Provide receipt from the Cashier's Office- UH 180 or pay online: <http://coeapps.fullerton.edu/atedfee/>. This fee is separate from the University application fee.
 6. **Letter of Intent:** The letter of intent needs to be in essay format, 2-3 pages, typed, & double spaced. In this letter, please introduce yourself, explain why you would like to become a special education teacher, provide qualities/characteristics that make you a great teacher, talk about experiences you have had with children with special needs, etc.
 7. **Certificate of Clearance:** Two parts- 1. Completing a livescan form and submitting it to a police station or livescan facility. 2. Completing online application on the CTC website. For instructions on how to complete both parts of the certificate of clearance, visit: <http://www.ctc.ca.gov/credentials/leaflets/cl900.pdf>.
 8. **Official Transcripts:** Submit a separate set of official, sealed transcripts to the SPED Admissions Assistant in CP 540 that shows you have earned a BA degree.
 9. **GPA:** GPA must be at least 2.75 either in student's last 60 units OR cumulative. No exceptions. We accept whichever GPA is higher.

10. **4 Letters of Recommendation (2 Faculty & 2 Child/Youth Experience):** All letters must be recent within one year. Faculty letters are acceptable from any institution that you have attended, (including CSUF), and need to be from 2 professors you have had. Child/youth letters of recommendation need to be from anyone who has observed you working with children. Templates for both types of recommendations are available here: <http://ed.fullerton.edu/sped/documents>. Students can submit either a template or a written letter. If a written letter is submitted, it must be on letterhead.
11. **TB Clearance:** Two options- 1. Provide results from a TB test (must be recent within the last 4 years). OR 2. Provide evidence of TB Risk Assessment: http://ctca.org/index.cfm?fuseaction=menu&menu_id=5004
12. **Current CPR Card:** CPR must be current throughout the entire credential program and must show infant, child, & adult. In addition, the CPR course must be hands-on. We do not accept online courses.
13. **Verification of CBEST Exam-** Students can sign up for the CBEST by visiting: (www.cbest.nesinc.com). Students must provide a copy of your passing scores to the Admission to Teacher Education office- CP 540 (do not rely on testing agency to send your scores). Other ways to verify knowledge of basic skills can be found on the CTC website: <http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf>.
14. **Verification of CSET Exam:** *(Students interested in the Early Childhood credential program are exempt.)* Students must successfully pass all subtests of the CSET. You can sign up for the CSET by visiting: <http://www.cset.nesinc.com>. You must provide a copy of your passing scores to the Admission to Teacher Education office- CP 540 (do not rely on testing agency to send your scores). Each subtest of the CSET will expire after ten years. Students can choose between one of the following options:
 - a. **Multiple Subject CSET** (if you plan on teaching children with special needs grades K-6)
 - b. **Single Subject CSET** in a core subject area (Math, English, Science, History, etc.) for grades 7-12.
 - c. *Students can also complete a subject matter prep program (SMPP). For more information, visit: <http://www.ctc.ca.gov/credentials/leaflets/cl808ca.pdf>
15. **Political Science Course OR U.S. Constitution Exam:** Students must complete a political science course and receive at least a “C” or better. If you receive a “C-” or lower, you will either need to re-take the course or take the U.S. Constitution Exam. Students who take the U.S. constitution exam need to provide verification of completing the exam to the Special Education Admissions Assistant in CP-540.
16. **Pre-requisite Courses (observation hours required):** *SPED 322, SPED 371, & SPED 425.* Pre-requisites need to either be in progress or completed at the application deadline. The pre-req courses are valid for only 5 years. Students must receive at least a “B-” or better in all pre-requisite courses.
 - a. *For students interested in the Early Childhood credential program, a minimum of 9 units of child development coursework is required in addition to completing the pre-reqs.*
17. **Faculty Interview:** Students will be granted a faculty interview after ALL file items have been completed and submitted to the Special Education Admissions Assistant in CP 540. Students will be notified of their scheduled interview via email.