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 (College Park 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/admissions.php](http://ed.fullerton.edu/sped/admissions.php).

2. **University Application:** Please apply to CSUF on: [http://www.calstate.edu/apply](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 Lisa Alexander in CP 540: [http://ed.fullerton.edu/sped/_resources/pdfs/application-credential-program.pdf](http://ed.fullerton.edu/sped/_resources/pdfs/application-credential-program.pdf).

4. **Apply for FAFSA (recommended):** [https://fafsa.ed.gov/](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.

5. **Credential Application Processing Fee:** $50.00- Provide receipt from the Cashier’s Office- UH 180 or pay online: [http://coeapps.fullerton.edu/atedfee/](http://coeapps.fullerton.edu/atedfee/). This fee is separate from the University application fee.

6. **Personal Statement:** The personal statement 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. Please be sure to include your first and last name in the header. **Submit a hard copy of the personal statement to Lisa Alexander in College Park 540.**

7. **Certificate of Clearance:** Two parts- 1. Completing a live scan form and submitting it to a police station or live scan 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](http://www.ctc.ca.gov/credentials/leaflets/cl900.pdf). Once you have completed both parts of the Certificate of Clearance, you should receive an email stating you are cleared. Please print out that email and submit to Lisa Alexander. That email is the verification we need to show that you have your Cert. of Clearance.

8. **Official Transcripts:** Submit a set of official, sealed transcripts to the Lisa Alexander in College Park 540. Transcripts must show your degree conferred date. If you graduated from CSUF, we will still request an official copy of your CSUF transcripts for the program application. Please have the transcripts mailed directly to Lisa Alexander in College Park 540.

Revised 3/2018
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. We can determine GPA by the transcripts you submit to Lisa Alexander.

10. **4 Letters of Recommendation (2 Faculty & 2 Child/Youth Experience)**: All letters must be recent within one year and must be written using our template. Letters of recommendation are confidential and must be submitted directly to Lisa Alexander either via email/mail/fax/hand-deliver. Faculty letters are acceptable from any institution that you have attended, (including CSUF), and must be from 2 professors you have had. Child/Youth letters of recommendations 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/admissions.php](http://ed.fullerton.edu/sped/admissions.php)


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. Please make a photo copy of the front and back of your CPR card and submit to Lisa Alexander in College Park 540.

13. **Verification of Basic Skills**: Options include: CBEST, CSU EAP or Placement Exams, SAT/ACT, & AP exams. Detailed information on these options can be found on the CTC website at [http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf](http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf). Students must provide a copy of qualifying scores directly to Lisa Alexander in College Park 540.

14. **Subject Matter Competence**: *(Required for Mild/Moderate and Moderate/Severe ONLY.)*

   Students must pass all subject area CSET subtests or provide evidence of completion of the Single Subject Matter Preparation Program (SSMPP) or Multiple Subject Matter Preparation Program (MSMPP). You must provide qualifying documents directly to Lisa Alexander in College Park 540. Please note, each CSET subtest is valid for ten years until used for credentialing purposes.

   a. **Multiple Subject CSET**: Subtests I, II, & III.

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 must provide verification of completing the exam to the Lisa Alexander in College Park 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 College Park 540. Students will be notified of their scheduled interview via email.

Revised 3/2018