CSUF | Special Education
COLLEGE OF EDUCATION

Preliminary Education Specialist Credential Program Application Checklist

Early Childhood Special Education

PRIORITY APPLICATION DEADLINES ‼️

SPRING: *Application opens* on August 1
Deadline: September 15 & October 15

FALL: *Application opens* on October 1
Deadline: February 15 & March 15

You may submit an application after the final priority deadline; however, admission decisions will be prioritized for those who submit an application by the stated priority deadlines. If you submit an application after the priority deadline, you will be placed on a waitlist and your application will be processed as space becomes available.

- Create Cal State Apply application through **https://www.calstate.edu/apply**
  - For Degree Goal, select "**Second Bachelor's Degree and Beyond**"
    - Then select, "**Teaching and Service Credential Only**" (e.g. Single or Multiple Subject, Special Education, PPS, Librarian, Admin, Cal State TEACH)
  - To select a program, select the campus, "**CSU Fullerton**"
  - Select the program that you are applying to:
    - **PRELIMINARY** Early Child Special Education

To be eligible for admission, **ALL** admission requirements must be met as described on this application checklist. Submit **ALL** items online to CalState.edu/Apply. **Please read all instructions carefully.**

For any questions regarding the admissions process, please contact the Admissions and Academic Advisor, Ryann Mojica by emailing spedadvising@fullerton.edu.

Prerequisite Courses - *Proof of completion must be uploaded to application.*

☐ • **Special Education Prerequisites:** *All SPED prerequisites must be passed with a C- or better.*
  ○ SPED 371
  ○ SPED 400
  ○ SPED 425

☐ • **Early Childhood Prerequisite Courses**
  ○ **9 units** of child development coursework
    ▪ If your undergraduate major was in Child Development, you have already met this requirement. *This requirement will be verified by the department by reviewing transcripts that are uploaded to your application.*
    ▪ 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 "C-" or better in all child development courses.
      • Child development courses do not have an expiration date.

☐ • **Ethnic Studies Prerequisites:**
    ▪ Applicants are required to take and pass an Ethnic Studies course **prior** to admission to the program (must be taken within 10 years admission to the program). Must receive at least a C- or better.
    ▪ View list of **CSUF approved Ethnic Studies courses**

☐ • **American Government Course OR U.S. Constitution Exam-** **Applicants MUST complete** <u>one</u> **of the following:**
  ○ **Course:** Must receive at least a "**C**" or higher in an American Government Course. *If you have questions about a course you have previously taken meeting this requirement, please reach out to* ***spedadvising@fullerton.edu****.*
  ○ **Exam:** Must pass an examination given by a regionally-accredited college or university. More information can be found here: **US Constitution Exam**
  ○ **AP Government Credit:** Must be shown on college transcript. This requirement will be verified by the department by reviewing transcripts that are uploaded to your application.

It is recommended that all pre-requisite courses are taken the semester before applications are due. For example, if you are applying for Fall 2025, applications are due Spring 2025 and prerequisites should be completed by Summer 2024 and/or Fall 2024. If you are applying for Spring 2026, applications are due Fall 2025 and prerequisites should be completed by Spring 2025 and/or Summer 2025.

*Prerequisites can be in progress at the time your application is submitted, however proof of completion and passing grade of C- or better **MUST** be submitted once final grades are posted by the end of the semester. **Proof that course is in progress must be uploaded to your application.** Admission status may be conditional upon receiving proof of completion.*

☐ **Copies of official transcripts**
Submit your official transcripts from **ALL** institutions you have attended *(including community colleges, even if you only took one class)* to **TWO** places:
  1. Upload copies to your Cal State Apply application.
  2. Send copies to the CSUF Office of Admissions. *Failure to submit transcripts to the Office of Admissions may delay admissions decisions.*

If you are currently an undergraduate student, additional Official Transcripts may be requested once your Bachelor's degree is conferred.

- **GPA –** GPA must be at least 2.5 cumulative or 2.75 in the last 60 semester units attempted. If you do not currently meet the minimum GPA requirements, we still encourage you to submit an application.
- **Accredited Degree –** Complete a baccalaureate or higher degree, except in Professional Education from a **regionally accredited college or university.** Ensure your BA or BS degree is from a regionally accredited university by the CTC. The university must be accredited during the years in which you earned your degree.
  - **Step 1:** Check your university accreditation status here: **DAPIP Homepage**
  - **Step 2:** After you have checked your accreditation status, you will need to check to see if the CTC accepts this accrediting university: **CTC Regional Accreditation Information**
    - **If you graduated from a CSU or UC, you have met this requirement.**

☐ **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 or screenshot of the email received from **spedadvising@fullerton.edu** after attending the program overview to **[Program Materials]** under **"Other".**
- Dates and times for our next program overviews can be found here: **SPED Overview Dates and Times**
- *If you have previously completed a SPED credential program at CSUF and are now applying for another SPED credential program, you are still **required** to attend this overview.*

☐ **JEIE Personal Statement -** *Upload **2-3 pages**, typed, and double spaced, using the prompt below.*

- **Prompt: Just, Equitable, Inclusive Education Statement Prompt**
  - Please provide concrete examples of this experience.
  - Include your first and last name in the header.
  - Upload to **[Program Materials]** under **"Personal Statement"** section.

☐ **Certificate of Clearance***

2 parts- Complete the live scan and the online application on the **Commission on Teacher Credentialing 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.

For more information regarding the Certificate of Clearance, please visit:
https://www.ctc.ca.gov/credentials/leaflets/certificate-of-clearance-(cl-900)

- **Important Note:** Certificate of Clearance **MUST** be valid *throughout the entire credential program.*
- **Important 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.
- **Important 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.

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 a confirmation email. *Upload the following documents as ONE Document to your application:*

1. Verification email from the California Commission on Teacher Credentialing that confirms your clearance.
2. Valid Certificate of Clearance document to **[Program Materials]** under **"Certificate of Clearance"** section.

☐ **Negative Tuberculosis Results***

- 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 to **[Program Materials]** under **"Tuberculosis Clearance".**

☐ **CPR Training Certification***

- 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.
- Upload to **[Program Materials]** under **"CPR or First Aid Certification"**

*NOTE: Documents marked with an asterisk **(*)** must **remain valid upon completion of the program**. It is your responsibility while you are in the program to renew these documents prior to their expiration date*

☐ **$50 Department Processing Fee** *(this is a separate fee from the $70 Cal State Apply fee)*

- Please pay the fee online via: **https://coeapps.fullerton.edu/atedpay**
- Select **"Special Education"** as the department
- A copy of the receipt will automatically be sent to your email.
- Upload a screenshot of the receipt that is automatically sent to you to [**Program Materials]** under **"Other"**.

☐ **Letters of Recommendation - 3 letters total**

- Letters of recommendations are requested through your Cal State Apply application. You must include their first and last name, best email to send recommendation request, and a due date. *** *Please note that the due date that you select is the date in which the recommendation link will expire.* ***
  - **Faculty-** Must be from 2 professors you have had and can be accepted from any institution that you have attended.
  - **Child/Youth-** Must be from anyone who has witnessed you working with children.

☐ **SUBMIT Cal State Apply Application and Pay $70 Cal State Apply Fee.**

Please check your email for a confirmation from Cal State Apply that your application was submitted.

☐ **Faculty Interview**

- Passing score on interview criteria (assessing subject matter knowledge, dispositions toward working with diverse student populations, knowledge of/experience working with adolescents, professionalism, etc.). **Qualified applicants with COMPLETE applications will be contacted for an interview after their application files have been reviewed.**

SPED Application Checklist

*Please ensure that **ALL** items on this checklist have been uploaded to your Cal State Apply application **BEFORE** submitting it.*

- [ ] **SPED Prerequisites Courses:**
  - SPED 371
  - SPED 400
  - SPED 425

- [ ] **9 Units of Early Childhood Prerequisite Courses:**
  - Course #1
  - Course #2
  - Course #3

- [ ] **Ethnic Studies Prerequisite:**
  - Approved course

- [ ] **American Government Course:**
  - POSC or HIST course *OR*
  - US Constitution Exam *OR*
  - AP Government credit

- [ ] **Official Transcripts**
  - Uploaded to Cal State Apply Application
  - Sent to the CSUF Office of Admissions

- [ ] **Verification of SPED Program Overview**

- [ ] **JEIE Personal Statement**

- [ ] **Certificate of Clearance**

- [ ] **Negative Tuberculosis Results**

- [ ] **CPR Training Certification**

- [ ] **$50 Department Processing Fee**

- [ ] **Letters of Recommendation**