

Integrated Special Education Credential Program Checklist (Early Childhood, Mild Moderate, Extensive Supports(Moderate Severe)) (657) 278-4196

Integrated Special Education Credential Program

Deadline:

Fall 2023- March 15th

Admissions Requirements

- 1. ITEP Department Application-** Please complete the ITEP department application available through:
https://fullerton.qualtrics.com/jfe/form/SV_700eRQc966gkOs6

- 2. Unofficial CSUF Transcripts**
 - Print out unofficial CSUF transcripts (*not* TDA) 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.
 - **EMAIL** unofficial CSUF transcripts to **Lisa Alexander** (lalexander@fullerton.edu).
 - **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 emailed to CSUF’s **Credential Preparation Center** (credentialsonline@fullerton.edu).

- 3. GPA**
 - **GPA** must be either 2.5 cumulative OR 2.75 in your last 60 units.
 - If your GPA does not meet the minimum requirements, we still encourage you to apply.
 - GPA is **verified** when transcripts are submitted.

- 4. JEIE Personal Statement**
 - 2-3 pages, typed, and double spaced, Times New Roman- 12pt font, using the prompt below.
 - **Prompt:** Please address this prompt linked [here](#).
 - **Please provide concrete examples of this experience.**
 - **Include** your **first** and **last name** in the header.
 - **EMAIL** JEIE Personal Statement to **Lisa Alexander** (lalexander@fullerton.edu).

5. Certificate of Clearance

○ 2 Parts Needed

- **Part 1) Live Scan Form:** 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 address on the top of the live scan form and 1 copy will be for your records. Live Scan Form available [here](#). There is a fee that costs about \$60-\$80.
 - **Part 2)- Online Application:** Complete online application on CTC website (www.ctc.ca.gov). Click the blue button "Educator Login". Click "Create Educator Account" on the bottom. Make sure to input your social security number and date of birth correctly. Answer the Professional Fitness questions. There is a separate fee that costs about \$65.
- Once you complete both the live scan form 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 from the CTC stating that you are cleared**. **Please print out that email**, as that is the verification we will need to show that you have your Certificate of Clearance.
 - *For more information* on how to complete the Certificate of Clearance, please click [here](#).
 - **Note:** Certificate of Clearance MUST be valid throughout the entire credential program.
 - **EMAIL** Certificate of Clearance (live scan form and email verification you received from the CTC) to **Lisa Alexander** (lalexander@fullerton.edu).

6. Verification of Basic Skills

- **CBEST** is the most common way to demonstrate knowledge of basic skills.
- **Register for the CBEST Online** [here](#):
- Please **download** the entire results page.
- **Coursework**- You may satisfy the Basic Skills Requirement through specific coursework. Please refer to the Center for Careers in Teaching [website](#) for more information on which courses can be accepted.
- **Basic Skills Verification Form**- If you are using coursework or any other options for satisfying the Basic Skills Requirement, you will need to complete the [Basic Skills Verification Form](#) and attach the supplemental documents listed on the form.
- Other ways to meet the basic skills requirement are listed on the CTC website found [here](#).
- **EMAIL** OFFICIAL CBEST Results OR [Basic Skills Verification Form](#) to **Lisa Alexander** (lalexander@fullerton.edu).
- **NOTE:** *Even if you sent the results to CSUF, you STILL must **email** the official results to the SPED Department.*

7. Subject Matter Competence (**Required for Mild/Moderate and Extensive Supports applicants ONLY. Early Childhood applicants may SKIP this requirement).

- **Choose ONE of the following:**
 - a. Multiple Subject CSET Exam
 - b. **OR** Single Subject CSET Exam.

Register

- **Register for the CSET online** [here](#).

Options

- Multiple Subject CSET- Subjects I, II, & III. (Must pass **ALL** of the subtests).
- **OR**
- Single Subject CSET- Choose ONE of the following subject areas. (Must pass **ALL** of the subtests in that subject area): Art, English, Foreign Language, Mathematics, Foundational-Level Math, Music, Social Science, Science, or Foundational Level General Science.
- **EMAIL** the entire CSET results page, with all of the subtests listed on one page, to **Lisa Alexander** (lalexander@fullerton.edu).
- ****NOTE:** Even if you sent the results to CSUF, you **STILL** must **email** the results to the SPED Department.

8. American Government Course OR U.S. Constitution Exam- Choose 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.
 - **EMAIL** official transcripts from the community college or university you completed this course to **Lisa Alexander** to (lalexander@fullerton.edu). (NOTE: If you had transcripts sent to CSUF, you will still need to send official transcripts to the SPED Department).
- **Exam-** Register for U.S. Constitution Exam through www.usconstitutionexam.com. Must **EMAIL** the certificate of completion of U.S. Constitution exam to **Lisa Alexander** to (lalexander@fullerton.edu).
- **AP Government Credit-** Must be shown on college transcript that is emailed to the SPED Department.
- **NOTE:** This requirement **MUST** be met at the end of the Integrated Special Education Credential Program.

9. TB Results

- You may choose to do the TB Test OR TB Risk Assessment.
- TB test and TB Risk Assessment **must** be recent within the last 4 years and must remain current throughout the program.
- **TB Risk Assessment** - Please download and fill out the risk assessment form [here](#), bring to your doctor to sign.
- **EMAIL** TB Test Results OR TB Risk Assessment to **Lisa Alexander** to (lalexander@fullerton.edu).

10. 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 save as a **PDF** file.
- **EMAIL** CPR Card/Certificate to **Lisa Alexander** according to (lalexander@fullerton.edu).
- (Note: AED and First Aid are NOT required)

11. \$50 Department Processing Fee: (This fee is separate from \$70 Cal State Apply fee you submitted when you applied to CSUF).

- Please pay the fee online [here](#).
- A copy of the receipt will automatically be sent to your email.
- Print out receipt, scan and save it to your computer.
- **EMAIL** receipt to **Lisa Alexander** to (lalexander@fullerton.edu).

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

- Letters of recommendation are confidential and must be submitted through the corresponding digital link below.
- All letters must be written within one year 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://fullerton.qualtrics.com/jfe/form/SV_bwqbXQAEzKJw0K
- **2 Child/Youth-** Must be from anyone who has witnessed you working with children. Template is available: https://fullerton.qualtrics.com/jfe/form/SV_bPC550i9V7W1lu6

Pre-requisite Courses

*Ethnic Studies Pre-Requisite Course

- Students who have completed an [approved Ethnic Studies course](#) have satisfied the Ethnic Studies pre-requisite requirement.
- If you did not pass the course OR took it over 10 years ago, you will need to take the Ethnic Studies pre-requisite requirement.
- If you completed the course at another institution that may be equivalent to one of the approved courses, you may submit a petition for course approval. Please review the **Center for Careers in Teaching website** <https://ed.fullerton.edu/cct/advising/ethnicstudies.php>, for more details about this process and up to date information about the Ethnic Studies Requirement.
- If you have completed a course at CSUF in African American (AFAM), Asian American (ASAM), or Chicano/a (CHIC) Studies and earned a **C- or better** in the **last 10 years**, you have satisfied the Ethnic Studies pre-requisite requirement. Cross-listed courses will not be accepted. You will not need to submit a syllabus for approval.
- If you did not pass the course or took it over 10 years ago, you will need to complete the Ethnic Studies pre-requisite requirement.
- If you completed a course at another institution within the last 10 years and earned a C- or better, you must submit a transcript and syllabus for approval. **You can email the syllabus and transcripts to Aimee Nelson at anelson@fullerton.edu.** Indicate in your email to Aimee you are pursuing the **Special Education Teaching Credential**.
- For more information regarding the ethnic studies requirement, please visit the **Center for Careers in Teaching website:** <http://ed.fullerton.edu/cct/advising/ethnicstudies.php>.

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 approximately 2 weeks after items are submitted.

Important Notes:

***Financial Aid (recommended)-** Apply for FAFSA: <https://fafsa.ed.gov/>. If you know of any DREAMERS, apply for the California Dream Act: <https://dream.csac.ca.gov/>. The deadline to apply for **FAFSA** and the **DREAM Act** is March 2nd. FAFSA and the Dream Act are 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. If you are interested in additional information **on scholarships/grants, CBEST voucher, or CSET voucher**, please contact **Dr. Kim Case** at kcase@fullerton.edu or (657) 278-3777.