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.

Priority Deadlines:
Spring 2023- September 15th and October 15th
Fall 2023- February 15th and March 15th
Spring 2024- September 15th and October 15th

**Why two 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:
[Program Materials] = Submit documents under Program Materials → Documents

1. Create Cal State Apply Application

   - Create Cal State Apply application through 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”, then select either PRELIMINARY Mild Moderate, PRELIMINARY Extensive Supports (formally 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.

  Please SKIP the following sections on Cal State Apply application:

  • Experiences Section- Please select, “I am not adding any experiences”.

2. Transcripts- 2 parts (2a and 2b)

2a) Uploaded on Cal State Apply Application

   - ALL Applicants must upload copies of their official transcripts from the university they received their Bachelor’s Degree from (including CSUF) to [Program Materials] on Cal State Apply application, under “Unofficial Transcripts” section. Official transcripts must be ordered and mailed directly to the student’s home. Official transcripts must be opened, making them “Unofficial”, then uploaded as a PDF document to [Program Materials] under the “Unofficial Transcripts” section.
   - Additionally, if students completed a Political Science/Government class at a Community College, official transcripts from this Community College must be ordered and mailed directly to the student’s home. Official transcripts must be opened, making them “Unofficial”, then uploaded as a PDF document to [Program Materials] under the “Unofficial Transcripts” section.
2b) Transcripts to CSUF’s Office of Admissions

- In addition to the transcripts uploaded to Cal Sate Apply, applicants must submit official transcripts to CSUF’s Office of Admissions from **ALL community colleges and universities** you have attended.
- If you are a returning CSUF student and you transferred coursework to CSUF when you completed your bachelor’s degree, you will still need to re-send the Office of Admissions copies of your official transcripts from any other Community Colleges or Universities you attended outside of CSUF.
- **NOTE:** CSUF does NOT need CSUF transcripts. They need transcripts from all outside colleges and universities you have attended.
- For more information on how to submit transcripts to Admissions and Records, please visit: http://admissions.fullerton.edu/prospectivestudent/college_transcripts.php.

3. GPA- **GPA must be either 2.5 cumulative OR 2.75 in your last 60 units.** If you do not currently meet the minimum GPA requirements, we still encourage you to submit an application.

- GPA is verified when transcripts are uploaded.

4. 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 of the email received after attending the in-person program overview to [Program Materials] under “Other”.
- Dates and times for our next program overviews can be found: (http://ed.fullerton.edu/sped/).

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

- **Prompt:** Please address the prompt in this link: http://ed.fullerton.edu/sped/student-resources/Just%20Equitable%20and%20Inclusive%20Education%20COE%20Admissions%20Prompt.pdf.
- Please provide concrete examples of this experience.
- **Include** your first and last name in the header.
- Upload to [Program Materials] under “Personal Statement” section.

6. Certificate of Clearance

- **2 parts**- Complete the live scan and the online application on the CTC 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.

- 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 an email. 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** regarding the Certificate of Clearance, 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 from CTC) as **ONE** document to [Program Materials] under “Certificate of Clearance” section.

7. Verification of Basic Skills

- **CBEST** is the most common way to demonstrate knowledge of basic skills
- **Other options** to meet the basic skills requirement are listed on the CTC website: https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-(cl-667).
Exam: If you met this requirement through passing an exam, please upload the entire results page to [Program Materials] under “Basic Skills Requirement”.

NOTE: Even if you sent the results to CSUF, you STILL must upload the results to the Cal State Apply application.

8. Subject Matter Competence- (Required for Mild/Moderate and Extensive Supports ONLY).

Applicants MUST complete ONE of the following four options:

1) CSET Exam
2) Select Bachelor’s Degree Majors
3) Single Subject Matter Preparation Program (SSMPP),
4) Multiple Subject Matter Preparation Program (MSMPP)

CSET

➢ CSET Exam: You may choose either the Multiple Subject CSET (3 subtests) OR Single Subject CSET (varying numbers of subtests depending on the subject area).
➢ Must pass ALL CSET subtests within the subject area before entering the program.
➢ Register for the CSET online at: https://www.ctcexams.nesinc.com/PageView.aspx?f=GEN_AboutCSET.html
➢ NOTE: Even if you sent the results to CSUF, you STILL must upload the results to the Cal State Apply application, as this is the only way the SPED department will be able to review your results.

➢ Multiple Subject CSET- Subjects I, II, & III. Upload the test scores as one document to [Program Materials] under “CSET Multiple Subject”.


Select Bachelor’s Degree Majors

➢ More information can be found on the CTC website regarding Bachelor Degree Majors: https://www.ctc.ca.gov/educator-prep/subject-matter-requirements.
➢ If your bachelor’s degree satisfies the Subject Matter Competency Requirement, by uploading copies of your Official Transcripts to the Cal State Apply application will demonstrate that you have met Subject Matter Competency.

SSMPP or MSMPP

➢ Single Subject Matter Prep Program (SSMPP) OR Multiple Subject Matter Prep Program MSMPP- Can be used ONLY if your undergraduate major was in Liberal Studies OR in a core subject area (Math, English, Science, or History).
   o 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)
   o Upload the completed form as ONE document to [Program Materials] under “other”.

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 [Program Materials] 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 [Program Materials] under “Tuberculosis Clearance”

➢ Results must be recent within the last 4 years and must remain current throughout the program.
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.
- Upload to [Program Materials] under “CPR or First Aid Certification”.
- (Note: AED and First Aid are **NOT** required)

12. **$50 Department Processing Fee**: (This fee is separate from $70 Cal State Apply fee).
   - Please pay the fee online via: [https://coeapps.fullerton.edu/atedpay](https://coeapps.fullerton.edu/atedpay)
   - A copy of the receipt will automatically be sent to your email.
   - Print out receipt, scan and save it to your computer.
   - Upload a copy of the receipt to [Program Materials] under “Other”.

13. SUBMIT Cal State Apply Application ([www.calstate.edu/apply](http://www.calstate.edu/apply)) and Pay $70 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 filled out using the *appropriate link* below.
   - All letters must be written within one year using our template.
   - Provide the Recommender with: the link/attachment of form, *deadline* to submit form, and *who to submit* the form to, along with the *email* of who they submit the form to.
   - 2 Faculty: **Must** be from 2 professors you have had and can be accepted from any institution that you have attended. Link is available: [http://fullerton.qualtrics.com/jfe/form/SV_bwqbXQAEzKJJw0K](http://fullerton.qualtrics.com/jfe/form/SV_bwqbXQAEzKJJw0K)
   - 2 Child/Youth: **Must** be from anyone who has witnessed you working with children. **Link** is available: [http://fullerton.qualtrics.com/jfe/form/SV_bPC55Oi9V7W1lu6](http://fullerton.qualtrics.com/jfe/form/SV_bPC55Oi9V7W1lu6).

15. Check for Accredited Degree - Only required if you earned a bachelor’s degree from a California Private University or out of state University. (If you graduated from a CSU or UC, you have met this requirement.)
   - Ensure your bachelor’s degree is from a regionally accredited university accepted by the CTC.
   - The university you received your bachelor’s **MUST** have been regionally accredited at the time you completed your degree. (e.g. If you graduated in May 2012, the university MUST have been accredited in 2012.)
     - Complete Step 1 and Step 2:
       - Step 1. Check your university accreditation status here: [https://ope.ed.gov/dapip/#/home](https://ope.ed.gov/dapip/#/home)
       - Step 2: After you have checked your accreditation status, you will need to check to see if the CTC accepts this accrediting university: [https://www.ctc.ca.gov/credentials/what-does-regional-accreditation-mean](https://www.ctc.ca.gov/credentials/what-does-regional-accreditation-mean)
   - For further questions about this process, please contact CSUF’s Credential Preparation Center at (657) 278-3205 or credentialsonline@fullerton.edu.
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.
  o Pre-reqs are required for all three SPED programs (Early Childhood, Mild Mod & Mod Severe)
  o Must receive at least a “C-“ or better in all pre-req courses.
  o Pre-requisites must be either in progress or completed at the application deadline.
  o Pre-requisite courses are valid for 7 years.

*Early Childhood Pre-requisite Courses (Required for Early Childhood applicants ONLY).
  o 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)).
  o 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.
  o Students must receive at least a “C-“ or better in all child development courses.
  o Child development courses are good for 7 years. (If you majored in child development, the child development courses do not have an expiration date).

*Ethnic Studies Pre-Requisite Course
  • Students who have completed an approved Ethnic Studies course no later than 10 year prior to beginning the credential program 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.

Step 2: Faculty Interview

*Faculty Interview- Students will be granted a faculty interview once all items 2-15 have been submitted through Cal State Apply. Students will be notified of their interview date and time via email.

Important Notes:
  o *Financial Aid (recommended)- Apply for FAFSA: 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.
  o For additional information on scholarships/grants within the College of Ed OR vouchers for the CBEST and/or CSET, please contact Dr. Kim Case at kcase@fullerton.edu or (657) 278-3777.