

## Preliminary Special Education Credential Program Checklist

(Early Childhood, Mild Moderate, Extensive Supports (Formally Moderate Severe))

(657) 278-4196

### 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:

Fall - **February 15<sup>th</sup>** and **March 15<sup>th</sup>**

Spring - **September 15<sup>th</sup>** and **October 15<sup>th</sup>**

\*\*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](http://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](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
- **Register for the CBEST Online** at: [https://www.ctcexams.nesinc.com/TestView.aspx?f=HTML\\_FRAG/CA\\_CBEST\\_TestPage.html](https://www.ctcexams.nesinc.com/TestView.aspx?f=HTML_FRAG/CA_CBEST_TestPage.html)
- **Other options** to meet the basic skills requirement are listed on the CTC website: [https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-\(cl-667\)](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](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**”.
  - **Single Subject CSET-** Choose a core subject area: Art, English, Foreign Language, Mathematics, Foundational-Level Math, Music, Social Science, Science, or Foundational Level General Science. Upload to **[Program Materials]** under “**Other**”.

### **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).
  - 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)
  - 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.
  - 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”. Risk assessment form: <https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/TBCB-CA-TB-Risk-Assessment-and-Fact-Sheet.pdf>.
- 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>
  - 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\\_bwqbXQAEzKJwOK](http://fullerton.qualtrics.com/jfe/form/SV_bwqbXQAEzKJwOK)
  - **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>
    - **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>
  - For further questions about this process, please contact CSUF’s **Credential Preparation Center** at **(657) 278-3205** or [credentialsonline@fullerton.edu](mailto: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.**

- Pre-reqs are required for all three SPED programs (Early Childhood, Mild Mod & Mod Severe)
- Must receive at least a **“C-” or better** in all pre-req courses.
- Pre-requisites must be either in progress or completed at the application deadline.
- Pre-requisite courses are valid for 7 years.

**\*Early Childhood Pre-requisite Courses** (Required for Early Childhood applicants ONLY).

- 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)).
- 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 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 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](mailto:anelson@fullerton.edu).** Indicate in your email to Aimee you are pursuing the **Special Education Teaching Credential**.

## **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:**

- **\*Financial Aid (recommended)-** Apply for FAFSA: <https://fafsa.ed.gov/>. The deadline to apply for FAFSA is *March 2<sup>nd</sup>*. 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 **OR vouchers** for the **CBEST** and/or **CSET**, please contact **Dr. Kim Case** at [kcase@fullerton.edu](mailto:kcase@fullerton.edu) or **(657) 278-3777**.