



Department of Special Education, Rehabilitation and Counseling

Special Education Credential Program Admissions Booklet

Special Education Program

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College of Education
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College of Education Mission Statement

The Mission of the College of Education at California State University, San Bernardino is to prepare education and human service professionals for lives of leadership, service, and continual growth through the development of curriculum and programs that transform individuals and the community.

The following core beliefs form the foundation for our work:

- the dignity and inherent worth of all people,
- diversity and multiple perspectives as essential, treasured assets,
- a collaborative teaching/learning community,
- the crucial leadership role of education professionals in promoting positive social change fostering human development, achieving social justice, and promoting human rights

In collaboration with university and P-12 colleagues, clients, students, alumni and the community-at-large, we apply our values and beliefs in responding to evolving needs and priorities in the schools, agencies and communities of the region we serve.

As outlined in our Conceptual Framework, we accomplish our mission through our personal and professional commitment to practice the following behaviors, which we model for and encourage in our students:

- develop and maintain knowledge, skills and expertise in our fields through scholarship and reflection;
- behave ethically, responsibly and professionally;
- comprehend the specific contexts experienced by our students and use that understanding to make instructional decisions;
- respect the experiences of various groups with whom we interact and make concerted efforts to incorporate knowledge of and sensitivity to those experiences in (a) professional decisions and (b) interactions with students, colleagues and members of the broader community;
- reflect on the outcomes of our actions and make adaptations as necessary.

Adopted by the College faculty and staff and approved by Dean Patricia Arlin April 22, 2008

Conceptual Framework

The Wise Professional Educator

- Possesses rich subject matter knowledge
- Applies sound judgment to professional practice and conduct
- Applies a practical knowledge of context
- Respects multiple viewpoints
- Reflects on professional practices and follows up with appropriate action

What You Need to Know to Become a Special Education Teacher

So, you are thinking of becoming a Special Education teacher? There are a few things you should know about the processes for becoming a credentialed special educator in California before you embark on this exciting journey into a professional career.

The credential in California that you need to teach students in *Special Education* is called an *Education Specialist Credential*. At CSUSB, we offer the Education Specialist Credential with three different authorizations. An authorization designates the population of students with disabilities that the Special Educator is authorized to teach. We offer programs in *Mild to Moderate Disabilities*, *Moderate to Severe Disabilities*, and *Early Childhood Special Education*. The Mild to Moderate and Moderate to Severe Disabilities authorizations certify the holder to serve children with special needs in grades kindergarten through 12 (or up to age 22). The Early Childhood authorization certifies the holder to serve children with special needs between birth and pre-kindergarten and their families.

There are two levels of the Education Specialist teaching credential for all authorizations. The first level is called the *Education Specialist Preliminary Credential* (2009 Standards). As of January 1, 2011, the Commission on Teacher Credentialing (CTC) approved the new Education Specialist Preliminary Credential structure at CSUSB. This credential is valid for a period of five years. To obtain a California Education Specialist Preliminary Credential, State law requires individuals to complete or demonstrate the following:

- Baccalaureate Degree (B.A. or B.S.)
- Subject Matter Competency (as of July 1, 2004—passage of CSET)*
- Basic Skills Requirement (refer to pg. 10)
- Certificate of Clearance
- Teacher Preparation Program
- U.S. Constitution
- Reading Instruction Competency Assessment (RICA)*

The second level is called the *Education Specialist Clear Credential*. This credential certifies that the holder is a professional teacher who is qualified to teach children with special needs in schools. This credential must be renewed every five years on the Commission on Teacher Credentialing (CTC) website. The holder of the Education Specialist Preliminary Credential may apply for an Education Specialist Clear Credential upon successful completion of a Commission-approved induction program.

The first steps on the road to becoming a Special Education Teacher in any of the authorization areas identified above is determining (a) if you have the qualifications to apply to the university and the program and (b) the best program option for you. The material contained in this booklet provides information on the Special Education teacher preparation programs and the credential program admissions procedures at CSUSB.

* Early Childhood Credential Students – CSET is not required; RICA is not required

Special Education Programs & Program Options at CSUSB

The Special Education Credential Programs at CSUSB currently offer the following programs:

- **Education Specialist Preliminary Credential Programs** (2009 Standards) with authorizations in (a) Mild to Moderate Disabilities, (b) Moderate to Severe Disabilities, and (c) Early Childhood Special Education.
- **Education Specialist Clear Induction.**
- **Added Authorization** for Special Education in Adaptive Physical Education (APE).

Education Specialist Preliminary Credential Programs

There are two basic program options in each of the authorization areas for the Education Specialist Preliminary Credential Programs. The first option is the *Student Teaching Option* and the second is the *Intern Option*.

Student Teaching Option

This option is a traditional pre-service model of teacher preparation for candidates interested in obtaining an Education Specialist Preliminary Credential. Candidates who have little or no experience in teaching or those who choose to complete their coursework and fieldwork before entering the classroom as the teacher of record should take this option. Candidates in the Student Teaching Option complete the majority of their preliminary credential coursework prior to applying for supervised fieldwork experiences in which they will be supervised by a resident or master teacher and a university supervisor. The candidate's performance on specific competencies and expectations is supported and evaluated by the candidate, the resident teacher, and the university supervisor. This option is completed in a course sequence on one of the three following tracks:

- Track A—complete the requirements for the Preliminary Education Specialist credential in four (4) quarters.
- Track B—complete the requirements for the Preliminary Education Specialist credential in six (6) quarters (2 academic years).
- Track C—complete the requirements for the Preliminary Education Specialist credential in three (3) quarters (1 academic year). This track is only available for candidates admitted in Fall quarter with a minimum 3.0 cumulative GPA and permission from program director.

Intern Option

The Intern Option is for those who may have teaching or related experience and who meet the minimum eligibility criteria for an intern credential[†]. Intern candidates must apply in addition to the program application. In the Intern Option, candidates complete all coursework and supervised fieldwork while employed as the teacher of record in a Special Education setting. The Education Specialist Preliminary Credential Internship Program takes six (6) quarters or two academic years to complete and the course

[†] Minimum eligibility requirements include: (a) complete PAF including verification of CSET, CBEST, and US Constitution requirements; (b) satisfaction of pre-service coursework requirements ESPE 530 and 531 or approved equivalent OR evidence of valid Clear or Preliminary Multiple or Single Subjects credential; (c) admission to the CSUSB Education Specialist credential program.

sequence is provided upon application for the internship credential when employment is verified. The Internship Programs currently receive grant funding from the Commission on Teacher Credentialing to provide tuition assistance, significant classroom support for Intern Teachers, as well as opportunities for additional Professional Development.

Education Specialist Clear Induction Program (Mild/Moderate, Moderate/Severe & Early Childhood)

Clear your Preliminary Education Specialist Credential in three quarters with CSUSB's Commission on Teacher Credentialing (CTC) approved online Education Specialist Clear Induction Program (Mild/Moderate, Moderate/Severe, & Early Childhood). The Program is highlighted by comprehensive courses and provides regular support to teachers within their professional context by experienced and well-trained instructors and support providers. Due to the fact that this is a 100% fully on-line program, it can be completed anywhere, whether you live in California or out of state. For those living out of the region, support is provided via virtual tools. This affordable program is only 2 courses per quarter for a total of 16 quarter units.

If you earned a preliminary credential from CSUSB, you may earn both the clear credential and a MA in Education concurrently. If you earned your preliminary credential from an institution other than CSUSB, you may be able to transfer in MA units dependent upon university approval.

CSUSB's Education Specialist Clear Induction Program is suitable for teachers who are employed or not employed in a school setting. Teachers who are employed in schools with a BTSA Induction Program do not need Form CL-855 in order to enroll. Teachers who are not employed in a school setting are required to secure and volunteer in a setting that provides experiences with children as long as it meets the criteria listed below:

Common Core State Standards – Setting must allow teachers to design and implement lessons based on the Common Core State Standards in the of the teacher's preliminary credential authorization. (i.e – Mild/Moderate, Moderate/Severe, Early Childhood Special Education)

Length of Service – Must be a minimum of 30 hours per quarter (3 hours per week)

The following settings would be appropriate for CSUSB's Education Specialist Clear Induction Program as long as it meets the criteria listed above:

- Public School District – traditional or alternative setting
- Non-public school
- Charter school
- Private school – religious or nonsectarian
- Correctional facility

Internship Unconditional Admission Procedures

The minimum eligibility requirements for the Internship Program will be verified by Program Admissions in the Jim and Judy Watson College of Education Student Services in CE 102 and a letter of Intern Eligibility will be issued to the applicant. This letter is the documentation required by the partner school districts for consideration in the employment process. To be unconditionally admitted to the Internship program, applicants must complete the following steps:

1. Apply for employment as a teacher in the authorization area to which you have been admitted in an approved setting in any public school district or county office of education in San Bernardino or Riverside counties ONLY.
2. Upon receiving an offer of employment as an Intern teacher, the candidate applies for the Education Specialist Internship Credential at Credential Processing in the Jim and Judy Watson College of Education Student Services in CE 102.
3. Within 10 days of applying for the Education Specialist Internship Credential, attend a New Student Orientation meeting or make an appointment to meet with a faculty member for Internship Program Advisement which includes completion of the following forms with a faculty advisor: (a) Internship Track course sequence and program plan; (b) information sheet; (c) employment verification form; (d) internship program participation agreement; (e) 8% salary deduction form explanation. ***It is the candidate's responsibility to obtain advisement from a Special Education faculty member in order to complete these forms within 10 days. Failure to do so will result in the rejection of the Education Specialist Internship Credential application.***
4. Enroll in all courses listed for the current quarter on the Internship Track course sequence received in the advisement session.

Adaptive Physical Education

Candidates for the Added Authorization in Adapted Physical Education must hold a teaching credential in one of the following: 1) Single Subject: Physical Education; 2) Multiple Subject; 3) Special Education Specialist; or 4) teaching credentials issued under prior statutes with comparable authorizations to 1-3. Candidates must provide evidence of coursework in motor development and kinesiology or the equivalent or must take this coursework as a prerequisite to or concurrently with the Adapted Physical Education Added Authorization coursework. Please contact Dr. Hyun-Kyoung Oh in the Kinesiology Department in the College of Natural Sciences Department at 909-537-5349.

Steps to Applying to the Special Education Credential Program

Pre-requisites

Prior to being fully admitted to the program or applying for a credential, the following requirements must be met:

- Pass CSET Exam or meet subject matter requirements per the CTC[‡]
- Complete Basic Skills Requirement via 1) CBEST Exam, 2) all three subtests of the Multiple Subject CSET exam and the CSET: Writing Skills test, 3) CSU EAP, or 4) EPT/ELM exams
- Complete U.S. Constitution coursework or applicable exam (this must be completed and verified prior to applying for credential)
- Complete Pre-requisite Courses (**Prior to being fully admitted to the program**):
 - ESPE 530[§] *Introduction to Special Education* (4 units)
 - ESPE 531[§] *Methods & Procedures in Special Education* (4 units)
 - Child Development Course (birth-adolescence) e.g., HD 240; EELB 301 (4 units)

Application Step-by-Step

Step #1 – Apply to the University

- Apply through www.csumentor.edu as a post-baccalaureate/graduate student

Step #2 – Attend a Special Education Information Session

- Information sessions are available once per month at the San Bernardino Campus and the Palm Desert Campus. Please check the CSUSB web site on the Special Education Program web pages at, <http://coe.csusb.edu/programs/specialEducation/index.html> for dates, time, and location.
- Advising is also available through the Special Education Program Office and the Palm Desert Campus. Please contact the Special Education Credential Advisor by e-mail at specialeducation@csusb.edu or by phone on the San Bernardino campus at (909) 537-5621 or (760) 341-2883 x75621 or on the Palm Desert campus at (760) 341-2883 x78145 for more information.

Step #3 — Apply to Special Education Credential Program by submitting a Program Admission File (PAF)

Preliminary Education Specialist Credential PAF includes:

- Application for Admission to the Special Education Credential Program
- Verification of attendance at a Special Education Information Session
- Official transcripts demonstrating a minimum cumulative grade point average of at least 2.67 in all baccalaureate and post baccalaureate course work or at least 2.75 in the last 90-quarter units attempted
- Official verification of passing CSET or subject matter requirement[‡] and Basic Skills Requirement
- A written, personal narrative to be reviewed by the Special Education Program Director (**refer to pg. 10**)

[‡] Early Childhood Credential Students – CSET is not required

[§] pre-service requirements for intern eligibility

- Documentation of 45 hours of experience in a K-12 classroom(**refer to pg. 10**)
- Two letters of recommendation
- Verification of a negative tuberculin test within the last four (4) years
- Submission of an application for certificate of clearance or evidence of a credential or permit authorizing public school teaching in California
- a \$35.00 processing fee as evidenced by a “fee stamped” Fee Receipt from the Bursar’s office or verification of electronic payment via My Coyote Student Center. **NOTE:** You may download the Fee Receipt at: <http://coe.csusb.edu/forms/index.html>

*Intern Option - include the following with PAF**:*

- Internship application
- Verification of completion of pre-service requirements
 - Completion of the pre-requisite coursework
 - copy of valid Preliminary or Clear teaching credential issued in California, OR
 - petitions for course substitutions for ESPE 530 and ESPE 531, EELB 301 or HD 240 or PYSC 320 accompanied by (a) catalog course description or copy of course syllabus and (b) copy of transcript indicating successful completion (i.e., grade of B or better) of course taken at another institution
 - ESPE 614 Seminar on Diverse learners with Special Needs (4 units)

Clear Induction PAF includes:

- You must complete the online University Application (csumentor.edu) and submit official transcripts from each institution attended (with the exception of California State University, San Bernardino) to the Graduate Admissions Office by the deadline for that quarter. Note: These transcripts must have a current date, not to exceed one year.
- Program Admissions Application.
- Official Transcripts – You will need to submit an official transcript from each institution attended with the exception of California State University, San Bernardino. Please note: This is not required if you completed your preliminary credential at CSUSB.
- Evidence of a Valid California Preliminary Education Specialist Credential.
- GPA – You must have a cumulative GPA of a 2.67 or your last 90 units GPA of a 2.75 in order to be admitted to the Special Education Credential Program.
- \$35 Program Admissions Filing Fee – This fee must be paid either on-line through MyCoyote or in person at the Bursar Office. Please note, that if you pay this in person at the Bursar Office you will be required to show them a Fee Receipt.

Submit your PAF to Program Admissions in the Jim and Judy Watson College of Education Student Services in CE 102 on the San Bernardino Campus or at the Palm Desert Campus (PDC), by appointment (760 341-2883 ext. 78145). **An incomplete PAF will NOT be accepted under any conditions.**

** Upon verification/approval, candidates will be issued a letter of intern eligibility to be used in applying for a Special Education teaching position in order to complete admission to the Internship program option.

Step #4 – Upon admission attend the Mandatory New Student Orientation

Admission Requirements

University Graduate Admission

Individuals interested in all Special Education Program options must apply to the university as a graduate student.

Steps for applying to California State University, San Bernardino

- Submit a completed graduate application on the web at <http://www.csumentor.edu/>
- Submit official transcripts: Include transcripts from all previous schools attended
- Submit application fee: The current application fee is \$55

Steps for correctly completing the CSUSB on-line graduate application:

Following these steps will ensure that you have applied to the Special Education Credential Program that you want and it will be processed in a timely manner. Delays occur when this form is not completed carefully and accurately.

- *Major/Program Objective:* Individuals who are only interested in obtaining a credential go all the way to the end of the drop down menu to “Cred-Special Ed Specialist-Mild to Mod Disabilities” or “Cred-Special Ed Specialist-Mod to Severe Disabilities”.
 - If you are interested in BOTH a credential and master’s degree at this time for your *Major/Program Objective*, you should indicate the degree program by clicking on, “Education-Special Education Option” in the drop down menu and then typing in the authorization area in the concentration box below.
- *Degree objective:* If you are NOT interested in applying to the master’s degree program at this time, you must click on “None” in the drop down menu.
 - If you are interested in applying to the master’s degree program at this time, click on the “MA” choice in the drop down menu.
- *Education credential objective:* Click on the following choice in the drop down menu, “Applying to a credential program now”.
- *Credential objective name:* Choose one of the three authorization areas that you are interested in, “Early Childhood Special Education”, “Special Education Specialist – Mild to Moderate Disabilities”, or “Special Education Specialist – Moderate to Severe Disabilities”

Steps to logging into your MyCoyote and your e-mail account

Are you interested in the status of your application for admission to CSUSB? Do you want to see if we have received all of the transcripts required to complete your admissions file? We offer a convenient one-stop-shop for you to monitor your application for admission. Once you have been admitted, you can use your MyCoyote account to register for classes, check your financial aid status, pay for parking, and much, much more. MyCoyote is available to you around the clock to meet your student needs.

The MyCoyote Internet Address: <http://mycoyote.csusb.edu> .Once there, please follow these instructions:

1. Click on the “Activate Your Account” link. Read the instructions. At the end of the page, click on “Proceed to Activate Your Account”.
2. Enter your Coyote ID which can be found in the top right corner of the e-mail you received to link you to these instructions.
3. Enter your Activation Code which is your date of birth in this format: MMDDYYYY for example, if your birth date is January 1, 2000, then you would enter:
01012000.You must activate your account with your date of birth and create your own unique password for security purposes. For technical assistance, please call the CSUSB Help Desk at (909) 537-7677.

E-mail Account Information

Electronic mail is the official form of communication for applicants and students at Cal State San Bernardino. For this reason, we provide all of our applicants a complimentary e-mail account in order to communicate important information during the application process. The Offices of Admissions & Student Recruitment, Financial Aid, Records, Registration & Evaluations, the department of your chosen major, and others on campus will send correspondence to you via your CSUSB assigned e-mail account.

Your CSUSB E-mail Address:

You may log in to your e-mail account after you have activated your MyCoyote account. You will use your Coyote ID number and associated password to access your campus e-mail. To do so, please follow these instructions:

1. Click on the “CSUSB CoyoteMail” link in the box marked Campus Personal Info on your MyCoyote account.
2. Click on the “CoyoteMail login” link on your menu
3. Enter your Coyote ID and password
4. Click on the “LOGIN” button

For technical assistance, please call the CSUSB Help Desk at (909) 537-7677.

Admission to a Special Education Credential Program

In order to be admitted to the Education Specialist Credential Program, candidates must fully complete a *Program Admission File* (PAF). Only students being considered for admission to the university are eligible for admission to the credential program. The first step is to attend an Information Session at the San Bernardino Campus or at the Palm Desert Campus or schedule an individual advising session with the Special Education Credential Advisor or Intern Program Director by calling (909) 537-5621 or (760) 341-2883 x78145. The next step is to assemble your Program Admission File (PAF). The PAF includes the application, the documents you gather, and a 9 X 12 brown, clasp envelope in which you place the application and the documents. Please be aware of application deadlines for the quarter to which you are interested in applying. Submit your PAF to Program Admissions at ONE of the following locations:

- Program Admissions in the Jim and Judy Watson College of Education Student Services in CE 102 accepts applications Monday through Thursday from 9:00 a.m. to 5:00 p.m. and Friday from 9:00 a.m. to 4:00 p.m.
- Palm Desert Campus (PDC): The Palm Desert Campus Office hours are Monday Through Thursday from 9:00 a.m. to 4:30 p.m., Fridays 9:00am-4:00pm or by appointment (760 341-2883 ext. 78145).

After your PAF has been reviewed you will be notified in five (5) to seven (7) working days regarding the status of your application for admission to the credential program. Because files are reviewed as they are submitted the earlier you submit your PAF the earlier you will be notified and given permission to attend a New Student Orientation to complete your Program Plan and begin program coursework. A hold will be placed on your enrollment when you are accepted to the program until you attend a MANDATORY New Student Orientation.

Program Admission File (PAF) Requirements for the Student Teaching and Intern Options

Confirmation of advisement. When you attend an Information Session or obtain individual admissions advisement you will receive an Advising Confirmation Sheet signed by the advisor. This form must be included in the PAF documents. The schedule for Information Sessions at the San Bernardino and Palm Desert campuses can be found on the Special Education Program home page on the CSUSB website.

Subject Matter Competency. By State law teachers must demonstrate subject matter competency by passing the appropriate subject matter examination--California Subject Examinations for Teachers (CSET). *This requirement does NOT apply to applicants for the Early Childhood Special Education Credential Programs.* The CSU requires verification of subject matter competency (i.e., CSET or approved subject matter program) prior to admission to a credential program. Therefore, provide the original and a photocopy of your CSET passing scores or original letter verifying completion of an approved subject matter program or a photocopy of a valid teaching credential requiring subject matter competency. When you submit your PAF, the staff will return your original CSET scores to you. CSET scores are only valid for 5 years unless they have previously been recorded for another document with CTC.

Personal Narrative. Write a personal narrative. This narrative should be double-spaced, typewritten, and no longer than two pages. Type your name and student ID in the upper, left corner of each page and staple the pages together. The following items should be addressed:

- your interest in and motivation for a teaching career in a multicultural setting;
- your personal background/experience in working with children in multicultural setting;
- other experiences you considered important in becoming a teacher; and
- any abilities, knowledge, skills, or experiences that will enhance your effectiveness as a teacher.

Application for Admission to the Education Specialist Credential Program. All applicants must carefully complete the *Application: Special Ed program Application*.

45 hours in K-12 classrooms (Mild to Moderate and Moderate to Severe Disabilities Programs) OR 45 hours in Early Childhood settings (Early Childhood Special Education Programs). The CSU requires 45 hours of field experience prior to admission to a credential program. This requirement can be satisfied through current or previous employment in K-12 classrooms or early childhood settings, documented by a letter from the person(s) who supervised your work.

Letters of Recommendation. Obtain two original, completed and sealed recommendations. You must use the forms provided in the Information Session or obtained from the Special Education web pages as other letters will not be accepted. These letters of recommendation are confidential. They cannot be released to you for any reason. The letters should be completed by persons who are in a position to address your scholastic performance and suitability for teaching (e.g., professors, employers or educators in schools where you may have volunteered/worked and other non-family members who know you well).

Negative Tuberculin (TB) Test. The tuberculin clearance is valid for four years and must remain valid throughout your Credential Program. The clearance may be obtained at a private physician's office, the County Health Department or the CSU, San Bernardino's Student Health Center. Submit the original and a photocopy of the results of a recent (within the past 4 years) negative tuberculin test (no presence of TB or an inactive case of TB through PPD or Mantoux test) that includes a physician's signature. When you submit your PAF, the staff will return your original to you.

Certificate of Clearance. By State law, a certificate of clearance is required when you engage in fieldwork. The clearance is verification through state and federal review that you have personal and professional fitness for service in public schools. You may obtain an application at the Credential Processing website, http://coe.csusb.edu/offices/cp_services.htm or in Program Admissions in the Jim and Judy Watson College of Education Student Services in CE-102 on the San Bernardino Campus or in the PDC Teacher Education Office (be sure to follow all directions exactly). Fingerprinting, a part of the certificate application process, is accomplished through Livescan prints processed in several locations or you may contact CSUSB Police Department at (909) 537-3552. Agencies that conduct Livescans will charge a service fee that will range in price. Call to make an appointment prior to visiting a Livescan Station (preferably two days in advance).

Verify application for or evidence of the Certificate of Clearance in one of the following ways:

- A copy of the Livescan and the receipt that verifies an application for a Certificate of Clearance has been processed to CTC.
- A copy of a Certificate of Clearance issued by CTC.

- A copy of a previously issued California credential, certificate or permit.

BASIC SKILLS REQUIREMENT. The purpose of the Basic Skills Requirement is to assess and verify acceptable proficiency in reading and writing in the English language and mathematics skills. As required by law, this requirement may be fulfilled with the passed of the 1) Basic Skills, 2) CSET: Multiple Subject plus Writing Skills examination, 3) CSU Early Assessment (EAP) English and Mathematics sections or 4) CSU English Placement (EPT) Test and Entry Level Mathematics (ELM) Placement. These tests do not a measure of teaching skills or abilities. Instead, it measures more basic skills that are needed by professional staff members in schools that offer academic programs in kindergarten, grades one to twelve, and adult education. The CSU requires that the Basic Skills Requirement be taken as part of admission to a credential program. Provide a copy of your registration confirmation or a copy of your scores. If you are unsuccessful at passing any of the tests, see your assigned education advisor to discuss appropriate academic assistance necessary to pass the examination.

INTERN APPLICANTS: State law requires applicants for an intern credential to fulfill the Basic Skills Requirement. Therefore, you need to provide official verification of how this requirement has been fulfilled. Place the original and a photocopy of the scores section in your PAF. When you submit your PAF, the staff will return the original to you.

Academic Record. According to CSU regulations, applicants must possess a minimum GPA in all undergraduate and post-baccalaureate coursework. By state law, applicants must also meet a minimum GPA for education coursework. A minimum cumulative grade point average of at least 2.67 in all baccalaureate and post-baccalaureate coursework or a grade point average of at least 2.75 in the last 90 quarter units attempted. Include official transcripts for all coursework taken at the college level in your PAF. *Transcripts you submitted for university admission are not part of the PAF so you will need to submit a separate set of transcripts.* You will be asked many times during your career in education to provide transcripts. It is recommended that you obtain several copies of your transcripts NOW so that they will be available later when you need them. Follow the guidelines given below:

- CSUSB transcripts. There is no need to submit CSUSB transcripts. Program Admissions has access to your CSUSB transcripts through the university's student information system and will verify CSUSB coursework and GPA.
- Non-CSUSB transcripts. **HAVE ALL OTHER TRANSCRIPTS SENT DIRECTLY TO YOU, TO BE PLACED IN YOUR PAF. Do not** have them sent to any CSUSB office or person.
- Non-US transcripts. Candidates who have earned a degree in a country other than the United States must obtain an evaluation from an approved foreign transcript evaluation agency. Place a copy of the evaluation results in your PAF.

Fee. You must pay the \$35 PAF fee to the Bursar's office in person or on-line in your My Coyote Student Center. If you are paying in the Bursar's office, you must obtain a receipt from the Jim and Judy Watson Student Services Center (CE-102) on the San Bernardino Campus or may download Fee Receipt at: <http://coe.csusb.edu/offices/documents/credentialProcessing/FeeReceipt.pdf>) to be "fee stamped" by the Bursar's office. Include the receipt for your payment in the PAF.

After you have attended an Information Session, have compiled all documentation, and checked off all items on the checklist received at the Information Session, attach the checklist to the outside of a 9 X 12 brown, clasp envelope. Submit your PAF to Program Admissions in the Jim and Judy Watson College of

Education Student Services in CE 102 on the San Bernardino Campus Monday through Thursday from 9:00 a.m. to 5:00 p.m. and Friday 9:00 a.m. to 4:00 p.m. At the Palm Desert Campus (PDC), you may submit your PAF Monday Through Thursday from 9:00 a.m. to 4:30 p.m., Fridays 9:00am-4:00pm or by appointment (760 341-2883 ext. 78145). Your PAF must be complete in order for your application to be accepted.

Additional Requirements for Intern Option

If you are seeking admission to the Intern Option of the program, in addition to submitting a Program Admission File (PAF) and being admitted to the university as a graduate or post baccalaureate you must submit an internship program application with your PAF and meet the internship eligibility requirements described below.

Successful Completion of Pre-Service Requirements. To qualify for an internship, candidates must demonstrate competency to assume the responsibilities of a highly qualified teacher. The Commission on Teacher Credentialing requires 120 hours of pre-service coursework and experiences to meet this standard. Pre-service requirements can be satisfied in ONE of the following ways:

1. Completion of pre-requisite courses ESPE 530, *Introduction to Special Education* and ESPE 531 *Methods and Procedures in Special Education* with a grade of B or better.
 - o Course Substitution requests for ESPE 530 and ESPE 531 with a grade of B or better must be submitted to the Special Education Program in the Jim and Judy Watson Student Services Center (CE-102) and approved by the Special Education Program Director. As well a B or better in ESPE 614.
2. Verification that the candidate holds at least a preliminary Multiple Subject or Single Subject teaching credential. In this case, ESPE 530 and ESPE 531 can be completed once admitted to the intern program and must be completed with a grade of B or better.

U.S. Constitution. By State Law you must have knowledge of the U. S. Constitution for an intern credential and a preliminary credential. You may verify knowledge of the provisions and principles of the U. S. Constitution through ONE of the following options:

1. Successful completion of coursework (Applicable courses at CSUSB are HIST 146, 200, 540; PSCI 203, 410, 411)
2. Copy of an approved course substitution if equivalent coursework has been taken at another university. NOTE: Do not submit course substitution requests in your PAF; it will only delay action on your requests. All such requests are reviewed by the Program Director.
3. Successful completion of an examination administered through the CSUSB College of Extended Learning.

Internship Unconditional Admission Procedures

YOU DO NOT NEED TO BE CURRENTLY EMPLOYED to apply for the Intern Option. However, you must be employed to be fully admitted to the Internship Program. The minimum eligibility requirements for the Internship Program will be verified by College of Education Program Admissions and a letter of Intern Eligibility will be issued to the applicant. This letter is the documentation required by the partner school districts for consideration in the employment process. To be unconditionally admitted to the Internship program, applicants must complete the following steps:

1. Apply for employment as a teacher in the authorization area to which you have been admitted in an approved setting in any public school district or county office of education in San Bernardino or Riverside counties ONLY.
2. Once a contract has been offered and accepted, you MUST FILE FOR AN INTERN CREDENTIAL. Intern candidates are required to submit the following to Credential Processing in the Jim and Judy Watson College of Education Student Services in CE 102: (a) a “fee stamped” Fee Receipt for the credential filing fee of \$25 (You may download Fee Receipt at: <http://coe.csusb.edu/offices/documents/credentialProcessing/FeeReceipt.pdf>) which can be paid in the Bursar’s office or online in the My Coyote Student Service section, (b) a copy of the contract from the school district complete with the intent to hire as an intern and the start date, and (c) the credential application that you may download at the Credential Processing website, http://coe.csusb.edu/offices/documents/credentialProcessing/App4OLCredRec_Instruc.pdf
3. Within 10 days of filing for the Education Specialist Internship Credential, attend a New Student Orientation meeting or make an appointment to meet with a faculty member for Internship Program Advisement which includes completion of the following forms with a faculty advisor: (a) Internship Track course sequence and program plan; (b) information sheet; (c) employment verification form; (d) internship program participation agreement; (e) 8% salary deduction form explanation. *It is the candidate’s responsibility to obtain advisement from a Special Education faculty member in order to complete these forms within 10 days. Failure to do so will result in the rejection of the Education Specialist Internship Credential application.*
4. Enroll in all courses listed for the current quarter on the Internship Track course sequence received in the advisement session.

Exceptional Admit Policy

The CSU allows 15% of applicants to be admitted to credential programs with exceptional admit criteria. The following two criteria for CSUSB exceptional admit are in effect as of July 1, 2006.

Procedure for determining 15%: The number of exceptional admits will be determined on a quarterly basis by calculating 15% of the total number of regularly admitted applicants from the corresponding quarter the previous year. Program Admissions in COESS will contact the program director when the 15% limit is filled. Candidates applying after the 15% limit is filled will be put on a waiting list for the subsequent quarter.

CSET Exceptional Admit

The CSET Exceptional Admit Criteria only applies to applicants to the Student Teaching Option for the Education Specialist Preliminary Credential Programs in Mild to Moderate and Moderate to Severe Disabilities. These are K-12 credentials that require Subject Matter verification for initial credentialing. All applicants for the Education Specialist Preliminary Credential Programs in Mild to Moderate and Moderate to Severe Disabilities, other than those who fall under the 15% exceptional admit criteria, must fully pass all required subtests of the CSET. All candidates admitted under the 15% exceptional admit criteria must pass all subtests prior to supervision (ESPE 620/621).

Admission Requirements: Applicants for the Intern Option of the Mild to Moderate or Moderate to Severe Disabilities Special Education Credential Programs are not eligible for admission under the 15%

exceptional admits criteria. Full subject matter competency is required to issue an intern credential. In order to qualify for admission to the Education Specialist Preliminary Credential Programs in Mild to Moderate and Moderate to Severe Disabilities under the 15% exceptional admit criteria, applicants must have:

- Passed any two CSET subtests
- Passed Basic Skills Requirement (not just taken it)
- Have a GPA of 2.67 overall or 2.75 in last 90 qtr. units or higher

Procedures: Applicants apply for admission to the Education Specialist Credential Program by submitting their Program Admissions File (PAF). If the applicant meets criteria 1-3 above and all other admission requirements are met, the applicant receives an exceptional admit letter and may begin taking Level I credential classes. This letter states that all three (3) subtests must be passed prior to supervision (ESPE 620/621).