



SPECIAL EDUCATION CLEAR CREDENTIAL PROGRAM GENERAL INFORMATION

PROGRAM DEADLINES:

Spring Semester applications due **October 15**

Fall Semester applications due **March 15**

Both the Special Education Program Application and the University Graduate Admission Application are due on or before the above deadlines. These deadlines are the same date from year to year. If the deadline falls on a weekend or holiday, department applications will be accepted the next working day following the deadline. **Please note that Graduate Division applications must be submitted online on or before the deadline regardless of what day the deadline falls.**

REQUIREMENTS FOR THE SPECIAL EDUCATION PROGRAMS

- Online Graduate Application and graduate admission requirements
- Special Education Program Application
- Processing fee \$25.00 (non-refundable)
- Official Transcripts from all colleges or universities attended
- Bachelor's Degree: must be posted before starting the program
- GPA: 3.0 overall in baccalaureate coursework
- Statement of Purpose
- Letters of recommendation – minimum of two
- Résumé
- Written English Proficiency Requirement

ADDITIONAL REQUIREMENTS FOR CREDENTIAL

- Valid Preliminary Education Specialist Credential
- Proof of passing Subject Matter Competency [For auditing purposes only] (*Early Childhood Special Education and Orientation & Mobility applicants are exempt*).
- Proof of passing the Basic Skills Requirement [For auditing purposes only].

SUBMIT ALL PROGRAM MATERIALS TO:

Credential Services Office **ATTN: Credential Admissions SPED**
College of Education - **Burk Hall 244**
San Francisco State University
1600 Holloway Avenue
San Francisco, CA 94132-4158

- **Submit all Program Application documents together in one package**
- **Please make sure your full name and SFSU ID appears clearly on every document**

ADMISSION PROCEDURES

The faculty reviews all applications after the deadline. There are no rolling admissions. Faculty may require interviews for some applicants. **Applicants will be notified by mail eight to ten weeks after the deadline regarding admission decisions.** Applicants must meet both department and university requirements to be formally admitted to the program and university.

PROGRAM AREAS IN SPECIAL EDUCATION

► Early Childhood Special Education

Education Specialist Credential / Master of Arts / Certificate / Added Authorization

This program emphasis is designed to provide special education personnel with the skills to successfully facilitate the development of young children (birth to 5 years) with disabilities. Emphasis is placed on providing culturally competent family-centered services through an interdisciplinary approach.

► Mild/Moderate Disabilities

Education Specialist Credential / Master of Arts

The program includes topics in mild to moderate mental retardation, specific learning disabilities, other health impairments, and serious emotional disturbance. Curriculum development and instructional practices in multiple natural environments are stressed.

► Moderate/Severe Disabilities

Education Specialist Credential / Master of Arts

The program includes topics in autism, deaf-blindness, moderate to severe mental retardation, and multiple disabilities, and serious emotional disturbance. Curriculum development and instructional practices in multiple natural environments are stressed.

► Visual Impairment

Education Specialist Credential / Master of Arts

This program emphasis is placed on collaboration, working with families, and an approach to individual differences to address the disability-specific needs of the diverse population of students who are blind or who have low vision. Curriculum covers assessment, independent living skills, Braille, technology, and other rehabilitative tools.

► Physical and Health Impairments

Education Specialist Credential / Master of Arts

The program includes topics in orthopedic impairment, other health impairments, multiple disabilities, and traumatic brain injury of children, youth and adults. Coursework emphasizes augmentative and alternative communication, assistive technology, literacy and collaborating teaming.

Masters applicants may apply solely to the Master's degree. Credential applicants may apply to both credential and Master's degree OR to credential only.

► Added Authorizations

Students in all program areas who are working towards a Preliminary Credential under the *new* standards implemented after July 1, 2010 will be authorized to work with students with Autism Spectrum Disorders (ASD) upon completion of the program and receipt of their Preliminary Education Specialist Credential thus are not eligible to complete the ASD AA.

Early Childhood Special Education (ECSE AA):

Candidates need to hold an Education Specialist Credential in Deaf/Hard of Hearing, Mild-Moderate Disabilities, Moderate-Severe Disabilities, Physical and Health Impairments or Visual Impairments in order to apply for the ECSE Added Authorization.

Orthopedically Impaired (OI AA):

Candidates need to hold an Education Specialist Credential in one of the following areas in order to apply for the OI Authorization: Deaf/Hard of Hearing, Early Childhood Special Education, Mild-Moderate Disabilities, Moderate-Severe Disabilities, or Visual Impairments.

Autism Spectrum Disorders (ASD AA):

Applies to students who currently hold a Level I or Level II Education Specialist Credential issued prior to July 1, 2010 in Deaf/Hard of Hearing, Mild-Moderate Disabilities, Physical and Health Impairments or Visual Impairments.

** Students who currently have a Level I or Level II Education Specialist Credential issued prior to September 1, 2010 in Moderate-Severe Disabilities or Early Childhood Special Education (or the ECSE Added Authorization), are currently authorized to work with students with ASD and are not eligible for the ASD Added Authorization.*

- **The Master of Arts in Special Education** is a degree individually designed to emphasize professional goals in research and leadership and to provide advanced preparation for careers in education, in other public and private agencies serving people with disabilities and in other related human service fields.
- **Certificates** provide supplemental training in an area of interest. Certificates are for educators and related professionals. Students in a certificate program must hold a master's degree in the field of special education or other related human service area, or may pursue a master's degree and certificate concurrently.

CSU GRADUATE APPLICATION REQUIREMENTS FOR ADMISSION

Submit the Graduate Application online and the transcripts to Graduate Admissions. Please submit this application *prior* to submitting the department application.

- 1. UNIVERSITY APPLICATION:** Apply to San Francisco State University's Graduate Division, using the Graduate/Post-baccalaureate application to The California State University. Application information can be found on the Graduate Division webpage – www.sfsu.edu/~gradstdy. The application can be filled out online at www.csumentor.edu. You can also check the status of your application at www.sfsu.edu/online/appstat.htm.

PLEASE NOTE: Effective for the Spring 2018 application period: contact the Credential and Graduate Services Center after August 1st, 2017. The CSU system will be changing their web application platform. Contact us for more information at that time.

- 2. FEE:** There is a \$55.00 fee for this application. You can pay online at the time of the application submission or you can pay Graduate Admissions after you have submitted your application.
- 3. TRANSCRIPTS:** Submit **one** official set of *sealed* transcripts from *every* college or university attended to the SFSU Graduate Admissions, ADM 250, 1600 Holloway Avenue, San Francisco, CA 94132. Transcripts should be sent to you and submitted either in person or by mail as one packet. If you have previously attended SFSU, you *may* not need to send transcripts to Graduate Admissions. Please check with Graduate Admissions regarding their transcript policies.
- 4. TOEFL:** If you are an international student or if you have a bachelor's degree from outside the United States, please contact Graduate Admissions directly. There may be additional admission requirements for admission, such as the Test of English as a Foreign Language (TOEFL).

SPECIAL EDUCATION PROGRAM REQUIREMENTS FOR ADMISSION – NEW APPLICANTS.

FOR RETURNING OR CONTINUING SF STATE CREDENTIAL STUDENTS, EMAIL CREDNTRY@SFSU.EDU
FOR LIST OF REQUIREMENTS.

Submit the Program Application to Burk Hall 244 either by mail or in person.

The following requirements 1-9 are for ALL Special Education applicants.

- 1. PROGRAM APPLICATION:** Candidates must complete a separate Special Education Program Application. The application can be downloaded at http://coe.sfsu.edu/cstpc/cstpc/_apply.html OR <http://www.sfsu.edu/~spedcd/apply.html>.
- 2. PROCESSING FEE:** A **\$25.00 non-refundable** processing fee is charged for the Special Education program application. Applicants should pay at the Bursar's office. The Bursar will stamp the payment slip included with the program application. If applicants cannot pay in person at the Bursar's office, a check or money order payable to SFSU can be included with the program application attached to the filled out payment slip.
- 3. TRANSCRIPTS:** Submit **one** official set of sealed transcripts from *every* college or university attended. This is in addition to transcripts for the CSU Graduate application. You should collect all official transcripts and submit them with the application. SFSU transcripts can be unofficial copies from MySFSU. Credential applicants must have foreign transcripts evaluated by a state approved agency. Visit the CTC website for a list of agencies: www.ctc.ca.gov/credentials/leaflets/cl635.pdf.
- 4. GPA:** The minimum GPA accepted for **ALL Special Education applicants** is 3.0 overall in all baccalaureate coursework.
- 5. DEGREE:** Applicants must have earned a bachelor's degree or higher from a regionally accredited college or university. Applicants with degrees from outside the United States must have the equivalent of a bachelor's degree from a US regionally accredited institution. The degree must be awarded before enrolling in a Special Education program. If the degree is not awarded at the time of the application deadline, applicants must provide transcripts at the time of application and updated transcripts once the degree has been awarded.
- 6. STATEMENT OF PURPOSE:** Submit a typed essay outlining the reasons you want to enter the selected program area. Include experiences and personal attributes that illustrate a potential for success in the program and in the field of special education. Applicants might also include professional goals for the future. The statement should be 1 – 3 double spaced pages.

7. **LETTERS OF RECOMMENDATION:** Submit at least two letters of recommendation. It is preferred that letters come from individuals who have observed and collaborated with you in a professional or educational setting. Additionally, it is recommended that the letters be written by people who can comment on your experiences with people with disabilities and / or in an educational setting. It is also appropriate to have recommendations from those who can speak to your academic ability and potential for success in a graduate-level program. Additional letters beyond the required two will also be accepted to augment the application. Letters need to be typed on professional letterhead with original signatures. Letters from relatives are not appropriate.
8. **RÉSUMÉ:** You may include information about your academic, employment, and volunteer experiences that are pertinent to your application and program objective.
9. **WRITTEN ENGLISH PROFICIENCY REQUIREMENT:** Each graduate student must demonstrate the ability to write English correctly and effectively. To assure that each graduate student has the required proficiency in written English, two distinct assessments are made by the major department: Level One and Level Two. The Level One requirement must be met prior to admission. Applicants will be required to submit evidence of one of the following as part of their application for admission to the M.A. in Special Education:
 - A. Score of at least 3.5/6.0 on the GRE Analytical Writing Test or GMAT Analytic Writing Assessment
 - B. Score of at least 4.5/6.0 on the essay test of the paper-based [PBT] TOEFL (a minimum score of 24/30 on the Writing section of the Internet-based test [iBT] TOEFL)
 - C. Score of at least 6.5/9.0 on the IELTS (International English Language Testing System) writing test, or a concordant score on the Pearson Test of English
 - D. A passing status score of at least 220 on the CSET Writing Skills Test

NOTE: Applicants who took the former Graduate Essay Test (GET) and scored 5 or above may submit the test result to meet the Level I requirement.

ADDITIONAL SPECIAL EDUCATION PROGRAM REQUIREMENTS – CREDENTIAL APPLICANTS

10. **VALID PRELIMINARY EDUCATION SPECIALIST CREDENTIAL:** Candidates must submit a copy of their valid Preliminary Education Specialist Credential.
11. **SUBJECT MATTER COMPETENCY**:** For auditing purposes, new applicants are required to submit proof of how subject matter was satisfied. A copy of the **CSET-multiple subject competency** or **single subject competency** must be submitted with the program application.

****Early Childhood Special Education and Orientation and Mobility applicants are exempt from this requirement**
12. **BASIC SKILLS REQUIREMENT:** For auditing purposes, new applicants are required to submit proof of how basic skills was satisfied. Different options of how the candidate may have fulfilled this requirement:
 - A. **CBEST (California Basic Skills Examination)** Submit a *photocopy* of the results.
 - B. **Out-of-State Basic Skills Exam.** Submit a *photocopy* of the results.
 - C. **CSET: Multiple Subjects + Writing Skills.** Submit a *photocopy* of all three sections of the Multiple Subject CSET exam as well as the CSET Writing Skills test. .
 - D. **CSU EAP Placement Tests (Early Assessment Program)*.** Results must state College Ready OR Exempt. Submit a photocopy of the results.
 - E. **CSU ELM/EPT (Entry Level Math/English Placement Test)*.** These tests are taken by incoming CSU freshmen. ELM passing results: 50 (550 prior to March 2003) EPT passing results – 151. Submit a photocopy of the results or a printout from MySFSU or similar CSU student system. **Results must show a score on both ELM and EPT.**

**Since the EAP and the EPT/ELM examinations are linked for CSU admission and placement, the Commission will accept a combination of scores from the EAP and the EPT/ELM examinations to meet the Basic Skills Requirement as long as the individual passes a section of English and a section for Mathematics. For example, an individual may pass the Mathematics EAP and the EPT examination to satisfy the Basic Skills Requirement.*

SFSU COLLEGE OF EDUCATION CREDENTIAL PROGRAM FILE USE AND STORAGE POLICY

All materials submitted to SF State become the property of SF State and will not be returned. Applicants should make copies for personal use before submitting materials to SF State.

Files of applicants who were denied entrance to a program or who chose not to enroll in the program the semester for which they were admitted will be kept for one year. Requests to reapply and have previous application materials use for future semesters must be made in writing and submitted according to published application deadlines.

Upon recommendation by SF State to the Commission on Teacher Credentialing for award of Preliminary or Clear credential, all materials not directly related to the application for the credential or SF State accreditation will be destroyed. A record of the application and recommendation for the Preliminary or Clear credential and supporting documents will be stored for 10 years. Consult the SF State Registrar for information about University transcript policies.

CONTACT INFORMATION

Office Name	Students can:	Location/hours	Phone, fax, web, email
Credential Services Credential Services Admissions & Analysts	<ul style="list-style-type: none"> ask general questions about teacher credentialing view job/volunteer opportunity postings pick up or drop off an application for admission to the credential program view their credential program file apply to the CCTC for a credential 	Burk Hall 244 M-F 9-5	P: 415-405-3594 F: 415-338-1940 credinfo@sfsu.edu http://coe.sfsu.edu
Cahill Learning Resource and Media Lab	<ul style="list-style-type: none"> view and check out books and videos, including curriculum and lesson plan guides, children's literature, education theory books and professional journals use media equipment use space to study work on group projects 	Burk Hall 319 .	P: 415-338-3423 http://gcoe.sfsu.edu/cahill/
Graduate College of Education Graduate Office	<ul style="list-style-type: none"> get scholarship information turn in graduate forms 	Burk Hall 244 M-F 9-5	P: 415-338-2051 retta@sfsu.edu
Department of Special Education	<ul style="list-style-type: none"> Make an appt. with an academic advisor Drop off something for Faculty mail boxes obtain SPED course information Apply for student teaching 	Burk Hall 156 M-F 8-12 and 1-4:45	P: 415-338-1161 F: 415-338-0566 spedcd@sfsu.edu http://www.sfsu.edu/~spedcd
Graduate Division	<ul style="list-style-type: none"> check the status of their student standing download graduate forms from their website 	GradStop in Admin Bldg 250 M-F 9-5	P: 415-338-2234 F: 415-405-0340 gradstdy@sfsu.edu www.sfsu.edu/~gradstdy
Financial Aid	<ul style="list-style-type: none"> get help with state and federal financial aid programs 	One Stop in Student Service Bldg.	P: 415-338-7000 F: 415-405-0340 www.sfsu.edu/~finaid
Bursar's Office	<ul style="list-style-type: none"> pay registration and other fees find out deadlines and directions for payment 	Administration Building 155 or One Stop, Student Services (check web for hours)	P: 415-338-1281 www.sfsu.edu/~bursar/
Career Center	<ul style="list-style-type: none"> view job postings get resume help get career fair information 	Student Services Bldg. 206 M-F 8:30-4:30	P: 415-338-1761 www.sfsu.edu/~career also www.edjoin.org has job listings for most districts and charter schools in California



**SAN FRANCISCO
STATE UNIVERSITY**

**SPECIAL EDUCATION CLEAR CREDENTIAL PROGRAM
APPLICATION**

FALL DEADLINES:

Fall Semester applications are due **February 01**

Spring Semester applications are due **October 15**

We will accept department applications in person on or before the deadline date, or postmarked on or before the due date.

This deadline is the same date from year to year. If the deadline falls on a weekend or holiday, department applications will be accepted the next working day following the deadline. Please note that the University Graduate application must be submitted online on or before the deadline regardless of what day the deadline falls.

For an explanation of requirements, see the Special Education General Information Packet.

Turn in ALL Special Education Program application materials together in one packet by the deadline.

Make sure your full name and SFSU ID appears clearly on every document.

SUBMIT DEPARTMENT APPLICATION MATERIALS TO:

Credential Services Office **ATTN: Credential Admissions – SPED**
Graduate College of Education - **Burk Hall 244**
San Francisco State University
1600 Holloway Ave.
San Francisco, CA 94132-4158



CSU GRADUATE APPLICATION

- CSU Graduate Application
To be completed online at www.csumentor.com. Please submit this **prior** to submitting a department application. No proof of this application needs to be submitted to the department.
- Graduate Application Fee \$55.00
Payable online at the time of application submission or at the SFSU Bursar's office.
- Official transcripts from **all** colleges or universities attended
Full set of official, sealed transcripts submitted to **SFSU Graduate Admissions, ADM 250**.

International applicants will need to see the Graduate website (www.sfsu.edu/~gradstdy) for further requirements.

SPECIAL EDUCATION CLEAR CREDENTIAL PROGRAM APPLICATION

FOR RETURNING OR CONTINUING SF STATE CREDENTIAL STUDENTS, EMAIL CREDNTRY@SFSU.EDU
FOR LIST OF REQUIREMENTS.

Include all of the following items in one large envelope to the Teacher Preparation Center, Burk Hall 244:
Items NEW applicants must submit:

- Special Education Clear Credential Program Application
- Processing Fee \$25.00 (non-refundable)
Submit the fee slip (included in the application) either stamped by the SFSU Bursar OR filled out with a check attached made out to SFSU.
- Official transcripts from all colleges or universities attended
Full set of official, sealed transcripts. This is in **addition** to the set submitted to Graduate Admissions.
- Statement of Purpose
1-3 pages, double spaced
- Letters of recommendation (minimum of two)
One letter could verify Early Field Experience. All letters must be on letterhead with original signature.
- Résumé
- Written English Proficiency Exam
Submit a **photocopy** of test results.

Items CREDENTIAL applicants must also submit:

- Valid Preliminary Education Specialist Credential
- Subject Matter Competency Requirement
Submit a **photocopy** of the CSET test results.
- Basic Skills Requirement
Submit a **photocopy** of test results.



GRADUATE COLLEGE of EDUCATION

Credential & Graduate Services Center
1600 Holloway Avenue
Burk Hall 244
San Francisco, CA 94132-4158
Telephone: 415/405-3594
Fax: 415/338-1940
Email: credinfo@sfsu.edu
Website: <http://gcoe.sfsu.edu/>

SPECIAL EDUCATION PROGRAMS CLEAR (Formerly Level II) APPLICATION

CONTACT INFORMATION

SSN: _____ SFSU ID: _____ Date of Birth: _____

Name: _____

Mailing Address: _____ Apartment/Unit #: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

ACADEMIC INFORMATION

Degrees earned or in progress:

Bachelor's Degree: Date (to be) granted: _____ Academic Major: _____

Institution: _____

Master's Degree: Date (to be) granted: _____ Academic Major: _____

Institution: _____

SPECIAL EDUCATION PROGRAM OPTIONS

Please indicate your choices below:

Semester:

- Fall
 Spring
Year _____

Program Option: (select only one)

- Masters plus Credential
 Credential Only
(requires department approval)

Program Emphasis:

- Early Childhood Spec Educ. (436)
 Mild/Moderate Disabilities (481)
 Moderate/Severe Disabilities (482)
 Visual Impairments (483)

Graduate Certificate:

- (Must have earned Master's degree or be enrolled in a Master's program)
 Autism Spectrum
 Early Childhood Spec Educ.
 Augmentative and Alternative Communication

**NOTE: There is a separate PRELIMINARY Credential application packet.
Please email credinfo@sfsu.edu for more information.**

APPLICANT SIGNATURE: _____

DATE: _____

I have read and understood the instructions and information given to me in this document. All information I am submitting is true and correct.

SFSU Graduate College of Education
CREDENTIAL SERVICES FEE

Last Name _____ First _____

Telephone Number _____

SFSU ID Number _____

PAY AT CASHIER

Student Services Building 1st Floor
SF State's Bursar's Office
SAN FRANCISCO STATE UNIVERSITY
1600 Holloway Avenue
San Francisco, CA 94132-4158
415-338-1281

ADMISSION SERVICE	FEE	ACCOUNT	
Application for Admission	\$25	14-3017	

CREDENTIAL SERVICE	FEE	ACCOUNT	
Certificate of Eligibility Credential	\$25	14-3017	
Internship Credential	\$25	14-3017	
Preliminary Credential	\$25	14-3017	
Clear Credential	\$25	14-3017	
30-Day Substitute Permit	\$25	14-3019	
Out-of-State Verification	\$25	14-3019	
Extension Request	\$25	14-3019	
Rush Fee (48-hour Processing time)	\$75	14-3019	

Please return **PAID** receipt **with** completed packet to:

Credential and Graduate Services Center, Burk Hall 244
San Francisco State University
1600 Holloway Avenue
San Francisco, CA 94132-4185

THIS AREA IS FOR BURSAR OFFICE USE ONLY