



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 GENERAL INFORMATION

FALL DEADLINE: March 15

SPRING DEADLINE: October 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.**

ATTEND AN INFORMATION MEETING

The Credential and Graduate Services Center holds meetings regularly. Meetings are designed to inform prospective students of the best possible ways to meet the requirements for admission into the program. Explanation of the requirements and how to apply are discussed. All applicants are strongly encouraged to attend an information meeting.

Visit our website <http://gcoe.sfsu.edu/events/information-session> for the schedule and information on how to reserve a seat.

REQUIREMENTS FOR THE SPECIAL EDUCATION PROGRAMS

Requirements for **ALL** applicants:

- Online Graduate Application and graduate admission requirements (application fee \$55.00)
- 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
- Resume or Curriculum Vitae
- Letters of recommendation (minimum of two)
- Written English Proficiency Requirement
- Certificate of Clearance (COC) Fingerprint requirement
 - *Moderate Severe MA students only*

Additional Requirements for Credential Applicants Only:

- Early Field Experience in a public classroom setting (*Orientation & Mobility applicants exempt*)
- Fulfill Subject Matter Competency (*Early Childhood Special Education and Orientation & Mobility applicants exempt*)
- Fulfill Basic Skills Requirement
- Certificate of Clearance (COC) Fingerprint requirement

ADMISSION PROCEDURES

The complete admission process requires approximately 3 months from the application deadline and includes the following steps:

- File review by Program Faculty to select candidates to interview;
- Interviews are conducted and recommendations for admission are forwarded to the Credential and Graduate Services Center and SF State Graduate Admissions;
- Candidates receive admission decision letter from SF State Graduate Admissions; and
- If admitted, Candidates responds with Intent to Enroll by deadline stated in letter.

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/ Masters 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.
- **Orientation and Mobility
Clinical or Rehabilitative Services Credential (CRS) /
Master of Arts**
The coursework and field experiences prepare professionals to teach skills of independent travel to people who have visual impairments, including those with multiple disabilities. Curriculum includes skills of independent travel in indoor and outdoor environments; orientation; sensory and motor development; concept development; daily living skills; use of low vision and electronic travel devices in travel. Program emphasizes instruction of people aged birth through senior years.

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 1 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*

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

Preliminary Education Specialist Instruction Credentials are required in order to teach in a Special Education classroom in a California public school. Preparation for an Education Specialist Instruction Credential is two tiered: Preliminary and Clear. Candidates are allowed five years to complete the Clear program.

Added Authorization candidates accepted into the ECSE or OI Added Authorization program need to currently hold a Preliminary Education Specialist Teaching Credential prior to recommendation for the Added Authorization. The Added Authorization courses may be considered part of coursework for completing the Clear Education Specialist program.

Clinical or Rehabilitative Services Credentials in O&M provide preparation to teach orientation and mobility techniques to individuals who are visually impaired or blind from infancy through adulthood.

The Master of Arts in Special Education is an individually designed degree 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 for educators and related professionals. Students in a certificate program must hold a master's degree in special education or a related field, 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 (415/338-2234, ADM 250), using the online Graduate/Post-Baccalaureate application to The California State University. The application can be filled out online at <https://secure.csumentor.edu/>.

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

SPECIAL EDUCATION PROGRAM REQUIREMENTS FOR ADMISSION ALL SPECIAL EDUCATION APPLICANTS:

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 the GCOE website OR Department of Special Education & Communicative Disorders website. Credential applicants must also apply to the master's degree and meet the master's requirements for admission.
2. **PROCESSING FEE:** There is a **\$25.00 non-refundable** fee for this application. This can be paid at the Bursar's Office prior to submitting the program application. The Bursar will stamp the payment slip included in the program application. If applicants cannot pay in person at the Bursar's Office, attach a check or money order payable to SF State to the filled out payment slip and submit it with the program application.
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 program application. SF State transcripts can be unofficial copies accessed through your Student Center. Credential applicants must have foreign transcripts evaluated by a state approved agency. Visit the CTC website for a list of approved agencies <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.
4. **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 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 submit updated transcripts once the degree has been awarded.
5. **GPA:** The minimum GPA accepted for **ALL Special Education applicants** is 3.0 overall in all baccalaureate coursework.
6. **STATEMENT OF PURPOSE:** Submit a typed essay (1-3 pages double spaced) 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.
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 from relatives are not appropriate. **Letters need to be typed on professional letterhead with original signatures.**

8. **RESUME:** You may include information about your academic, employment, and volunteer experiences that are pertinent to your application and program objective.
9. **WRITTEN ENGLISH PROFICIENCY:** 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. **GRE Analytical Writing Test or GMAT Analytical Writing Assessment:** score of at least 3.5/6.0
 - B. **TOEFL paper-based [PBT]:** score of at least 4.5/6.0 on the essay test (a minimum score of 24/30 on the Writing section of the Internet-based test [iBT] TOEFL)
 - C. **IELTS (International English Language Testing System) writing test:** score of at least 6.5/9.0 or a concordant score on the Pearson Test of English
 - D. **CSET Writing Skills Test:** passing status score of at least 220

NOTE: Applicants who took the former Graduate Essay Test (GET) and scored 5 or above may submit the test result to meet the Level 1 requirement. CBEST Writing Test does not meet this requirement.

ADDITIONAL SPECIAL EDUCATION PROGRAM REQUIREMENTS CREDENTIAL APPLICANTS ONLY:

10. **EARLY FIELD EXPERIENCE*:** Candidates must demonstrate that they have fulfilled a minimum requirement of 45 hours of Early Field Experience prior to applying to an Education Specialist Program. This Early Field Experience requirement must be met by volunteer or work experience in a K-12th grade classroom with a California Credentialed Teacher or a documented field experience deemed equivalent. *The Early Field Experience must represent your program choice and be in the kind of environment that matches the credential you are seeking.*

It is recommended that someone who supervised the Early Field Experience write one of the two required letters of recommendation. A form is included in the application that needs to be signed by this person.

Agencies that can assist you in finding early field experience locations are Pacifica School Volunteers (<http://pacificaschoolvolunteers.org/>) or San Francisco School Volunteers (<http://sfedfund.org/>). You may also call your local school district for more options. The Credential and Graduate Services Center has additional resources for volunteer placement programs.

***Orientation and Mobility Program applicants are exempt from having field experience in a school setting prior to applying. However, having related experience is still highly desirable.**

11. **SUBJECT MATTER COMPETENCY**:** The Commission on Teacher Credential requires that Education Specialist candidates prove they possess a body of appropriate knowledge that reflects California State Standards. Education Specialist Credential candidates have a choice of subject areas; they can choose **multiple subjects competency** or **single subject competency**. Those who have already met subject matter competency as a prerequisite to earning another California teaching credential do not have to repeat this requirement if they can provide a copy of a valid credential.

For credential purposes, competency in either multiple subjects or a core single subject is acceptable. Employers may require competency in a particular subject area for certain positions. For example, in employed at an elementary school, your employer may require multiple subjects competency through testing.

****Early Childhood Special Education and Orientation and Mobility applicants are exempt from this requirement.**

SUBJECT MATTER COMPETENCY CONTINUED:

A. Multiple Subjects Competency: For Multiple Subjects Competency, all three (3) multiple subjects subtests of the CSET (California Subject Examinations for Teachers) must be passed. **Admission will not be offered to anyone who has not passed all sections.** Registration can be done online at www.cset.nesinc.com

B. Single Subjects Competency:

- **Pass the required CSET exams:** *Photocopies* of all exam scores should be included with the Program Application, even if you have requested the testing company send the scores to SF State. Exams vary by subject. All CSET scores are valid for 5 years. You must earn your credential before these tests expire. For information and registration go to <http://www.ctcexams.nesinc.com/>. *Core areas include Art, English, Music, Mathematics including Foundational-Level Mathematics, Foreign Language, Science including Foundational-Level General Science or Specialized Science and Social Science.*
- **Complete an Approved Subject Matter Competency Program:** To have your coursework assessed, please consult the list of Subject Matter Advisors on page 9 and make an appointment. The form the advisor needs to complete is on page 9. If you have completed a Commission on Teacher Credentialing–approved subject matter competency program from another institution, you must submit an official, original form or letter with a CTC-approved signature verifying that you have met all subject matter program requirements. If your subject area is not listed on the advisor list provided, then SF State does not have an approved subject matter competency program for that area.

12. BASIC SKILLS REQUIREMENT: Choose one of the following options to fulfill this requirement.

- A. CBEST (California Basic Skills Examination):** Submit a *photocopy* of the results. For information and registration go to http://www.ctcexams.nesinc.com/test_info_CBEST.asp.
- B. Out-of-State Basic Skills Examination:** Submit a *photocopy* of the results. Not all states’ Basic Skills Exams have been approved by the CTC. Contact the Credential and Graduate Services Center to find a list of approved out-of-state basic skills exams.
- C. CSET: Multiple Subjects Plus Writing Skills:** Submit a *photocopy* of the results. You must pass the Writing Skills test AND all three Multiple Subject subtests to fulfill the Basic Skills Requirement. For information and registration go to http://www.ctcexams.nesinc.com/test_info_CSET.asp?t=101. *Not recommended for those taking the Single Subject CSET exams.*
- D. Other Options for Satisfying the Basic Skills Requirement (see chart below):**

Examination	English Score Requirement	Math Score Requirement
CSU Early Assessment Program	“College Ready” or “Exempt”	“College Ready” or “Exempt”
CSU Placement (EPT & ELM) Exams	Score of 151 or above	Score of 50 or above
College Board SAT	Score of 500 or above	Score of 550 or above
ACT	Score of 22 or above	Score of 23 or above
Advanced Placement (AP) Exams	Score of 3 or above on either: - Language and Composition - Literature and Composition	Score of 3 or above on either: - Calculus (AB or BC) - Statistics
<i>The California Commission on Teacher Credentialing 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 of Mathematics.</i>		

13. CERTIFICATE OF CLEARANCE: Fingerprint Clearance via LiveScan and Commission on Teacher Credentialing online application. In accordance with California state law and Education code, all teaching credential applicants must go through a background check. All applicants must apply for a Certificate of Clearance with the Commission on Teacher Credentialing (CTC) **OR** submit proof of prior completion of the same clearance. Acceptable documentation in lieu of a Certificate of Clearance: Valid credentials or permits issued by the CTC, including substitute, pre-intern permits, short-term staff permits, clear or preliminary, or Child Development permits. Submit a printout from the CTC website. ***District or other job related clearance is not acceptable, however, for student teaching purposes districts may require additional fingerprint clearance.*** *Please see next page for instructions regarding the COC.*

14. INTERVIEW: Following initial screening and review of applicant files, program faculty will select candidates to interview, based on the strengths of the application. Interviews will be conducted by faculty selection committees to assess the applicant’s communication skills and behaviors required to meet professional standards. Additional information may also be considered to assess the applicant’s professional qualities including test results, and observations in fieldwork.

CERTIFICATE OF CLEARANCE APPLICATION INSTRUCTIONS

HAVE YOUR FINGERPRINTS TAKEN VIA LIVESCAN

- Complete the CTC-specific 41-LS LiveScan form (<http://www.ctc.ca.gov/credentials/leaflets/41-ls.pdf>). Take two copies to a LiveScan Station for your fingerprints to be taken. To get your fingerprints taken at San Francisco State University Police Department, please call 415/338-6043 to make a LiveScan appointment.
- If you already have a Certificate of Clearance OR a CTC credential (i.e., Substitute Permit, Child Development Permit, Multiple Subject Credential, etc.) you DO NOT need to complete the below process.
- *If you had your fingerprints taken at a district or for another type of job, these WILL NOT be electronically submitted to the CTC.*

COMPLETE THE ONLINE APPLICATION AT THE CTC WEBSITE

- Apply for the Certificate of Clearance (COC) using the Web Application Process at the CTC website (www.ctc.ca.gov)
 - A. Click the **Credentialing Information** navigation button
 - B. Select the **Educator Login** button to begin your application.
 - C. Create/log in to your personal profile on the secure Educator Page using your SSN and date of birth. If this is your first application and you are creating a new profile, you will be prompted to enter this information twice.
 - D. When your personal profile is complete, click **Next**
 - E. Click on the **Create New** button under *Web Applications* to start your application for the Certificate of Clearance
 - F. Select the Certificate of Clearance from the drop-down menu; review the checklist verifying you meet all requirements for the document, print it, and then click **Next**
 - G. Read the Discloser Page for the Professional Fitness questions and click **Next**
 - H. Answer each of the Professional Fitness questions, complete the Oath and Affidavit, and click **Submit Payment**
 - I. On the next page, click the **Process Payment** button to move forward
 - J. The display shows the document applied for and the amount to pay. Click **Continue**
 - K. Complete the billing verification information for LexisNexis. Choose to pay with credit card (can also use debit card with Visa or MasterCard logo). Click **Continue**
 - L. Verify all the payment information is correct, including email address. Click **Complete Payment**
 - a. *Do not click the Complete Payment button more than once*
 - M. Use the link provided to obtain a printable receipt for your reference and personal records
- **NOTE: If you answered “yes” to any of the Personal and Professional Fitness questions, you must send required supporting materials to the Commission as per instructions.**
- Once your COC is processed it can be printed from the Internet. After two weeks, log into the Education’s Page on the CTC website <http://www.ctc.ca.gov/credentials/default.html> to check your application status.
- Submit a copy of the Certificate of Clearance to the Credential Admissions Office. ***The printed document must have your name, document number, and the issuance date listed.***

SF STATE GRADUATE 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.

AWARDING OF THE PRELIMINARY EDUCATION SPECIALIST CREDENTIAL

The following items are listed to inform candidates of additional requirements that will have to be met prior to the awarding of an Education Specialist credential:

- **Completion of U.S. Constitution Requirement:** You may satisfy the U.S. Constitution requirement either by coursework or examination. Those who earned a bachelors degree from a CSU campus have already met this requirement. Check with the Credential and Graduate Services Center to see if you have met this requirement and for a list of fulfillment options.
- **RICA (Reading Instruction Competency Assessment):** All candidates seeking a Preliminary Education Specialist Credential (*Early Childhood Special Education is exempt*) must prove possession of the knowledge and skills for effective reading instruction. For information and registration: www.rica.nesinc.com
- **Satisfactory completion of all courses and fieldwork.**
- **Credential Processing Fee:** SF State charges all credential students a \$25.00 fee for each credential award recommendation.

CONTACT INFORMATION

Office Name	Resources	Location/Hours	Phone, Fax, Web, Email
Credential and Graduate Services Center	<ul style="list-style-type: none"> - Ask general questions - Research/view job openings - Pick up/Drop off applications - View credential program file 	Burk Hall 244 Monday – Friday 9:00 AM – 4:45 PM	P: 415-405-3594 F: 415-338-1940 http://gcoe.sfsu.edu/credinfo@sfsu.edu
Credential and Graduate Services Center	<ul style="list-style-type: none"> - Get scholarship information - Turn in graduate forms 	Burk Hall 244 Monday – Friday 8:00 AM – 4:45 PM	P: 415-338-2389 retta@sfsu.edu
Department of Special Education & Communicative Disorders	<ul style="list-style-type: none"> - Meet with Department Chair - Make appt. with an academic advisor - Drop off mail for faculty/staff - Apply for student teaching 	Burk Hall 156 Monday – Friday 8:30 AM – 5:30 PM (Closed 1:00 – 2:00)	P: 415-338-1161 F: 415-338-0566 http://spedcd.sfsu.edu/spedcd@sfsu.edu
Graduate Admissions Division	<ul style="list-style-type: none"> - Check student standing - Download forms from website 	Administration 250 Monday – Friday 9:00 AM – 5:00 PM	P: 415-338-2234 F: 415-405-0340 http://grad.sfsu.edu/gradstdy@sfsu.edu
Financial Aid	<ul style="list-style-type: none"> - Information on state and federal financial aid programs 	One-Stop in Student Services Building 9:00 AM – 4:30 PM	P: 415-338-7000 F: 415-338-0949 http://www.sfsu.edu/~finaid/finaid@sfsu.edu
Bursar's Office	<ul style="list-style-type: none"> - Pay registration and other fees - Access payment directions and deadlines 	Administration 155 & One-Stop, Student Services	P: 415-338-1281 F 415-338-7717 http://www.sfsu.edu/~bursar/bursar@sfsu.edu
Career Center	<ul style="list-style-type: none"> - View job postings - Receive resume help - Career fair information 	Student Services 206 Monday – Friday 8:30 AM – 4:30 PM	P: 415-338-1761 F: 415-338-2979 http://www.sfsu.edu/~career/careerct@sfsu.edu
The Cahill Learning Resources and Media Laboratory	<ul style="list-style-type: none"> - View/check out books and videos - Use media equipment - Utilize study space 	Burk Hall 319 Monday – Thursday 1:00 PM – 5:30 PM	P: 415-338-3423 http://gcoe.sfsu.edu/cahill/



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 Website: <http://gcoe.sfsu.edu/>

SF STATE SUBJECT MATTER COMPETENCY ADVISORS

NOTE: If a subject is not listed, SF State does not have an approved program at this time. Only the institution at which the student earned the BA or the institution at which the credential program is being completed can do Subject Matter Program evaluations. If neither institution has an approved subject matter program consult the CTC for an appropriate institution.

Subject Area	Dept. Office	Dept. Phone	Advisor	Phone	Office	Email
ART	FA 265	338-2176	Julia Marshall	338-1785	FA 265	jmarsh@sfsu.edu
BIOLOGY	HH 534	338-1548	Sally Pasion Kimberly Tanner	405-0736 405-3438	HH 668 HH 243	pasion@sfsu.edu kdtanner@sfsu.edu
ENGLISH	HUM 289	338-2264	English Resource Center Paul Morris Jim Gilligan	405-2454 338-1575 405-2454	HUM 235 HUM 432 HUM 235	etrac@sfsu.edu pmorris@sfsu.edu jimrgill@sfsu.edu
LATIN	HUM 377	338-2068	Gill McIntosh	338-1537	HUM 368	gillianm@sfsu.edu
CHEMISTRY	TH 806	338-1288	Peter Palmer	338-7717	TH 730	palmer@sfsu.edu
GEOSCIENCES	TH 509	338-2061	David Dempsey	338-7716	TH 610	dempsey@sfsu.edu
MATHEMATICS	TH 937	338-2251	Eric Hsu	405-4190	SCI 211	erichsu@sfsu.edu
MUSIC	CA 141	338-1431	Gregory Gomez			solresolgomez@mindspring.com
PHYSICS	TH 334	338-1659	Adrienne Cool	338-6450	TH 416	cool@sfsu.edu



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SUBJECT MATTER COMPETENCY REVIEW

This form is to be completed by a Subject Matter Competency Advisor:

Applicant Name _____ SFSU ID _____

Subject Area _____

COURSEWORK COMPLETED

Department & Course #	Course Title	Units	Grade	Term	Institution (Other than SFSU)

COURSEWORK IN PROGRESS (SHOW PROOF OF ENROLLMENT)

Department & Course #	Course Title	Units	Grade	Term	Institution (Other than SFSU)

- Has completed 100% of CTC-approved subject matter program requirements (including units, grade and GPA requirements).
- Will meet 100% of CTC-approved subject matter program requirements upon satisfactory completion of coursework currently in progress. Proof of enrollment must be attached.
- Has not yet completed subject matter program requirements.

Signature of Subject Area Advisor _____

Print Name _____

Date _____



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SPECIAL EDUCATION PROGRAMS APPLICATION PACKET

FALL DEADLINE: March 15

SPRING DEADLINE: 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, 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 Programs General Information Packet.

Turn in ALL application materials together in one packet by the deadline
Make sure your full name appears clearly on every document.

SUBMIT PROGRAM 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



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SPECIAL EDUCATION PROGRAMS APPLICATION CHECKLIST

CSU GRADUATE APPLICATION

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

International applicants will need to see the Graduate website (<http://grad.sfsu.edu/>) for further requirements.

SPECIAL EDUCATION PROGRAMS APPLICATION PACKET

Include all of the following items in one large envelope to the Credential and Graduate Services Center, Burk Hall 244.

Items ALL applicants must submit:

- Special Education Programs Application**
- Processing Fee \$25.00 (non-refundable)**
Submit either the fee slip (included in application packet) either stamped by the SF State Bursar OR completed with a check made out to SF State attached.
- 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
- Resume or Curriculum Vitae**
List educational accomplishments, work experience and any pertinent volunteer service
- Letters of recommendation (minimum of two)**
All letters must be on official letterhead with original signatures. One letter could verify Early Field Experience.
- Written English Proficiency Exam (Master's Degree requirement)**
Submit **photocopy** of test results

Items CREDENTIAL applicants must also submit:

- Early Field Experience**
Orientation & Mobility applicants exempt
- Subject Matter Competency Requirement**
Submit a **photocopy** of the CSET test results. *Early Childhood Special Education and Orientation & Mobility exempt*
- Basic Skills Requirement**
Submit a **photocopy** of test results
- Certificate of Clearance**
Submit a **printout** from the CTC website



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 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 _____

Credential: (select only one)

- Preliminary
- Clear

Program Option: (select only one)

- Masters Only
- Masters plus Credential

Program Emphasis:

- Early Childhood Spec Educ. (436)
- Mild/Moderate Disabilities (481)
- Moderate/Severe Disabilities (482)
- Orientation & Mobility (904)
- Visual Impairments (483)

Credential Authorization:

(Must hold valid credential)

- Orthopedically Impaired

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

Added Bilingual Authorization:

(Must hold valid credential)

- Spanish

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.



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SPECIAL EDUCATION PROGRAMS APPLICATION

EARLY FIELD EXPERIENCE

Title 5 Regulations from the California State University Chancellor's Office requires each Education credential candidate to have participated in a supervised Early Field Experience in a **school setting** prior to admission to a credential program. Applicants for a Preliminary Education Specialist Credential should fulfill a minimum requirement of 45 hours of field experience prior to entrance into an Education Specialist Credential Program. **For Intern applicants:** Due to new state regulations it is recommended that you complete the 45 hours in a classroom that has some students who are English Language learners.

The classroom teacher who has observed you in his/her classroom as a volunteer or as a paid aide is in the best position to give us this information. Others who might be in position to assess your potential based on your classroom experience could be the principal of the school or another district administrator. *NOTE: The classroom experience should match the credential program for which you are applying (Mild/Moderate, Moderate/Severe, Visual Impairment, etc.)*

SF State permits a variety of options in meeting this requirement. Below, please indicate which option you have met:

1. _____ Completion of 45 hours paid experience as a teacher aide or teacher assistant the majority of which time has been direct contact with students.
2. _____ Completion of 45 hours as a classroom teacher either in a public school with an emergency credential, as a substitute teacher, or in a private school.
3. _____ Completion of 45 hours working with students as a volunteer in a special education classroom with a credentialed teacher.
4. _____ Completion of 45 hours working with students as a volunteer in a general education classroom that also included students with special education designation with a credentialed teacher.
5. _____ I have completed the following activity that is equivalent to above activities. Attach a description of this activity and verification of completion.

The Early Field Experience is an important part of your application because it verifies that you have first hand experience in a special education classroom setting. All of our credential courses are based on your first hand experience and preliminary understandings of, or exposure to, the teaching/learning process in a special education classroom.

Applicant Name: _____ SF State ID: _____

School Name: _____ School City: _____

Grade Level(s): _____ Inclusive Dates: _____

Environment:

- | | |
|------------------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Early Childhood Special Education | <input type="checkbox"/> Moderate/Severe |
| <input type="checkbox"/> Inclusion | <input type="checkbox"/> Visual Impairment |
| <input type="checkbox"/> Mild/Moderate | |

Print Teacher Name: _____ Date: _____

Teacher or Other Authorized Signature: _____

**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

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