CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO
College of Education

# Special Education
# Program Admissions File (P.A.F.) Requirements

Listed below are the requirements you will need to submit to apply to the Special Education Credential Program.

1.  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.

2.  Program Admissions Application.

3.  Advising Form – You will receive this form once you attend an information session for the Special Education Program.

4.  Personal Narrative – This should be no longer than two typewritten, double-spaced pages.  Please type your name and My Coyote number in the upper right hand corner of each page.

5.  Two Letters of Recommendation – These letters must be completed on our Letter of Recommendation forms.  Please obtain these letters from someone who is able to address your scholastic performance and suitability for teaching (a family member cannot complete these letters).

6.  Verification of Negative TB Test Results – Submit a copy, must include the following:  Your name, agency where TB test was administered and read, signature from authorized personnel, date the TB test was read and that you have no presence of TB.  Results are valid for four years.

7.  Verification of Certificate of Clearance – You must complete the Request for Livescan Service (41-LS) with a Transmitting Agency, then you will need to follow up with the Commission on Teacher Credentialing by submitting an application for your Certificate of Clearance.

1.  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 in addition to transcripts you may have submitted to the University.

8.  Verification of 45 Hours in a K-12 Classroom – You will need to obtain a documented letter from the person(s) who supervised your work (it must include the number of hours), provide documentation of your experiences either through fieldwork logs or a course syllabus.

9.  Pre-Requisite Coursework – You must successfully complete ESPE 530, ESPE 531 and HD 240/EELB 301 in order to be classified into the Special Education Credential Program.

10. **Verification of Subject Matter Competency** – You must submit a photocopy along with your official CSET Score Report verifying that you have passed all subtests for the specified subject area.  Your official score report will be returned to you.  If you completed an approved subject matter preparation program, at an institution other than California State University, San Bernardino, you will need to bring in an original letter from that institution signed by their authorized Credential Analyst. ***THIS IS NOT REQUIRED FOR EARLY CHILDHOOD CANDIDATES.***

11. Verification of the Basic Skills Requirement – You must submit a photocopy along with your official score report.  Your official score report will be returned to you.  (Example:  CBEST)

12. 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.

13. $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.

## Additional Requirements for Interns

1. Intern Application – This form is located on the Special Education website, under Intern Programs, select the program you are pursuing and the application will be on that page.

2. Verification of U.S. Constitution Course – This can be verified through your transcripts and a copy of the course description if taken outside of California State University, San Bernardino.

3. Pre-Service Coursework – You must successfully complete the following courses:
   ESPE 530:  Introduction to Special Education
   ESPE 531:  Methods and Procedures in Special Education
   OR
   Hold a Multiple/Single Subject Credential

# PROGRAM ADMISSIONS APPLICATION

Student ID #: _____   Applying for (Quarter/Year): _____

Name: _____   _____
<small>Last, First, Middle Initial</small>                    <small>Maiden/Former Names</small>

Mailing Address: _____
<small>Street, City, State, Zip</small>

Home Phone: _____   Work Phone: _____

Cell Phone: _____   Birthdate: _____

Ethnicity (optional): _____   Gender: _____

Email Address: _____

## Please indicate which program you are applying for:

Program:

Subject Area (Single Subject only):

Option:

Added Authorizations:

## Degree Information:

University where Bachelor's Degree was/will be granted: _____

Academic Major: _____

Date of degree or anticipated date of completion: _____

List of all colleges/universities you have attended: _____

_____

My signature below confirms that each of the program requirements for admissions has been completed to the best of my knowledge.

_____   _____
<small>Student's Signature</small>                    <small>Date</small>

# CALIFORNIA STATE UNIVERSITY SAN BERNARDINO
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# LETTER OF RECOMMENDATION FOR THE CREDENTIAL PROGRAM

A brief explanation of the purpose of this recommendation: The person whose name appears on this form is an applicant for a teaching credential program. The College of Education at California State University, San Bernardino is collecting information about this person to help us determine: (1) if he/she has the potential to develop into a good teacher and (2) what we can do to help him/her acquire the specific skills necessary to become a good teacher. You can help us by responding to each of the items described below. Please respond to each item in accordance with your direct observation of the applicant relative to the specified area. The recommendation is to be returned to the applicant in a sealed envelope. We appreciate your assistance. A key for the letters (A, B, C & D) is listed on this page.

_____
Name of Applicant

_____
Applicant's Student ID#

| | |
|---|---|
| **A** | **Sufficient to function as a teacher** |
| **B** | **Could function as a teacher with improvement** |
| **C** | **Not sufficient to function as a teacher** |
| **D** | **No basis for judgment** |

| | | A | B | C | D |
|---|---|---|---|---|---|
| 1 | **Oral Communication:** The applicant uses the language accurately and communicates clearly and concisely. | | | | |
| 2 | **Listening Skill:** The applicant listens attentively and demonstrates understanding of what he/she has heard. | | | | |
| 3 | **Reading Skill:** The applicant comprehends written instructions and other complex written information. | | | | |
| 4 | **Writing Skill:** The applicant writes in a manner that is clear and grammatically correct. | | | | |
| 5 | **Empathy:** The applicant demonstrates concern for people in various situations. | | | | |
| 6 | **Organization:** The applicant identifies specific tasks, collects appropriate information and generally functions in a logical and productive manner. | | | | |
| 7 | **Time Management:** The applicant organizes time so that tasks undertaken are completed in accordance with a schedule that he/she has predetermined or agreed to accept. | | | | |
| 8 | **Attendance & Punctuality:** The applicant consistently keeps appointments and arrives on time. | | | | |
| 9 | **Initiative:** The applicant identifies what needs to be done in situations and does it promptly. | | | | |
| 10 | **Scholarship:** The applicant analyzes, synthesizes and applies information to the solution of specific problems. | | | | |
| 11 | **Persistence:** The applicant, after having identified specific tasks, continues to pursue those tasks until accomplished. | | | | |
| 12 | **Leadership:** The applicant helps others to accomplish specifically identified tasks through direction and example. | | | | |
| 13 | **Self-Confidence:** The applicant demonstrates faith in their convictions in the face of adversity. | | | | |
| 14 | **Willingness to Accept Feedback:** The applicant incorporates the suggestions of others into the way he/she functions. | | | | |
| 15 | **Consistence:** The applicant regularly demonstrates behavior that is appropriate to the situation. | | | | |
| 16 | **Tolerance:** The applicant can accept the views of others and integrate them with his/her own. | | | | |

**Please make any additional comments you wish relative to this individual's potential for teaching:**

_____

_____

**EVALUATOR**

_____       _____       _____
Print Name                           Signature                            Date

_____       _____       _____
Position                             Institution                          Phone Number

_____
Street Number & Name          City                          State               Zip

**Jim and Judy Watson COE Student Services (CE-102)**
**5500 University Parkway**
**San Bernardino, CA 92407-2393**

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# INSTRUCTIONS FOR PROCESSING A CERTIFICATE OF CLEARANCE

1. Complete the applicable sections of the CTC Request for Livescan Service - 41-LS, which can be downloaded at their website at http://www.ctc.ca.gov/credentials/applications.html, prior to arriving at the Live Scan site offering electronic submission of fingerprint services. Applicants may refer to the CSUSB Police Department website at http://police.csusb.edu/LiveScan.htm for applicable fees and hours of operation or call (909) 537-3552 to schedule an appointment for Live Scan service. A current listing of other Live Scan sites offering electronic fingerprint services is available on the California Attorney General's website at www.ag.ca.gov or you may contact your local police or sheriff station for Live Scan service availability and hours of operation.

2. Apply for the Certificate of Clearance using the Web Application Process at the CTC website. (www.ctc.ca.gov)

*IMPORTANT: Before beginning the application process, be sure to turn off all pop-up blockers for this site.*

3. Click the *Online Services for Educators* navigation button.

4. Select the link *"Click Here" to complete your application in the Educator Page*.

5. Create/log in to your personal profile on the secure Educator Page using your SSN and date of birth. If creating a new profile, you will need to enter this information twice.

6. Edit/Complete your personal profile and click *"Next."*

7. Click on *"Create New"* button under Web Applications to start your application for the Certificate of Clearance.

8. Select the *Certificate of Clearance* from the drop down menus; review the checklist verifying you meet all requirements for the document, print it, click *"Next."*

9. Read the Disclosure page for the Professional Fitness questions and answer *"Yes"* to continue to the next page.

10. Answer each of the Professional Fitness Questions, complete the Oath and Affidavit, and click *Submit Payment.*

11. The display shows the document applied for and the amount to pay. Click the *Continue* button.

12. 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* button when finished.

13. Verify all the payment information is correct, including email address. Click *Complete Payment* button. *DO NOT CLICK THE COMPLETE PAYMENT BUTTON MORE THAN ONCE.*

14. Use the link provided to obtain a printable receipt for your reference.

Jim and Judy Watson COE Student Services
Program Admissions (CE 102)
5500 University Parkway
San Bernardino, CA 92407-2393
http://coe.csusb.edu/forms/index.html

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# FEE RECEIPT

The CSUSB non-refundable processing fee may be paid using one of the following payment methods or additional options may be located at the Bursar website at http://admnacct.csusb.edu/bursar.htm.

1. Submit a completed *Fee Receipt* directly to the Bursar (UH-35) with payment (*cash, check, money order, traveler's check, cashier's check or pin based ATM are acceptable*). NOTE: The *Fee Receipt* (stamped by the Bursar) will need to be submitted to Program Admissions with your Program Admission File.
2. Pay on-line via MyCoyote with an electronic check or credit card (2.9% convenience fee) via *American Express, Discover and Mastercard accepted (Visa is not accepted).*

   MyCoyote Payment Instructions:
   - Sign in to your MyCoyote account via the CSUSB home page at http://www.csusb.edu (Coyote ID & password required)
   - Select SB Make Payments
   - Select Pay Fees via eCheck or Credit Card
   - Select Make Payment
   - Select Program Admissions File Fee
   - Select Add to Basket
   - Select Checkout and make your payment option

NOTE: A copy of the MyCoyote confirmation page and a complete *Fee Receipt* will need to be submitted with your Program Admission File.

## PERSONAL INFORMATION

| |
|---|
| Student Identification Number: |
| Last Name, First Name, M.I. |
| Address, City, State, Zip |

| Home Phone: | Work Phone: | Cell Phone: |
|---|---|---|
| | | |

| |
|---|
| CSUSB Email Address: |

## SERVICE FEE

| |
|---|
| Select the SERVICE for which you are applying: |

OFFICE USE ONLY:  PS#: 501899-RT011-C0720-5000        QC#: 716                                    RECEIVED BY:

**California State University, San Bernardino**

☐ **Mild/Moderate Disabilities Intern Program**
☐ **Moderate /Severe Intern Program**
☐ **Early Childhood Disabilities Intern Program**

INTERN APPLICATION

Date_____

How did you hear about this program? _____

Name: _____S.S. _____SID_____

Address: _____
City                                        State                Zip Code

CSUSB Email: _____ALT. Email_____

Home Phone: _____Work: _____Cell: _____

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** **Enrolled at CSUSB?** YES___☐___DATE APPLYING_____ Undergrad GPA: _____

** **Enrolled/Accepted in College of Education?** YES___☐___DATE APPLYING_____

Degree: BA☐ BS☐ Received From: _____ Major: _____

 **PLEASE ATTACH COPIES OF LETERS OF RECOMMENDATION/EVALUATIONS AND DRIVERS LICENSE**

Approved Subject Matter Waiver: YES ☐ Where _____ **ATTACH COPY**

**PRE REQUISITES:     ESPE 530 ☐ GRADE_____ ESPE 531 ☐ GRADE_____**

CBEST:  Date Passed:_____ CSET:_☐__MSAT:☐ SSAT:☐ Date Passed:_____ Date Taking: __

**All/Any** Credentials Held (MS, SS, SUB): _____**ATTACH COPY** Clad Certificate _____

Student Teaching: ☐ When/Where: _____ Grade level(s): _____

**Special Education : List any coursework, experience or fieldwork:  (Not required for admission)**

|  |  |
|---|---|
|  |  |
|  |  |

**Employment History (start with most current):**

| Dates (from--to) | Where | Position |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Please answer the following questions briefly:**

1. Why do you want to become a teacher of students with mild/moderate disabilities?

2. Describe any experiences of any kind in working with/interacting with individuals with disabilities.

3. Discuss your interest in working with students from culturally and linguistically diverse backgrounds with m/m disabilities:

4. Describe specific teaching techniques and curriculum modifications for pupils with mild/moderate disabilities.

Preferred Grade Level (number in preferred order, this is a K-12 credential):

Elementary:_____ Middle/Junior High: _____ High School _____

**Required attachments to this application are:**

**A clear copy of student identification, two recent letters of recommendations**

**, and a copy of any credential you may hold.**

As a part of the internship program, all coursework must be completed in a two-year time period, and as a part of a cohort of M/M Disabilities Interns. All coursework is primarily at the Main Campus of CSUSB, however, if a course is offered at our Palm Desert or Victor Valley campus, it may be taken there. Check the box below if you accept these conditions.

**[ ] If selected for the M/M Disabilities Intern Program I plan to complete all required coursework as a part of a cohort in the two-year timeline.**

**[ ] I understand that this is not an application for admission to the Special Education Program or to California State University, San Bernardino and that I must apply to both the Special Education Program and the University before I can be interviewed for acceptance to the Mild to Moderate Disabilities Intern Program and/or receive an Intern Eligibility Letter.**

SIGNATURE: _____DATE_____