SPECIAL EDUCATION HANDBOOK & APPLICATION PACKET

Undergraduate Concentration
(Liberal Studies, Exceptional Children & Youth)

Education Specialist Preliminary Level I Credentials:

Mild/Moderate Disabilities
Moderate/Severe Disabilities

(Revised 9/09)
# TABLE OF CONTENTS

**INTRODUCTION**

**SECTION I**

1. OVERVIEW.......................................................................................................................... 3
   1.1 Special Education Credentials Offered at CSU Stanislaus ........................................ 3
   1.2 Advising............................................................................................................................. 3
   1.3 Undergraduate Stanislaus............................................................................................... 3
   1.4 Post-Baccalaureate Students ......................................................................................... 2

**SECTION II**

2. CREDENTIAL REQUIREMENTS ............................................................................................ 2
   2.1 The Education Specialist Preliminary Level I Credentials: Mild/Moderate and Moderate/Severe Disabilities .................................................................................. 2
   2.2 Course Requirements for the Mild/Moderate, Moderate/Severe or Multiple Subjects Credential Program Cross cultural, Language, and Academic Development Emphasis ................................................................. 4

**SECTION III**

3. ADMISSION REQUIREMENTS ............................................................................................ 5
   3.1 Admissions Requirements ............................................................................................. 5
   3.1.1 Grade Point Average (GPA)...................................................................................... 5
   3.1.2 Subject Matter Competence ................................................................................... 5
   3.1.3 Early Field Experience (Form VI) ........................................................................... 5
   3.1.4 English Composition ............................................................................................... 5
   3.1.5 American Government/U.S. Constitution ............................................................... 5
   3.1.6 Child Development ................................................................................................... 6
   3.1.7 California Basic Education Skills (CBEST) .............................................................. 6
   3.1.8 Tuberculosis (TB) Clearance .................................................................................. 6
   3.1.9 Certificate of Clearance ......................................................................................... 6
   3.2 The Special Education Credential Program Application (Appendix A) ................. 6
   3.3 Participate in an Admission Interview .......................................................................... 7
# TABLE OF CONTENTS

(Continued)

SECTION IV

<table>
<thead>
<tr>
<th>4. PROGRAM POLICIES &amp; PROCEDURES</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 Enrollment Requirements</td>
<td>8</td>
</tr>
<tr>
<td>4.2 Leave of Absence</td>
<td>8</td>
</tr>
<tr>
<td>4.3 Grade and Performance Requirements</td>
<td>8</td>
</tr>
<tr>
<td>4.4 Probation</td>
<td>8</td>
</tr>
<tr>
<td>4.5 Dismissal from Program</td>
<td>8</td>
</tr>
<tr>
<td>4.6 Student Discipline</td>
<td>9</td>
</tr>
<tr>
<td>4.7 Petition or Challenge of Program Requirements (Appendix B)</td>
<td>9</td>
</tr>
<tr>
<td>4.8 Grade Appeal Procedures</td>
<td>9</td>
</tr>
<tr>
<td>4.9 Program Appeal Procedures</td>
<td>10</td>
</tr>
</tbody>
</table>

APPENDIX

A. SPECIAL EDUCATION APPLICATION PACKET
B. PETITION FORM
SECTION 1

OVERVIEW

1.1 Special Education Credentials Offered at CSU Stanislaus

California State University, Stanislaus offers the Preliminary Level I and the Professional Level II Education Specialist Credential in Mild/Moderate Disabilities and Moderate/Severe Disabilities. The Education Specialist Preliminary Level I Credential is a basic credential. Candidates may apply for admission to the Preliminary Level I Credential Program as an undergraduate or post-baccalaureate student. Undergraduates are encouraged to combine courses of study in order to have units count toward degree and credential objectives.

1.2 Advising

The faculties in the area of Special Education are Drs. Karen Sniezek, Cathy Watkins, Fan-Yu Lin and Granger Dinwiddie, can be reached at the Department of Advanced Studies in Education (209) 667-3364.

The University does not require students to meet with an advisor prior to registration. However, candidates in the special education credential program and undergraduates in the concentration, Exceptional Children & Youth, are encouraged to do so. Frequent contact with your advisor will alert you to scheduling changes and ensure that the appropriate coursework is taken.

1.3 Undergraduate Students

Undergraduates interested in pursuing a Special Education teaching credential are encouraged to major in Liberal Studies and pursue a concentration in Exceptional Children & Youth. The undergraduate concentration or degree minor in Exceptional Children and Youth was developed primarily for students interested in teaching pupils with disabilities.

Students who select the concentration may elect to complete an academic degree and a credential preparation program concurrently. Many of the courses in the concentration are required in the special education credential program. With careful planning and frequent advising, a student can complete the Liberal Studies major, concentration in Exceptional Children and Youth, and the Special Education Credential Program more efficiently.

Be sure to check regularly with your advisor or the program coordinator for current information. The university will make changes to the credential program whenever revisions are required by the Commission on Teacher Credentialing.
The requirements for the minor/concentration in Exceptional Children and Youth are outlined below. Courses required in the Special Education Credential Program are preceded by an asterisk (*).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>PSYC 2010</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC/CDEV 3140</td>
<td>Human Development I: Childhood</td>
<td>3</td>
</tr>
<tr>
<td>EDSE 4310</td>
<td>Introduction to Special Education Programs</td>
<td>3</td>
</tr>
<tr>
<td>EDSE 4330</td>
<td>Communication &amp; Social Skills</td>
<td>3</td>
</tr>
<tr>
<td>COMM/ENG 4800</td>
<td>2nd Language Acquisition</td>
<td>3</td>
</tr>
<tr>
<td><strong>One</strong> of the following courses</td>
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</tr>
<tr>
<td>PSYC/EDSE 4560</td>
<td>Theory of Instructional Design</td>
<td>3</td>
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<tr>
<td>or</td>
<td>PSYC 4550</td>
<td>3</td>
</tr>
<tr>
<td>Electives (Select one):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYC 4130</td>
<td>Psychological Disorders of Children</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 4150</td>
<td>Learning Disabilities</td>
<td>3</td>
</tr>
<tr>
<td>* PSYC/EDSE 4750</td>
<td>Behavior Analysis in the Classroom</td>
<td>3</td>
</tr>
<tr>
<td>One of the following <strong>not previously completed:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* PSYC/EDSE 4560</td>
<td>Theory of Instructional Design</td>
<td>3</td>
</tr>
<tr>
<td>or* PSYC/EDSE 4550</td>
<td>Practicum with Exceptional Children</td>
<td>3</td>
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</tbody>
</table>

*Note: PSYC/EDSE 4560 Theory of Instructional Design and PSYC/EDSE 4550 Practicum with Exceptional Children and PSYC/EDSE 4750 Behavior Analysis in the Classroom are required in the credential program.

1.4 Post-Baccalaureate Students

Admission to the Graduate School and the Special Education Credential program are required to pursue an Education Specialist Level I Mild/Moderate or Moderate/Severe Disabilities Credential. Therefore, prospective students must apply to the University and to the credential program by the application deadlines. If you are an undergraduate and plan to graduate while enrolled in the Special Education Credential Program, you must apply for re-admission to the University as a post-baccalaureate student.

The procedure by which students may receive credit for credential courses taken at another college or university is described in Petition or Challenge of Program Requirements.
SECTION 2

CREDENTIAL REQUIREMENTS

2.1  The Education Specialist Preliminary Level I Credentials: Mild/Moderate and Moderate/Severe Disabilities

Candidates in the Special Education Credential Program are encouraged to obtain the Mild/Moderate Disabilities (M/M) and Moderate/Severe Disabilities (M/S) credentials. The Special Education Credential includes an ELD (English Language Development) endorsement.

1. Meet the basic skills requirements. The requirements can be met through one of the following ways:
   - Pass CBEST
   - Pass all sections of CSET (Multiple Subject) and CSET writing
   - Pass CSU Early Assessment Program (English and Mathematics sections) or CSU Placement Examination (English and Mathematics)
   - Pass Basic Skills Examination form another state

2. Pass the Following Courses with a grade of “B” or better.
   PSYC/CDEV 3140 or PSYC 3240  Human Development I or Human Development 3
   EDSE 4310  Introduction to Special Education 3
   Select one of the following:
     - EDSE 4550  Practicum w/Exceptional Children
     - EDSE 4560  Theory of Instructional Design

3. Submit a completed application to the Department of Advanced Studies in Education, DBH 348 and participate in the Admission Interview.

4. If an offer of full admission is made, complete the following courses with a grade “B” or better:
   EDMS 4150  Methods of Multilingual Education 3
   EDSE 4330  Communication & Social Skills 3
   EDSE 4750  Applied Behavior Analysis in the Classroom 3
   Select one of the courses not previously completed:
     - EDSE 4550  Practicum w/Exceptional Children 3
     - EDSE 4560  Theory of Instructional Design 3
     - EDSE 4110  Reading & Language Arts: General 2
     - EDSE 4210  Reading & Language Arts: Special Education 3
     - EDSE 4430  Assessment in Special Education 3

Mild/Moderate Disabilities
   EDSE 4450  Tchng Students M/M 3  OR  Moderate/Severe Disabilities
   EDSE 4440  Tchng Students M/S 3
5. Demonstrate the following Subject Matter Competence:
   - Elementary Level: CSET Multiple Subject
   - Middle and Secondary Level: CSET single subject exam or verification of subject matter preparation program.

6. Apply for credential specific student teaching a semester prior.

7. Enroll in credential specific student teaching, only if all courses have been completed.

   **Mild/Moderate Disabilities**
   - EDMS 4191 St. Tchng Practicum II *5
   - EDSE 4815 St. Tchng: M/M 5
   - EDSE 4898 St. Tchng: M/M 2

   **Moderate/Severe Disabilities**
   - EDMS 4191 St. Tchng Practicum II *5
   - EDSE 4816 St. Tchng: M/S 5
   - EDSE 4798 St. Tchng Sem: M/S 2

   *Not required if you possess a valid California Multiple Subject or Single Subject Credential

8. Participate in an exit interview or examination.

9. Pass RICA (Reading Instruction Competence Assessment.)

10. **Apply for the Preliminary Level I Education Specialist Credential** with the Credential Processing Center in (DBH 303). “If the candidate does not have a teaching position at the time of application, a Certificate of Eligibility will be issued. The Certificate of Eligibility authorizes the candidate to seek initial employment as a Special Educator”.

2.2 **The Education Specialist Professional Level II Credentials: Mild/Moderate and Moderate/Severe Disabilities**

   The Level I Education Specialist Credential is valid for five years while you complete the Level II preparation program. The Professional Level II Education Specialist Credential is offered in two categories: Mild/Moderate Disabilities and Moderate/Severe Disabilities. Admission to the Level II program requires a Preliminary Level I Education Specialist Credential or a certificate of eligibility. The Level II credential may be obtained in conjunction with the master’s degree or by itself. An application is available at: [www.csustan.edu/advstd/specialed](http://www.csustan.edu/advstd/specialed)
3.1 Admission Requirements

Recognizing that academic qualifications alone are not sufficient factors for determining program admission, multiple measures are used to determine acceptance into the Special Education Program.

3.1.1 Grade Point Average (GPA)

The minimum GPA established by CSU System is 2.67. Additionally, applicants to the Special Education Credential Program must earn a grade of "B" or better in all prerequisite courses. Written request for exception to GPA criteria must be included in the application to the program. The request should identify factors that reflect the applicant’s ability to complete the Special Education Program successfully. Exceptions are limited by Executive Order No. 547, California State University Chancellor's office.

3.1.2 Early Field Experience (Form VI)

Applicants must verify 45 hours of observation and experience working in classrooms (K-12) prior to admission to the Special Education Credential Program. The 45 hours may be from observations, volunteering, employment as an instructional aide or substitute teacher, etc. You may also complete coursework that meets this requirement.

3.1.3 English Composition

Applicants must satisfactorily complete an upper division English composition course verified on an applicant's transcript. This standard may also be met by achieving a minimum score of 41 on the writing portion of CBEST.

3.1.4 American Government/U.S. Constitution

PSCI 1201 American Government or its equivalent (minimum two semester units) is required. If an equivalent course were passed, the course must be posted on an official transcript. Recent graduates from another CSU campus have met this requirement as part of their regular undergraduate requirements.
3.1.5 Child Development

Prior to beginning the Special Education Program, applicants must satisfactorily complete a course that focuses on child growth and development. PSYC/CDEV 3140 Human Development I or PSYC/CDEV 3240 Human Development II or its equivalent is required. (Note: PSYC/CDEV 3140 Human Development I is required for the MSCP).

3.1.6 California Basic Education Skills (CBEST)

The requirements can be met through one of the following ways:
- Pass CBEST
- Pass all sections of CSET (Multiple Subject) and CSET writing
- Pass CSU Early Assessment Program (English and Mathematics sections) or CSU Placement Examination (English and Mathematics)
- Pass Basic Skills Examination from another state

3.1.7 Tuberculosis (TB) Clearance

Applicants must verify TB clearance within the past four years. It can be obtained from the Health Center on campus or local health sources.

3.1.8 Certificate of Clearance

Applicants must submit a copy of their Certificate of Clearance, or valid California Teaching Credential or Substitute Permit.

Applicants who do not possess one of the items listed above, must apply for a Certificate of Clearance by the application due date. The Certificate of Clearance Application is available on the CCTC website:


Call the Credentials Processing Center at (209) 667-3534 regarding application process.

3.2 The Special Education Credential Program Application (Appendix A)

Applicants to the Special Education Credential Program must be accepted to the University. Applications to the University are available at the Turlock campus, Stockton branch campus, and online at www.csumentor.edu.
Applications to the Special Education Credential Program are available at [www.csustan.edu/advstd/specialed](http://www.csustan.edu/advstd/specialed). The following information must be placed in a 9"x12" manila file folder and submitted to DBH 348 by **October 15 for Spring** admission and **February 15 for Fall** admission. Only complete applications will be accepted.

a. Application Forms IA & IB

b. Receipt Verifying Payment of Application Fee.

c. Transcripts: one set of official, sealed transcripts from each college or university attended, other than CSU Stanislaus, must be submitted with the application. *If you are an undergraduate and plan to graduate while enrolled in the Special Education Credential Program, you must apply for re-admission to the University and be admitted as a post-baccalaureate student.*

d. Statement of Intent (Form II): A statement of career objectives, experiences with children, personal strengths and weaknesses. If previous collegiate records do not substantiate the GPA established for the CSU System, students must identify the factors that better reflect their ability to complete the Special Education credential program successfully.

e. Recommendations (Form III): Recommendation forms completed by two University faculties and one additional recommendation are required.

f. Resume: Submit a Resume that includes your professional preparation and experiences.

g. CBEST Scores (Form IV): If applicable, a copy of transcript showing passage of CBEST.

h. Certificate of Clearance Form (See new procedure on page 27)

i. Copy of TB Clearance (taken within last 4 years).

j. Verification of Subject Matter Competence.

k. Copy of Valid California Teaching Credential (if applicable).

l. Ethnic Identity (Optional) (Form V).

m. Verification of Early Field Experience (Form VI).

### 3.3 Participate in an Admission Interview

Admission interviews are conducted by members of the Special Education Advisory Committee. Generally, admission interviews are scheduled one month after the application deadline. Applicants are notified in writing of the decision regarding their admission. The interview team
considers information in the application packet and responses to questions during the interview. Program faculty review carefully all information provided in the application packet and the recommendation of the interviewers before decisions regarding admission are made.

SECTION 4
PROGRAM POLICIES & PROCEDURES

In addition to the policies and procedures of the Special Education Program, students in the Mild/Moderate and Moderate Severe Disabilities Credential Program are individually responsible for complying with University policies and procedures (e.g., academic requirements, grade appeal, plagiarism).

4.1 Enrollment Requirements

Once admitted to the credential program, continual enrollment is expected. Candidates, however, can request a leave. Candidates must complete all requirements in 5 years from the semester of admission. To request a Leave of Absence, candidates in the Special Education Program must submit a written statement that includes the intent to reenroll at CSU Stanislaus within a specific period. The request must be filed prior to the period of absence and is subject to approval of the Special Education Coordinator. Students who fail to enroll for two or more consecutive semesters without requesting a leave will be dismissed from the program.

4.2 Grade and Performance Requirements

For all courses in the credential program, students must earn a "B" or better. If a grade of "C" or less is earned, the course must be repeated. Candidates are expected to meet professional, as well as academic, standards; failure to do so may result in dismissal from program.

4.3 Probation

A candidate's status will change to "probationary" if a grade of "C" or less is earned in the program. Students must repeat a course in which a course in which a "C" is earned. A second "C" grade in either a "new" or repeated course will result in dismissal from the program.
4.4 Dismissal from Program

A candidate will be dismissed from program if he or she earns:

(1) two C's in the special education credential program;
(2) two no credit (NC) grades in student teaching; or
(3) one NC and one “C”.

_Students who withdraw from special education classes in two semesters are subject to review and may be dismissed from program._

4.5 Student Discipline

Candidates in the program are in positions of public trust where a high level of personal and professional integrity, honesty, and actions is expected. A certain level of conduct is necessary to fulfill one’s professional obligations and all candidates are expected to meet high ethical standards. Violation of these standards can result in dismissal from the program. Violations include, but are not limited to:

B. Lying
C. Cheating
D. Stealing
E. Plagiarism
F. Falsification
G. Violation of certain laws, rules and regulations
H. Slander
I. Libel
J. Misappropriation
K. Harassment

The Student Disciplinary Procedures for the California State University are described in detail in Executive Order No. 628.

4.6 Petition or Challenge of Program Requirements

_No more than 12 units_ of coursework completed at another university may be petitioned or challenged. The petition applies only if you wish to substitute a required course with coursework completed at another university. The Petition Form is included in _Appendix B_.

University policies and procedures govern Challenge Examinations, an option available to students currently or formally enrolled at CSU Stanislaus. To challenge a course taken candidates must secure a Request for Credit by Challenge Examination form from the Enrollment Services Office, obtain the necessary departmental approvals, pay the appropriate examination fee, and file all copies of the completed request with the Testing Office. (See Course Challenge Examinations in California State University, Stanislaus catalog.) Courses more than 10 years old must be challenged.

4.7 Grade Appeal Procedures

To appeal a grade, candidates must follow the timelines and procedures outlined in the CSU Stanislaus Catalog (http://www.csustan.edu/catalog/). According to the 2008/2009 Catalog:

The grade assignment and grade appeal procedures of California State University, Stanislaus are based upon the following premises:

1. An important duty of teaching faculty is the timely and accurate evaluation of student work and the assignment of appropriate grade.
2. It is the responsibility of qualified faculty to assign a grade when the instructor of record does not do so. (p. 44)

4.8 Program Appeal Procedures

A student may appeal a decision of the program regarding admission, termination of placement, or removal from the program, if he/she feels that: (1) the decision is either arbitrary or capricious, and/or (2) University Department policies were not followed. The appeal must be made within four weeks of the semester immediately following the decision. The appeals process involves the following steps:

1. In order to appeal a decision, a student must first meet with the coordinator regarding the reasons for the decision. If a student chooses to appeal the decision, he/she must submit a formal letter of appeal to the coordinator. The letter should detail and document his/her contention that: (1) the decision was arbitrary or capricious and/or (2) university or program policies were not followed. The remedy that the student seeks should be included in the letter of appeal.

2. The coordinator must appoint an appeals committee within ten (10) working days of the receipt of the student's formal letter of appeal. The appeals committee shall consist of a faculty member from the program, a member of the Special Education Advisory committee, and a faculty member selected by the Chair of the Department of Advanced Studies in Education, or in instances of conflict, the Dean of the College of Education.

3. The appeals committee will inform the student and the coordinator of its decision within ten (10) working days. The recommendations of the appeals committee are binding to both the
student and the program. If procedural errors were found to occur, the coordinator will be directed to correct the errors.
APPLICATION DEADLINES

October 15 for Spring Admission – February 15 for Fall Admission

Applications to the Preliminary Level I Specialist Credential Programs are evaluated according to established criteria and procedures. All of the required forms and documents, including the checklist, must be submitted as a package by the application deadline. Place the information in a 9 x 12 manila file folder and submit the complete application packet to:

Special Education Program
Department of Advanced Studies in Education - DBH 348
California State University, Stanislaus
One University Circle
Turlock, CA 95382

APPLICATION CHECKLIST

_____ 1. Application Form (Forms IA & IB)

_____ 2. Receipt Verifying Payment of Application Fee. The non-refundable application fee is $30.00, payable by check only to CSUS. Pay at the Cashier's Office and attach the receipt to your application; Cashier's Office closes at 5:00 p.m. daily.)

_____ 3. One Official College/University Transcript. This is in addition to the transcripts you supplied to Enrollment Services when you applied for admission to the university. CSU Stanislaus transcripts are not required.

_____ 4. Statement of Intent (Form II)

_____ 5. Three Letters of Recommendation (Form III). Submit two recommendations from University/College faculty and one personal or employer recommendation. No application will be accepted without at least two recommendations; one must be from University/college faculty.

_____ 6. Vita/Resume. Include a resume that states your educational preparation and professional experiences.

_____ 7. Copy of CBEST Verification Transcript Card (Form IV).

_____ 8. Certificate of Clearance. Submit one of the following: A copy of a Certificate of Clearance, a valid California Teaching Credential, or Emergency Substitute Permit. If you do not possess one of the items listed above, you must apply for a Certificate of Clearance by the application due date.

The Certificate of Clearance Application is available on the CCTC website: https://teachercred.ctc.ca.gov/ccctc_phase3/InterationMgr?interactionmgr.interaction=Enter_GeneralApplication

Call the Credentials processing Center at 667-3534 regarding application process.

_____ 9. TB Clearance. Verification of a TB clearance within the past four years obtained from either the Health Center or from local health sources must be included.

_____ 10. Verification of Subject Matter Competence. Attach results of state-approved exam (CSET) Multiple Subject or CSET Single Subject)

_____ 11. Ethnic Identity (Form V)

_____ 12. Verification of Early Field Experience (Form VI)
Application Fee: $30.00 (Non refundable fee payable by check to CSU Stanislaus at Cashier's Office)

**FORM IA**

ADMISSION APPLICATION  
FOR  
THE PRELIMINARY LEVEL I EDUCATION SPECIALIST CREDENTIALS

Application to:  _____ Mild/Moderate Disabilities  _____ Moderate/Severe Disabilities 
Credential Program  Credential Program

Name ___________________________________________  Student ID# ____________

Maiden/Former Name(s) ____________________________________________

Mailing Address _____________________________________________________

Number  Street  Apt. #

City  State  Zip

Email Address: ___________________________  Phone (home/cell) ___________________________

(work)________________________

Undergraduate Major ___________________________Minor or Concentration __________

Semester and Year You Expect to Graduate ____________________________

Credential(s) issued to you (Expiration Date):

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<th>Credential</th>
<th>Expiration Date</th>
<th>Credential</th>
<th>Expiration Date</th>
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<tr>
<td>Multiple Subject</td>
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<td>Single Subject</td>
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</tr>
<tr>
<td>Mild/Moderate Disabilities</td>
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<td>Moderate/Severe Disabilities</td>
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<tr>
<td>Temporary Staff Permit</td>
<td></td>
<td>Other</td>
<td></td>
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</table>

Have you previously applied to the University's Special Education Credential Program?  
Yes _____ No _____

If yes, date ____________________________
Have you applied to the University?  ______ Yes  ______ No

I understand that admission to the Special Education Credential Program requires admission to the university.

I understand that it is my responsibility to submit all required materials as a packet directly to the Department of Advanced Studies in Education, Special Education. I understand that payment of the non-refundable Program Application Fee does not imply acceptance to the credential program or to the University. I further verify that all information on this and all other materials is true and accurate. I authorize the Department of Advanced Studies in Education at California State University, Stanislaus to release to school districts or County Offices of Education any information on my behalf relative to the credential program for which I have applied.

_________________________________________  __________________________
Signature                                                                 Date
FORM IB

Admission to the Special Education Credential Program is not admission to the University.

Yes _____  No _____

Have you ever been convicted or ever pleaded noto contendere for any violation of the law other than minor traffic offenses?  If yes, immediately check with the Credentials Processing Center for procedures.

Yes _____  No _____

List every Junior/Community College, College and University you have attended (including CSU Stanislaus):

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<th>Name/City/State of Institution Attended</th>
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Test Information

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Prerequisite Courses

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<thead>
<tr>
<th>Courses</th>
<th>Dept./Course #</th>
<th>College or University Where Course Completed</th>
<th>Semester/Year Taken</th>
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<td>Advanced English Composition</td>
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<td>(CSUS - WP Course)</td>
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<td>Child Growth &amp; Development</td>
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<td>(CSUS-PSYC/CDEV 3140 or PSYC/CDEV 3240)</td>
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<tr>
<td>Introduction to Special Education</td>
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<td>(CSUS - EDSE 4310)</td>
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<td>Practicum with Exceptional Children</td>
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<td>(CSUS - EDSE 4550)</td>
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<tr>
<td>Theory of Instructional Design</td>
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<td>(CSUS - EDSE 4560)</td>
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DIRECTIONS: Using acceptable essay form, describe (1) your background in terms of coursework and activities directly relevant to teaching; (2) aptitudes and skills that are assets in your selected profession; and (3) how the program will prepare you for teaching exceptional pupils. *If your GPA is less than the minimum acceptable GPA or you receive a grade less than B in any EDSE coursework*, describe all relevant factors that should be considered when your application is reviewed.

During the interview, the Advisory Committee will use the following criteria to evaluate your statement: (1) Relevance of your preparation and experiences related to your stated goals, (2) Quality of your written communication skills, and (3) Nature and extent of your experiences in working with school-aged children.

NAME ___________________________________________ DATE __________
FORM III

RECOMMENDATION FOR SPECIAL EDUCATION CREDENTIAL PROGRAM
(EDUCATION SPECIALIST PRELIMINARY LEVEL I)

Name of Applicant__________________________________________________________

Applying for Admission to: _______ Mild/Moderate Disabilities Credential Program
                                _______ Moderate/Severe Disabilities Credential Program

*******************************************************************************
******

NOTE TO REFERENCE: The applicant has selected you as an individual who can provide an
assessment of his or her qualifications for the teaching profession. Please complete this portion of the
form and return it to the candidate or mail it to: Special Education Programs; Department of Advanced
Studies in Education - DBH 348; California State University, Stanislaus; One University Circle; Turlock,
CA  95382. In accordance with the Family Privacy Act of 1974 all files maintained on a student are to be
available for perusal by the student. Accordingly, your recommendation will not be kept confidential.
However, we hope you will indicate your accurate assessment of the candidate.

Name of Reference__________________________________________________________

Title/Organization Affiliation________________________________________________

How long have you known the applicant and in what capacity? (Please give dates, if possible.)________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please rate the applicant in comparison to others you have known.

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Have no Information</th>
<th>Top 10% Excellent</th>
<th>Top 25% Good</th>
<th>Top 50% Fair</th>
<th>Less than 50% Poor</th>
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<tr>
<td>Communication Skills</td>
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<td>(Oral and Written skills)</td>
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<td>Academic Achievement</td>
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<td>Leadership</td>
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<td>Personal Stability</td>
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<td>Reliability/Dependability</td>
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<td>Flexibility</td>
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<td>Ability to Reason</td>
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<td>Overall Potential</td>
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Please elaborate your ratings and/or comment on the applicant's qualities and limitations that may affect
his/her performance in the program or in the field. (If you need additional space for your comments,
please use the reverse side.)

Recommendation concerning admission to the Preliminary I Education Specialist Credential Program?

      _____ I recommend the applicant without reservation
      _____ I recommend the applicant.
      _____ I recommend the applicant with reservation.
      _____ I do not recommend the applicant

Signature_________________________________________ Date __________________________
FORM IV

CALIFORNIA BASIC EDUCATIONAL SKILLS TEST (CBEST) VERIFICATION

Tape Verification

Transcript Here

ORIGINAL NOT REQUIRED

TAPE PHOTOCOPY OF SCORE TRANSCRIPTS HERE IF USED FOR VERIFICATION OF ENGLISH COMPOSITION REQUIREMENT
FORM V

ETHNIC IDENTIFY
(Optional)

Name ____________________________  Last  First

Gender (Check One):  ______ Male  ______ Female

Please enter a code in box (e.g., 3.Q = Hispanic/Latino Cuban)  

Codes:

1 - Native American/American Indian or Alaskan Native; tribe ____________________________

2 - Black/African American

3 - Hispanic/Latino, Mexican-American, Chicano
   A - Central American
   B - South American
   Q - Cuban
   P - Puerto Rican
   Other Latino/a, Spanish-Origin, Hispanic

4 - Asian/Pacific Islander
   C - Chinese
   F - Filipino
   G - Guamanian
   H - Hawaiian
   J - Japanese
   L - Laotian
   K - Korean
   M - Cambodian
   S - Samoan
   O - Other Pacific Islander
   R - Asian Indian
   V - Vietnamese
   T - Thai
   S - Other Southeast Asian

4 - Other Asian

5 - Other Pacific Islander

7 - White

8 - Other ____________________________

9 - No Response

D - Decline to state
FORM VI
VERIFICATION OF EARLY FIELD EXPERIENCE*
Education Specialist Credential Program

EXECUTIVE ORDER NO. 758, “Teacher Education Basic Credential Programs”, issued by the CSU Chancellor on October 6, 2000, requires that “The candidate shall have completed a documented field experience of at least 45 hours in a K-12 classroom or a documented field experience deemed equivalent by the campus receiving the application for admission.”

This requirement may be met through a number of avenues. Many other courses require students to complete hours of observation/field work in schools. If you work in the schools as a volunteer, instructional aide, tutor, or substitute teacher, you may also include these hours. If you already hold a basic teaching credential, your student teaching, as verified by official transcripts, will meet this requirement.

Goals of Early Field Experience: The main purpose of the Early Field Experience requirement is to observe: 1) the texts and instructional materials used in schools; 2) the student interactions; 3) the student/teacher interactions; 4) the grouping of students for instruction; 5) the classroom management strategies used by the teacher; 6) the planning and delivery of lesson plans; 7) and to be oriented as to how schools function.
Please use the area below to verify **completed** observation hours. (This requires the signature of the Professor, Principal or Teacher who can verify the hours completed.) **OR** indicate coursework that meets this requirement.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title or School Name</th>
<th>Date(s)</th>
<th>No. of Hours</th>
<th>Printed Name of Professor, Principal, Teacher</th>
<th>Signature of Professor, Principal, or Teacher</th>
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Total Hours **Completed**

*This form may be duplicated as needed.*

**Please Check One: Verification from the school**

| Completed LIBS 3000
| Completed an equivalent course: Title: | Course No: |
| School Name: | Semester: |

_____________________________  ____________________
Signature: Date:
APPENDIX B
Petition Form
CALIFORNIA STATE UNIVERSITY, STANISLAUS

Special Education Credential Programs

PETITION FORM

NAME: ____________________________ DATE: ______________

PROGRAM: (Check One) _____ Mild/Moderate _____ Moderate/Severe _____ MA

This Petition Form applies only if you wish to substitute a required course with coursework completed at another institution. University policies and procedures govern Challenge Examinations; an option available to students currently enrolled who have special preparation. Turn in the completed Petition Form and documentation to the Special Education Credential Programs, Department of Advanced Studies in Education (DBH 348). Students are advised to include course description, readings, and objectives in the Narrative and attach catalog descriptions and course syllabi. A committee will review your application in terms of its thoroughness and the relevance of the documentation.

SUMMARY OF REQUEST: (For each required course you are challenging, it is necessary to submit a separate petition form.)

CSU Stanislaus Course: ________________ Course number ________________ Course Title

Substitute Course(s): ________________ Course number ________________ Course Title

Substitute Course(s) completed at ___________________________ in ______ and I earned a (n) ___________ College/University Year Grade

NARRATIVE (State the basis for your petition request. Attach any documentation you wish to be considered, e.g., catalog description, course syllabi.)
NEW PROCEDURES FOR CERTIFICATE (FINGERPRINT) CLEARANCE EFFECTIVE 1-1-07 APPLICATIONS MUST BE COMPLETED ONLINE

4. Certificate of Clearance

Applicants must submit fingerprints via “Livescan” and be “cleared” before working with students. The clearance is processed through the California Commission on Teacher Credentialing (CCTC). Background checks are conducted by the California Department of Justice and the Federal Bureau of Investigations (FBI). When “cleared” a student will receive an email verifying the “Certificate of Clearance” (which may take several months to arrive). Note: Liberal Studies majors and others who have been fingerprinted but do not have a “Certificate of Clearance” from the California Commission on Teacher Credentialing must be fingerprinted again.

To apply for a Certificate of Clearance online simply follow these steps:

1. Take the three copies of the Livescan 41-4 form included in the application packet to the operator where the prints will be imaged (the University Public Safety (police) office in Turlock or a County Office of Education. (For a listing of Livescan locations go to http://caag.state.ca.us/fingerprints/publications/contact.html.) To print new copies go to http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf
2. Go to the California Commission on Teacher Credentialing online Direct Application site at https://teachercred.ctc.ca.gov/teachers/index.jsp. CLICK ON “Direct Application (non-recommendation only)” - found on the left side of the page.
3. Complete the online application. Using a VISA or Mastercard debit or credit card, pay the authorized transaction fee of $29.50.
4. Immediately following the successful submission of the online application, an e-mail will be sent containing a confirmation number and a link to the Track Payment web page. PRINT OUT THIS EMAIL AND PLACE IN YOUR CREDENTIAL APPLICATION FORM AS PROOF THAT YOU HAVE COMPLETED THIS STEP IN THE PROCESS.

The normal processing time for the fingerprint and character and identification process is one to three days. If the individual must be reviewed by the Commission’s Division of Professional Practice, the process will take longer to allow for the review process. The online file will indicate that the application is pending additional evaluation.

Certificates of Clearance issued on or after February 28, 2005 are valid for five-years. Individuals may view the status of their Certificate of Clearance application on the Look-up and Status page at https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy.

Applications submitted prior to 4:00 p.m. PST will display on the website the following day at approximately 2:00 p.m. PST or later.

When requirements for issuance of the Certificate of Clearance are completed, an email will be sent informing the individual that the document has been granted and can be viewed in 48 hours on the Look-up and Status page at https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy. Additional information regarding the Certificate of Clearance may be obtained by visiting the CCTC website at http://www.ctc.ca.gov/credentials/how-to-apply.html.