

## Welcome!

We are pleased that you are interested in the Department of Special Education at San Diego State University. You are considering an important field at an exciting time, and there are many opportunities for special educators in our community and throughout the nation.

Please review the attached information and application form carefully and allow yourself adequate time to gather the information that is requested and to complete the application form. There are a number of details that require your attention, and in some cases you may have to request information from others. If you have questions or need clarifications after you have reviewed all of the material, you may contact the Department office for assistance. If you have not attended a Group Advising Session, please plan to attend. They are held every 4 to 6 weeks.

Students are admitted to the Department of Special Education in cohort groups. Once admitted, each student must follow the program of study sequence established for that cohort. There can be no deviations from this sequence except by special permission of the Department. Students who believe that they have compelling reasons for a deviation from the established schedule may request approval of a program deviation by submitting a petition to the department office. The three cohort options are as follow:

		<b>Program Duration</b>	<b>Application Deadline</b>
Fall admission*	Full-time	One academic year (2 semesters)	February 1, 2010
Fall admission*	Part-time	Two academic years (4 semesters)	February 1, 2010
Spring admission*	Part-time	Three semesters	October 30, 2009

\*Admission to the program presumes **all** prerequisites, including coursework, have been completed

Both the full-time and part-time programs require field experience (practica) with students receiving special education services in your credential area every term. If you select the Fall Admission Part-time program, you will enroll in two two-unit practicum (SPED 470) during the first year and during Year Two take the same practicum courses (SPED 970 and 980) as the Fall Admission Full-time students take. Spring Admission students will take a SPED 470 during their initial semester and then during the following academic year enroll in SPED 970 and 980.

Our department also offers Internship Credential programs in partnership with selected districts (for specific information see Internship link on the Special Education Department website). Practica are required every semester for these programs as well, although the specific unit values and course numbers may be different from the traditional credential preparation programs.

We look forward to receiving your completed application.

*Anne W. Graves*, Chair  
Department of Special Education

## **Admission Process Moderate/Severe Credential Program**

Completed applications may also be accepted after the deadline if there are program vacancies. These applications will be considered for admissions status but candidates may receive their admissions notices after those candidates who submitted their complete packets at an earlier time.

### **What constitutes a complete packet?**

A complete packet contains all requested materials. A list of the required materials appears on the next page and the application form (the last 2 pages of this packet) includes a checklist of these items. If one or more of the required items is not included in the packet, the application is considered incomplete and will not be reviewed. **Mail or deliver complete packet to: San Diego State University, Special Education Department, 5500 Campanile Drive, San Diego, CA 92182-1170.**

Candidates who are not currently enrolled at SDSU as matriculated students or who will be graduating with baccalaureate degrees prior to entering the special education teacher preparation program must also submit an application for graduate admission to the university. The current CSU Graduate and Post-baccalaureate Admission application is online at:

**<http://www.csumentor.edu>**

**Application for Graduate Admission should be submitted no later than the university's deadline in order to assure timely processing.** For Spring admission, the deadline is November 15. For Fall admission the deadline is May 1. For Summer admission (for those who need to complete prerequisites to start the program in the fall), the deadline is April 1.

**NOTE:** Official transcripts from all institutions attended should be addressed to:

Graduate Admissions, Enrollment Services, Moderate/Severe Disabilities Credential Program, San Diego State University, 5500 Campanile Drive, San Diego, CA 92182-7416. To check that official transcripts have been received for processing your university admission, contact Graduate Admissions at (619) 594-6336.

Information required for completion of the Moderate/Severe Credential Program application is outlined in the following paragraphs. Information about department programs, scheduled advising sessions, completing the department application or admissions requirements may be found on the Department of Special Education website at <http://edweb.sdsu.edu/SPED/SPED.html>. Follow-up questions should be directed to faculty facilitating the advising meeting. The Department office is open Monday - Friday, from 10:00 a.m. to 12:00 and 1:00 to 4:30 p.m. Phone: (619) 594-6665.

The attached departmental application form permits you to provide information about date of birth, gender, and ethnicity. This information is optional, but is used for statistical reporting purposes and is helpful to us when we are asked to provide an overall profile of our student body.

**With your application form, attach the items listed below in the following order:**

- 1) **A photocopy of verification of a negative TB test** from a private physician, HMO or other health agency. State law requires that candidates verify that they do not have an active case of tuberculosis at the time that they are participating on a school site. TB tests are valid for four years and can be taken at SDSU Health Services for students who are currently enrolled as matriculated students at SDSU. Other candidates need to provide a statement from a private physician, health maintenance organization, or public health clinic.

- 2) **A photocopy of your Certificate of Clearance** (not required if candidate provides copy of current California teaching credential/permit), **or photocopy Certificate of Clearance application/LiveScan receipt. For information about Certificate of Clearance, go to the following link:** <http://www.ctc.ca.gov/email/application/cert-of-clear.html>
- 3) **Verification of subject matter competency.** All candidates must submit a photocopy of passing scores on all 3 subsets of the California Subject Examinations for Teachers -- **CSET: Multiple Subjects** or passing scores for **CSET: Single Subject** (Math, English, Social Studies or Science only). Admission to the Internship Program may require you to pass **CSET: Multiple Subjects**.
- 4) **A photocopy of passing CBEST scores -- Math, Reading & Writing.** (Not verification of passing status card)
- 5) **A photocopy of a transcript from each college and university attended other than SDSU, as well as a *current unofficial/advising copy of transcript from San Diego State University.***
- 6) **Verification of current enrollment in or successful completion (with grade of 'C' or above) of SPED 500, 501, 502, 525, 527 and PLC 915C.** If you have completed these courses, or are currently enrolled in them, your enrollment will appear on either your official or unofficial/advising copy of your SDSU transcripts. Candidates who have not yet completed these prerequisite courses should indicate the date by which they will have completed them. These candidates are eligible for "conditional admission" but are required to submit transcript upon successful completion of the course(s).
- 7) **Two current letters of recommendation, preferably on official letterhead,** from people who know you well (not relatives), especially those who have knowledge of your work with children in school or related settings. These letters must attest to your aptitude and suitability for the teaching profession.
- 8) **A candidate statement** (500 word maximum) that addresses the experiences that have contributed to your desire to be a special education teacher as well as the personal and professional factors that you consider to be most important if one is to become an effective and caring special educator.
- 9) **Petition for special consideration** (not required of all candidates). Candidates who do not meet specified criteria may petition the Department of Special Education for special consideration for admission citing factors that may have been contributory to *deficiency in grade point average; or requesting completion of all prerequisite courses in summer for fall admission and not more than one course for spring admission.* Said petition should be stated in letter format and addressed to the Student Standards Committee.

**Program applicants will be provided with a letter confirming the status of their applications after faculty review (by mid May for Fall applicants; mid December for Spring applicants).**

Due to the large volume of admissions applications being processed, we ask that you not contact the department regarding status prior to receiving your letter. If you applied to the university for summer admission, the university admission will be processed after department letters have been mailed. Candidates assume responsibility for assuring that all necessary materials have been delivered in a timely fashion for review by faculty in the Department of Special Education.

**PLEASE PHOTOCOPY YOUR ENTIRE APPLICATION PACKET FOR YOUR RECORDS.**

Materials submitted for purposes of admission and enrollment in a credential program become the property of the Department of Special Education.

**Supplemental Information for Completing Application**  
**ETHNIC REPORTING CODES**

<u>Code</u>	<u>Ethnic Group</u>
1	AMERICAN INDIAN OR ALASKAN NATIVE: All persons having origins in any of the original people of North America, and who maintain cultural identification through tribal affiliation or community recognition
2	AFRICAN AMERICAN (not of Hispanic origin), including BLACK: All persons having origins in any of the black racial groups of Africa (except those of Hispanic origin)
	<u>LATINO:</u>
3	MEXICAN-AMERICAN, MEXICAN, CHICANO: All persons having origins in any of the original peoples of Mexico
A	CENTRAL AMERICAN: All persons having origins in any of the original people of Central America
B	SOUTH AMERICAN: All persons having origins in any of the original people of South America
Q	CUBAN: All persons having origins in any of the original people of Cuba
P	PUERTO RICAN: All persons having origins in any of the original people of Puerto Rico
4	OTHER LATINO/SPANISH-ORIGIN/HISPANIC: All other persons having origins in any of the original people of the Caribbean Islands, or other persons of Spanish or Latino origin, and not included in the above categories of Mexican, Central American, South American, Cuban, and Puerto Rican
	<u>ASIAN AMERICAN</u>
C	CHINESE: All persons having origins in any of the original people of China
J	JAPANESE: All persons having origins in any of the original people of Japan
K	KOREAN: All persons having origins in any of the original people of Korea
R	ASIAN INDIAN: All persons having origins in any of the original people of the Indian Subcontinent and Southwest Asia
5	OTHER ASIAN: All persons having origins in any of the original people of Asia not included in the above Asian categories
	<u>SOUTHEAST ASIAN AMERICAN</u>
L	LAOTIAN: All persons having origins in any of the original people of Laos
M	CAMBODIAN: All persons having origins in any of the original people of Cambodia
S	OTHER SOUTHEAST ASIAN: All persons having origins in any of the original people of Southeast Asia, excluding the Cambodian, Laotian, Vietnamese, or Thai ethnic groups
T	THAI: All persons having origins in any of the original people of Thailand
V	VIETNAMESE: All persons having origins in any of the original people of Vietnam
	<u>PACIFIC ISLANDER:</u>
G	GUAMANIAN: All persons having origins in any of the original people of Guam
H	HAWAIIAN: All persons having origins in any of the original people of Hawaii
N	SAMOAN: All persons having origins in any of the original people of Samoa
6	OTHER PACIFIC ISLANDER: All persons having origins in any of the original people of the Pacific Islands, including Tahiti, Fiji, and the Marshall Islands, and not included in any of the above categories of Guamanian, Hawaiian, and Samoan
7	WHITE (not of Hispanic origin): All persons having origins in any of the original people of Europe, North American, North Africa, or the Middle East (except those of Hispanic origin)
F	FILIPINO: All persons having origins in any of the original people of the Philippine Islands
8	OTHER: All persons who do not fall into one of the above categories
9	NO RESPONSE: Respondents not surveyed or who do not mark a choice of codes from the list provided
10	DECLINE TO STATE: All persons who overtly decline to identify themselves with any ethnic category

**Additional Information Regarding Examination Options for Credential Requirements  
CSET: Multiple/Single Subject and CBEST  
Study Guides and Test Preparation**

- **Subject Matter Examinations for Multiple Subject Teaching Credentials: California Subject Examinations for Teachers (CSET)**

**Study Guide:**

- The CSET test guide is available at the CSET website.

**Test Preparation:**

- San Diego State University's College of Extended Studies (619) 594-5152

CSET website: [www.cset.nesinc.com](http://www.cset.nesinc.com)

**California Basic Educational Skills Test (CBEST)**

**Study Guides:** (available in campus and commercial bookstores):

- *Arco CBEST: California Basic Educational Skills Test*
- *Barron's How to Prepare for the CBEST*
- *Cliff's CBEST Preparation Guide*
- *Cliff's Study Ware for the CBEST*
- *REA (Research & Education Association) The Best Test Preparation for the CBEST*

**Test Preparation:**

- *North City Center, (619) 388-1800*
- *SDSU Office of Student Services, BA-259, (619) 594-6320*
- *SDSU College of Extended Studies, Gateway Center, corner of Campanile Drive and Hardy Avenue, (619) 594-5152*

CBEST website: [www.cbest.nesinc.com](http://www.cbest.nesinc.com)

## **Additional Information Regarding Coursework/Examination Options for Credential Requirements**

### UNITED STATES CONSTITUTION COURSES AND EXAMINATIONS (REQUIRED FOR PRELIMINARY CREDENTIAL)

#### SDSU Courses (any one of the following three-unit courses)

Africana Studies 170A  
History 109, 115, 409, 454A, 454B, 547A  
Mexican-American Studies 120A, 141A  
Chicana and Chicano Studies 120A, 141A  
Political Science 102, 305, 320, 347A, 347B  
Women's Studies 341A

Comparable coursework at the community college level or from other another university can also clear this requirement. Inquiries should be directed to the Credentials Office, BA-259, (619) 594-6320. Catalog descriptions may be required.

#### U.S. Constitution Examinations:

Point Loma Nazarene College, Dept. of History & Political Science, 3900 Lomaland Drive, San Diego, CA 92106-2899, contact Rita Jensen at (619) 849-2450.

San Diego County Office of Education, 6401 Linda Vista Road, San Diego, CA 92111, (858) 292-3611, press 7, then 4 for dates and times.

#### Reading Instruction Competence Assessment (RICA) Examination:

Who must pass RICA? 1) California teacher candidates who complete requirements for the initial preliminary or professional clear Multiple Subject Teaching Credential prior to 10/1/98; 2) California teacher candidates applying for the Level 1 Education Specialist Instruction Credential on or after January 1, 2000.

## **THE LEVEL II PROFESSIONAL CREDENTIAL REQUIREMENT**

There are two levels to the Education Specialist Credential. Level I, the preliminary credential, is the credential program addressed in this application packet. After completing the Level I credential, teachers must complete a Level II, or Professional Clear Credential, within five years. The first step is the development of a new teacher induction plan in conjunction with both the employing district and a university authorized to grant the Level II credential. Within 120 days of initial employment, new special education teachers must become involved in a university program for purposes of developing the induction plan and completing Level II requirements. At SDSU, the induction plan is completed through enrollment in a one-unit seminar, SPED 975, Professional Development Planning in Special Education. Prerequisite courses: SPED 527 and PLC 915C or Multiple/Single Subject Teaching Credential with EL Authorization/CLAD Certificate/BCLAD Certificate. In addition, 8 to 14 units of courses are required to complete the SDSU program. With the exception of the initial seminar, all of these courses may count toward a master's degree for those teachers who are accepted into the master's degree program. Teachers may apply for the master's program either at the same time as or subsequent to their application to the Level II program.

The Level II program takes between one to two years and cannot exceed five years in completing the credential requirements. Contact the Level II coordinator in regards to questions about the Level II program. The California Commission on Teacher Credentialing has provided accommodations for individuals who do not immediately become teachers after completing Level I or who leave teaching for a period of time prior to completion of Level II.

**Additional requirement for the Professional Clear Level II Credential:**

Computer Course:

**SDSU Course:**

SPED 560\* (Non-SDSU Special Education Level I completers: see below for equivalent course to take)

Health course:

Completion of a course in **Health Education**, including, but not limited to, nutrition, the physiological and sociological effects of abuse of alcohol, narcotics, and drugs, and the use of tobacco. This requirement must include verification of training in cardiopulmonary resuscitation (CPR) which covers infant and child to adult CPR skills. CPR certification must be completed while the applicant is in a teacher preparation program or is teaching on a valid credential based on a teacher education program.

**SDSU Course:**

HHS 280, "Health Education for Teachers (1 unit)

**EQUIVALENT COURSES FOR STATE-MANDATED  
LEVEL II (PROFESSIONAL CLEAR) REQUIREMENTS**

<u>College/University</u>	<u>Health</u>	<u>Computer Course (Non-SDSU LI Completers</u>
CSU San Marcos	EDUC 571	EDUC 500
Chapman University	EDUC 431	
Cuyamaca College	HED 120	
Grossmont College	HED 120	
Imperial Valley College	HE 1	
Mira Costa College	HEAL 101	
Mt. San Jacinto College	HS 121	
National University	ED 502	ED T 608
Palomar College	HE 100, CHDEV 120	
Point Loma Nazarene College	HS 315, PED 301	EDU 528
San Diego Christian College (formerly Christian Heritage)	BIO 300	
*S.D. Community College District. (City, Mesa and Miramar)	HEAL 101, 190	
Southwestern College	HLTH 101	
United States International. U.	N/A	ED 623
UC San Diego Extension	EDUC 30057, EDUC 3V057	EDUC 30017
University of San Diego	HLTH 160	ED 113, ED 213
University of San Diego, Extension	ED 569I	ED 580A

\*NOTE: SDSU Special Education students who completed the Level I credential (Mild/Moderate, Moderate/Severe, & Early Childhood Spec. Ed.) have fulfilled the Level II Computer Course requirement with SPED 560, which was a required course for the Preliminary Level I Specialist Credential.

Some courses are available through on-line delivery systems, i.e., OnlineLearning.net. You may get more information about this particular site by visiting the following website:  
<http://www.OnlineLearning.net/index.html?ebid+1357579,1001345689>

I am interested in an Internship Program \_\_\_\_\_  
Date I applied to school district \_\_\_\_\_  
Name of school district \_\_\_\_\_

Application Period: (check one & indicate year)  
\_\_\_\_ Spring \_\_\_\_ Fall 20\_\_\_\_

**DEPARTMENTAL APPLICATION FOR ADMISSION  
MODERATE/SEVERE CREDENTIAL PROGRAM  
SAN DIEGO STATE UNIVERSITY  
DEPARTMENT OF SPECIAL EDUCATION (619-594-6665)**  
(Separate application for admission to the university also required)

SS# \_\_\_\_\_ Name \_\_\_\_\_  
First Middle Last All Former Names  
Mailing Address \_\_\_\_\_ Phone: \_\_\_\_\_  
Number Street City/State zip (include area code)  
Permanent Address \_\_\_\_\_ Phone: \_\_\_\_\_  
Number Street City/State zip (include area code)

Email: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender (circle one) Male Female Ethnicity \_\_\_\_\_  
Data on age, gender, and ethnicity requested for statistical reporting purposes only. Use appropriate ethnicity code on attached sheet.

I intend to enter the following program:  
Full-Time: \_\_\_\_ (Fall only) Part-Time: \_\_\_\_ (Fall only) 3-Semester: \_\_\_\_ (Spring only)

I am planning to attend: San Diego campus \_\_\_\_ Imperial Valley campus \_\_\_\_

I currently hold a California Multiple or Single Subject credential Yes \_\_\_\_ (attach copy) No \_\_\_\_

**I acknowledge with my INITIALS that:**

\_\_\_\_\_ I either have already graduated from an accredited university or I will have graduated prior to the date for which I am applying for program admission.  
Name of institution granting bachelor's Degree \_\_\_\_\_  
Date degree granted \_\_\_\_\_ Major \_\_\_\_\_

\_\_\_\_\_ I have applied for admission to San Diego State University as a credential candidate for the forthcoming semester if I am a new student at the university or am graduating with my baccalaureate degree this semester, or am eligible for enrollment as a continuing student.  
(Initials for confirmation only; verification not required.)

**ITEMS INCLUDED WITH APPLICATION**

**I acknowledge with my INITIALS that the items listed are included in application packet in the following order:**

- \_\_\_\_\_ **Photocopy of verification of negative TB test.**
- \_\_\_\_\_ **Photocopy of original Certificate of Clearance OR** Certificate of Clearance application/fee/LiveScan receipt **OR** copy of existing Credential or Permit issued by California Commission on Teacher Credentialing.

**Or**

\_\_\_\_\_ If my application for the Certificate of Clearance or any other permit issued by the California Commission on Teacher Credentialing is pending review by the Professional Standards Board and I am unable to provide the signed Affidavit, I am attaching written statement regarding issues that are/may be subject to inquiry by that agency for concurrent review by faculty in the Department of Special Education. I will be available for an interview, if necessary.

\_\_\_\_\_ **Evidence of having passed the CSET: Multiple Subjects Exam**

\_\_\_\_\_ I am attaching photocopy of my passing CSET scores

\_\_\_\_\_ **Evidence of having passed the CBEST**

\_\_\_\_\_ I am attaching photocopy of my passing CBEST scores. (Not Verification of Passing Status card)

\_\_\_\_\_ **Photocopy of transcripts from all colleges and universities that I have attended**

I have attended the colleges and universities listed on the following page and attached is a **photocopy** of a transcript from each institution. I understand that I am responsible for reporting all universities attended, regardless of the amount of coursework completed at that institution, and that it is my responsibility to provide photocopies of transcripts for each school. These are in addition to the **official** transcripts submitted separately with the University application.

College/University	Location	Transcript is Included (check)	Date Transcript Requested

\_\_\_\_\_ My grade point average meets the minimum 2.75 based upon the last 60 units (90 quarter) of baccalaureate degree, or meets the minimum 2.67 overall in all units attempted (undergraduate and post-baccalaureate)

**Or**

\_\_\_\_\_ My grade point average does not meet the minimum criterion for admission to the Moderate/Severe Specialist Credential Program and I am attaching a petition for special consideration.

\_\_\_\_\_ **I am attaching verification of either satisfactory completion of, or current enrollment in prerequisite courses** (SPED 500, 501, 502, 525, 527 and PLC 915C) **OR** am attaching a signed written statement confirming my intent to enroll in summer for fall admission/not more than one for spring admission, **OR** am attaching copies of approved course substitutions/waivers.

\_\_\_\_\_ **I am enclosing two current letters of recommendation or I have requested letters from the following individuals:**

1. \_\_\_\_\_
2. \_\_\_\_\_

\_\_\_\_\_ **I am enclosing a Personal Candidate's statement.**

**COMPLETION OF STIPULATED REQUIREMENTS IS THE MINIMUM CRITERION AND DOES NOT ENSURE ADMISSION. PERSONAL INTERVIEWS MAY BE REQUIRED AS PART OF THE PROCESS. ADMISSIONS DECISIONS WILL REFLECT BOTH PROGRAM SPACE AND THE PROFESSIONAL JUDGEMENTS OF THE FACULTY OF THE DEPARTMENT OF SPECIAL EDUCATION.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date