

School of Education Sonoma State University

Education Specialist Level I Credential Program Application Submission Periods

For Priority Fall Admission	For Priority Spring Admission
November 1 st - March 1 st <i>Applications received after this period will be considered in the order received on a space available basis.</i>	July 1 st - October 1 st <i>Applications received after this period will be considered in the order received on a space available basis.</i>

Contact the Credentials Office at 707-664-2832 with any admission or application questions or visit www.sonoma.edu/education for more information.

Application submission periods for interns are flexible: candidates may apply once they have secured a teaching position.

IMPORTANT: In addition to completing this application, please *carefully* review the [Education Specialist Level 1 Program Description](#) and/or [Education Specialist Level 1 Intern Program Description](#). These descriptions contain critical information regarding program structure and requirements. You can download the documents by clicking on the links above or obtain copies via the Credentials Office.

APPLICATION PROCESS

APPLICATION PACKET CHECKLIST

(Please submit items in this order - see pages that follow for detailed descriptions of these items)

- 1. Office Check Sheet
- 2. Application for Admission to Special Education Program
- 3. Statement of Purpose
- 4. Basic Skills Requirement
- 5. CSET Exam/Subject Matter Waiver (verification of passage)
- 6. Verification of Pre-Program Field Experience
- 7. Transcripts (Official or Unofficial)
- 8. Letters of Recommendation (two required)
- 9. Certificate of Clearance
- 10. TB Clearance
- 11. Legal Information Requirement
- 12. Documentation of University Graduate/Postbac Admission or Application

APPLICATION INTERVIEW

- 1. Small Group Format
- 2. Individual Questions
- 3. Collaborative Activity

ADMISSIONS ORIENTATION

- 1. Mandatory Meeting
- 2. Meet your Advisor
- 3. Overview of Program
- 4. Develop Program Plan

Education Specialist Level 1 Program Admission Requirements

Individuals may apply to an Education Specialist Level 1 Credential Program if they have a Bachelor's degree OR senior status of 90 units toward graduation. Candidates applying for the Education Specialist Level 1 Credential Program are expected to meet the admission requirements identified below (with the exception of the Legal Information Requirement – see note at bottom of ES C). All materials should be sent/delivered to the Credentials Office, Stevenson 1078, 1801 E. Cotati Avenue, Rohnert Park, CA 94928, in one complete packet.

1. Office Check Sheet (ES – 1)
Fill in the required information on part A of the office check sheet only
2. Application for Admission to Special Education Program (ES-2 through ES-8)
Fill in the required information.
3. Statement of Purpose: Please follow guidelines on page (ES-6)
4. Basic Skills Requirement
There are currently two options available for Education Specialist Level 1 candidates to meet the Basic Skills Requirement. ES 1 candidates planning on taking the CSET: Multiple Subjects exam to meet subject matter competency may take the CSET: Multiple Subjects (3 subtests) **plus** Writing section in order to meet the basic skills requirement. All other candidates must take the CBEST exam. Please submit ONE of the following with your application:
 - Copy of your passing scores for CBEST; visit www.cbest.nesinc.com
 - Copy of your passing scores for CSET: Multiple Subjects (3 subtests) **plus** Writing Section; visit www.cset.nesinc.com
5. Subject Matter Competency: (Submit ONE of the following):
 - CSET Exam Scores (California Subject Examinations for Teachers)
 - ▶ A copy of your current CSET: Subject Area scores or a printout of CSET enrollment must be included in your application. Note: Passage of the CSET exam(s) is required prior to full admission into the Credential program and authorization to register. CSET test dates, test registration procedures and deadlines, and test score reporting dates are available at <http://www.cset.nesinc.com>. **You can also contact the Credentials Office for this information. We advise you take the CSET exam no later than the November test administration for Spring admission and no later than the May administration for Fall admission. Taking the exams any later than these dates may result in delays in admission and in your being authorized to register for your courses. In order to further expedite admissions, please submit a photocopy of your test scores directly to the Credentials Office.**
 - Subject Matter Waiver Letter or Verification of Enrollment in Subject Matter Waiver Program
 - ▶ Submit a letter from your subject matter program advisor verifying you completed the waiver program OR a memo verifying you are enrolled in a subject matter waiver program. Note: Completion of Subject Matter Waiver is required prior to admission into the Credential program. For more specific information contact the Credentials office at www.credentials.office@sonoma.edu
6. Verification of Pre-Program Field Experience:
A total of at least 45 hours of pre-program field experience is required and **MUST** be completed by the time you file your application to the Education Specialist Level 1 Credential program. Complete “Verification of Field Experience” (ES-7) form and submit with this application packet.

7. Transcripts
Provide a complete set of (official or unofficial) transcripts of all previous colleges and universities attended with your application. For admission, the candidate must have attained a cumulative grade point average of at least 2.67 in all baccalaureate and post-baccalaureate coursework or a grade point average of at least 2.75 in the last 60 semester units attempted. Transcripts from community colleges and other colleges/universities must be obtained from the registrar of each of the institutions you attended. This includes all coursework taken through the most recent semester/summer school. Failure to include copies of transcripts will delay your application and may result in denial of admission. *(Please note: transcripts you submit **will not be shared** between the Credentials Office and Admissions and Records. **Be sure to submit separate copies to each office.** Also note, Admissions & Records requires official transcripts.)*
8. Letters of Recommendation: (two required)
Ask two instructors, supervisors or other individuals who are in a professional position to recommend you to the teacher preparation program to write a *Professional* letter of recommendation on professional letterhead. Letters **must** be current and original (within the last 6 months). Submit the two letters with your application packet. **Please see ES 4 for more important details regarding letters of recommendation.**
9. Certificate of Clearance: In accordance with California State law and Education code, all teaching credential applicants must go through a background check and fingerprinting process BEFORE entering the classroom. Please see the attached forms. It is advantageous to get this turned in early so that it will not delay your admission. (If you download this information from the Internet, contact the Credentials office for the aforementioned forms. They are not available on the web.) Acceptable documentation in lieu of forms: most credentials or permits issued by the California Commission on Teacher Credentialing, including emergency 30-day, pre-intern, emergency long-term, clear or preliminary, or children’s center permits.
10. TB Test: TB test verification should be a photocopy of a note or card from a Doctor. A negative skin test or a letter from a doctor verifying a clear chest x-ray is acceptable. Test or x-ray evaluation should be no more than 12 months old.
11. Legal Information Requirement:
California law and credential standards require that all teacher education candidates receive information about illegal discrimination, sexual harassment and suspected child abuse reporting BEFORE entering California P-12 classrooms. To meet this requirement, view the on-line video entitled “School of Education Legal Seminar” available at www.sonoma.edu/education found on the right hand side of the “Homepage”. Then, contact the School of Education office at 707-664-3115 to schedule a time to take the follow up 45 minute exam. You can view the on-line video at any time. ***This requirement must be completed prior to applying to the program.***
12. Documentation of University Graduate/Postbac Admission or Application:
All applicants who are not currently enrolled at SSU through the regular university as graduate/postbac students **MUST** also apply to Sonoma State University as graduate students via: www.csumentor.edu. This includes undergraduates who will complete their BA or BS degree before starting the credential program. *(Please note: You must also submit separate transcripts to Admissions and Records upon their request.)*

Please submit ONE of the following as proof that you have completed the University Graduate/Postbac Application process:

- On-line University Graduate/Postbac application receipt
- Notice of University Graduate/Postbac application received from SSU
- Sonoma State University Transcript demonstrating current Graduate/Postbac enrollment

Note to International Students: Information regarding the Evaluation of International College Completion Requirements can be found on our website at: http://www.sonoma.edu/education/application_docs/International%20Evaluations.pdf

If you are having difficulties completing these requirements prior to submitting your application, please email the Credentials Office at: credentials.office@sonoma.edu for assistance.

Office Check Sheet: Please Complete Part A Only

Part A

Name: _____
Last First Middle Former Name/s

SSU Email Account (if available) _____ (PLEASE PRINT CLEARLY)

Personal Email Account _____ (PLEASE PRINT CLEARLY)

Address: Mailing _____
Street City State Zip
Permanent _____
(if different from mailing)

Telephone: Home _____ Cell _____
Work _____

DO NOT WRITE BELOW THIS LINE: Part B for Office Use Only

Part B

Date Processed: _____

NEED.

- _____ 1. Office Check Sheet
- _____ 2. Application for Admission to ES Program
- _____ 3. Statement of Purpose
- _____ 4a. Verification of CBEST _____ Passed Date: _____
(submit 4a. OR 4b.; only one is required)
- _____ 4b. Verification of CSET: Multiple Subjects plus Writing Section _____ Passed Date: _____
- _____ 5. Verification of CSET: Subject Area _____ Passed Date: _____
Subtests: _____
(submit 5a. OR 5b.; only one is required)
- _____ 5b. Subject Matter Waiver _____ MET
- _____ 6. Verification of Pre-Program Field Experience
- _____ 7. Transcripts from the following institution/s:

- _____ 8. Letters of Recommendation (2 Required) **Please Submit:** ___ One letter ___ Two Letters
- _____ 9. Certificate of Clearance
- _____ 10. TB Clearance (negative results & not older than 12 months)
- _____ 11. Documentation of University Graduate/Postbac Admission or Application
- _____ 12. Completion of Legal Seminar

As of _____, your application packet is COMPLETE INCOMPLETE.

If we have marked the INCOMPLETE box, please submit items marked above as NEED no later than _____. Failure to do so may result in your application being delayed and/or being denied for admission.

If we have marked the COMPLETE box, no additional items are required at this time. Notification of an Interview and/or admission to the program will follow from the Credentials Office.

APPLICATION FOR ADMISSION TO SPECIAL EDUCATION PROGRAM

Name: _____
Last First Middle Former Name/s

Date of Birth: _____ Gender: _____ Male _____ Female

Social Security Number: _____ SSU Student ID Number: _____
(if available)

Credential Program for which you are applying:

(Please check ONE emphasis only, if you wish to pursue both please talk to the program advisor)

___ Mild/Moderate Disabilities ___ Moderate/Severe Disabilities Full Time ___ Part Time ___

Ethnic Identity – Indicate the group(s) with which you most strongly identify

- | | |
|---|--------------------------------|
| ___ 1. American Indian/Alaskan Native | ___ 13. Laotian |
| ___ 2. Black Non-Hispanic, including African American | ___ 14. Vietnamese |
| ___ 3. Mexican-American, Mexican, Chicano | ___ 15. Thai |
| ___ 4. Central American | ___ 16. Other Southeast Asian |
| ___ 5. South American | ___ 17. Guamanian |
| ___ 6. Cuban | ___ 18. Hawaiian |
| ___ 7. Puerto Rican | ___ 19. Samoan |
| ___ 8. Other Latino, Spanish-origin, Hispanic | ___ 20. Other Pacific Islander |
| ___ 9. Chinese | ___ 21. White |
| ___ 10. Japanese | ___ 22. Filipino |
| ___ 11. Korean | ___ 23. Other |
| ___ 12. Asian Indian | ___ 24. Decline to State |

Applicant Specifics

BA or BS Degree: _____
Major Institution Year Graduated (or year & term expected)

Advanced Degree: _____
Major Institution Year Graduated (or year & term expected)

Are you currently enrolled in a Subject Matter Waiver program? ___ Yes ___ No

If yes, specify major: ___ MATH ___ ENGLISH ___ KINESIOLOGY ___ ART ___ MUSIC ___ SOCIAL SCIENCE
___ FOREIGN LANGUAGE

Have you previously applied or been admitted to an SSU School of Education Program? ___ Yes ___ No

If yes, please state semester/year of admission/application: _____ Program(s): _____

Have you previously held a teaching credential? ___ YES ___ NO

If yes, indicate the following AND include a COPY of the credential with this application:

Type (i.e., Multiple Subjects, Single Subject, Vocational Ed, etc.) _____

Issued by which state: _____ Expiration Date: _____

Applicant's Signature

Date

Personal Data Form

Name: _____ (please print)

List ALL accredited colleges and universities attended, including Sonoma State University if applicable. You will need to provide official or unofficial transcripts to the Credentials Office for *each* institution you list below:

Institution

Dates of Attendance

Degree(s) Awarded (if applicable)

Personal and Professional Fitness

Personal and Professional Fitness: All questions must be answered by placing an “X” in the proper column.
Any “YES” answer must be explained fully on a separate sheet of paper.

	<u>YES</u>	<u>NO</u>
a. Have you ever had any credential, including but not limited to any Certificate of Clearance, permit, credential, license, or other document authorizing public school service or teaching, suspended, revoked, voided, denied and/or otherwise rejected for cause in California or any other state or place?	_____	_____
b. Have you ever had any application for a credential, including but not limited to any Certificate of Clearance, permit, credential, license or other document authorizing public school service or teaching denied and/or rejected for cause in California or any other state or place?	_____	_____
c. Have you resigned from or otherwise left public employment to avoid investigation for alleged misconduct and/or dismissal in California or any other state or place?	_____	_____
d. Are you now the subject of any inquiry, review or investigation? by a teacher licensing agency in connection with any alleged misconduct; is any disciplinary action now pending against you in any school in California or any other state; is any adverse action now pending against any credential you hold, including but not limited to any Certification of Clearance, permit, credential, license or other document authorizing public school service or teaching, before any teacher licensing agency or court in California or any other state?	_____	_____
e. Have you ever been convicted, including a plea of nolo contendere, in California or in any other state or place of any felony or misdemeanor offense, involving children, a school, school employment, educational personnel or property, or any combination of these?	_____	_____
f. Have you ever been convicted of any felony or misdemeanor offense, including entering a plea of nolo contendere, in California or any other state or place?	_____	_____

Signature of applicant: _____

Note: Education Code, Section 44320 as amended requires all credential programs applicants to obtain a Certificate of Clearance prior to admission to student teaching, including the field practicum for Pupil Personnel Services credentials. Application materials and instructions are available at the Credentials Office. If admitted to a basic teaching credential program, you will be given the materials to apply for the Certificate of Clearance at orientation. All of the above questions are asked on the application form for the Certificate of Clearance. The Certificate of Clearance is a document issued by the Commission on Teacher Credentialing allowing you to enter a public school classroom for field experience and student teaching. The application for the Certificate of Clearance requires you to answer questions regarding your personal and professional fitness. Along with the Certificate of Clearance application, you are required to submit proof of Live Scan fingerprinting to the Commission on Teacher Credentialing. The fingerprints are processed through the California Department of Justice and the Federal Bureau of Investigation. The Certificate of Clearance is issued after successful completion of the application and fingerprint processing.

Letters of Recommendation (Supporting Documents)

Applicant Name _____ Last 4 digits of SSN: _____

Credential program to which you are applying _____

To the applicant: Complete the top of this form. You are required to submit a minimum of two recent (within the last six months) letters of recommendation. Please give a copy of this form to each person writing a letter of reference.

To the person writing this letter of reference:

Please write a letter that indicates your sense of the applicant's readiness and qualifications for entering a teacher credentialing program. Please sign the letter, attach it to this form, seal it in an envelope, and sign the back of the envelope. You may return the envelope to the applicant or mail it directly to:

Credentials Office
School of Education
Sonoma State University
1801 E. Cotati Ave.
Rohnert Park, CA 94928

In your letter, please address some or all of the following:

- In what capacity you have worked with the applicant
- How long you have known the applicant
- The applicant's
 - aptitude and passion for teaching
 - openness to exploring new idea and multiple perspectives and a commitment to lifelong learning
 - ability to communicate and work with children, adolescents, and adults
 - dependability, conscientiousness, reliability, and trustworthiness
- Any other qualities that demonstrate the applicant's qualifications as a credential student and future public school teacher

Name

Title

Institution

Signature

Date

Letters of Recommendation (Supporting Documents)

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Name

Title

Institution

Signature

Date

Statement of Purpose

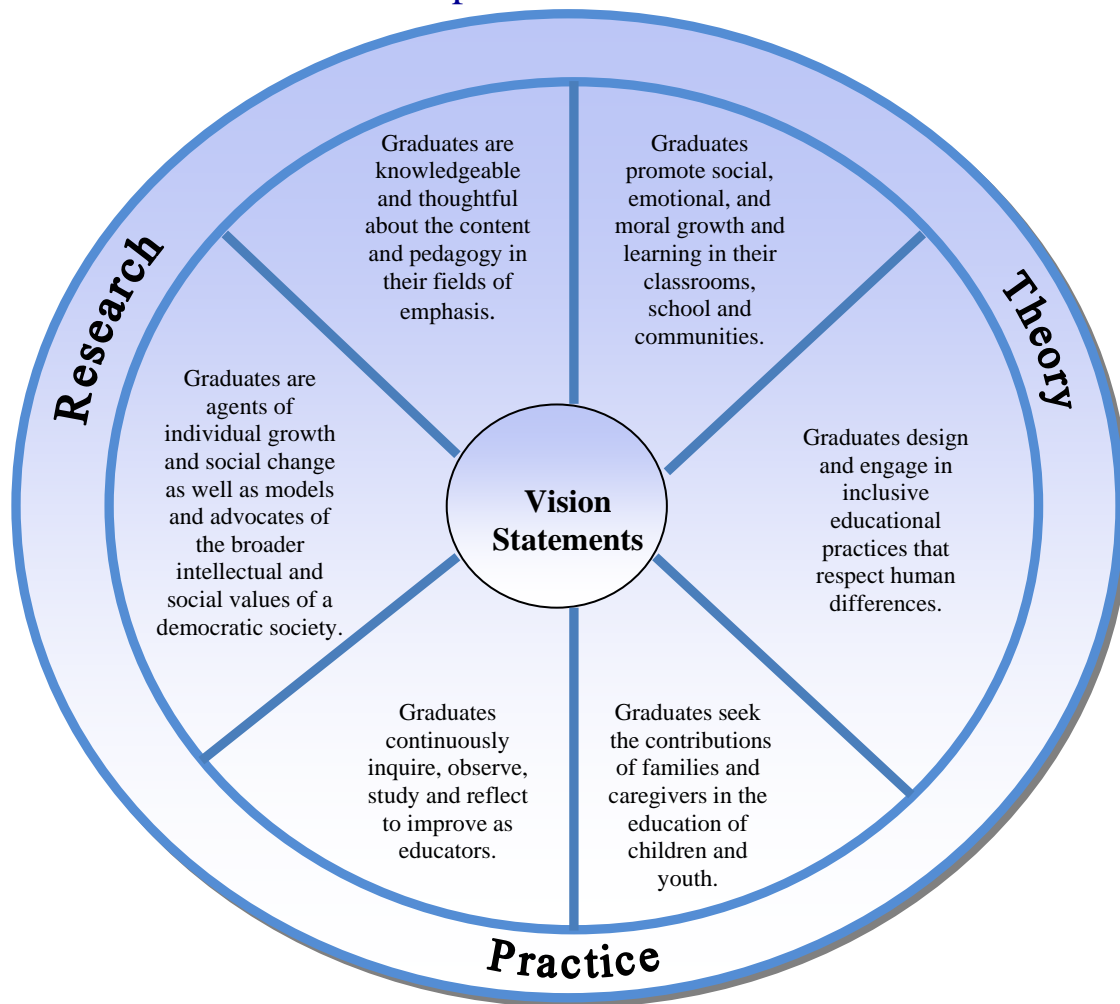
Directions: Please submit your own word processed essay, but attach this sheet as your cover page. The usual length for the statement is 2 to 3 pages, double spaced.

Name _____ Last 4 digits of SSN: _____

Please include the following three elements in your statement of purpose:

- A brief personal history leading to your decision to become a teacher including your education and activities that directly relate to teaching,
- The knowledge, skills and professional dispositions that you believe are essential for the teaching profession,
- An explanation of why you chose Sonoma State University to pursue your teaching credential with a focus on the School of Education's Conceptual Framework and how this framework supports your vision of teaching and learning.

Sonoma State University School of Education Conceptual Framework



School of Education Mission

To advance excellence in the education profession through university-based preparation of teachers and leaders; to inform that preparation through engagement in and dissemination of exemplary teaching and relevant scholarship and research; and to enact that preparation through collaboration with professional educators, families and the broader educational community.

- Performance Expectations**
Graduates of the School of Education:
- A. Demonstrate depth and breadth of content and pedagogical knowledge
 - B. Are knowledgeable about and able to design, implement, and evaluate instructional practices and educational assessments that are responsive to the full range of individuals – their social, cultural, linguistic, and ethnic diversity, and/or physical and learning disabilities
 - C. Practice their profession in ways that are informed by developmental and learning theory, curricular and pedagogical theory and research, professional standards, and reflection
 - D. Continuously employ their knowledge of research, formative and summative assessments, and qualitative/quantitative methods to measure and improve student learning and their own teaching effectiveness
 - E. Use technology to enhance teaching and support active, authentic learning
 - F. Create and work in collaborative and inclusive communities; and,
 - G. Demonstrate and promote global, multicultural perspectives

- Dispositions**
Our Graduates are professional educators who:
- A. Believe all students can be successful in school and that learning is a lifelong endeavor
 - B. Value social and emotional growth and an ethic of caring, nurturing, and learning in their classrooms, schools, and communities
 - C. Value culturally responsive practices and are knowledgeable and appreciative of the diversity among learners
 - D. Believe that knowledge and learning are based on critical thinking, inquiry, and creativity and that these qualities are essential components of authentic learning
 - E. Believe that social justice, fairness, equality of opportunity, and civic engagement are vital components of a democratic, free public school education
 - F. Value and demonstrate professional and ethical standards

Verification of Pre-program Field Experience

Candidate's Name: _____

Program (check one): Multiple Subject Single Subject Special Education
 M/M
 M/S

Instructions:

Below are options to fulfill the pre-admission field experience requirement for entrance into the Multiple Subject, Single Subject or Special Education Credential Program at Sonoma State University.

Please have an appropriate teacher/administrator complete this form to verify your experience and have it returned to you so that you may submit it with your application to the credential program. **Please note:** experience does not have to be in a classroom setting to meet the experience requirement.

Section 1 – Please check appropriate box.

- 1. Completion of at least 45 hours of **experience** working with students at the grade level and/or with the special education requirements of the credential you are seeking.
- 2. Completion of at least 45 hours of experience as a **teacher's assistant** working with students at the grade level and/or with the special education requirements of the credential you are seeking.
- 3. Completion of 45 hours of experience as a **classroom teacher with an Emergency Permit** at the grade level and/or with the special education requirements of the credential you are seeking.
- 4. Successful completion of any **course or courses which involved field experiences of 45 hours** during which you worked with children and or adolescents at the grade level and/or with the special education requirements of the credential you are seeking.
- 5. **Alternatives** to the above are possible. Please discuss with appropriate program advisor or Credentials Office.

Section 2 – Site Information and Verifying Signature

School

Location

Grade Level(s) of verified experience

Indicate if RSP, Mild/Moderate or Moderate Severe
(Education Specialist Candidates Only)

Verifying Teacher's/Administrator's Name
Print

Verifying Teacher's/Administrator's
Signature

*Please note: Hours **MUST** be within the last two years.*