



**School of Education
Sonoma State University
Education Specialist Level I Credential
Program Application Submission Periods**

For Fall Admission	For 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 as they 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 PACKET CHECKLIST

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

- 1. Office Check Sheet (ES- 1)
- 2. Application for Admission to Special Education Program (ES-2 through ES-5)*
*ES-6 also if applying for the intern program.
- 3. Statement of Purpose (ES-5)
- 4. Basic Skills Requirement (see ES B for details)
- 5. CSET Exam/Subject Matter Waiver (verification of passage or enrollment for exams or subject matter waiver program)
- 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

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-5)*

Fill in the required information.

*ES-6 also if applying for the intern program. You must be employed as a teacher of record and meet all requirements detailed in ES-6 to apply for the intern program.

3. Statement of Purpose: Please follow guidelines on page (ES-5)

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 OR printout of CBEST registration; visit www.cbest.nesinc.com
- Copy of your passing scores for CSET: Multiple Subjects (3 subtests) **plus** Writing Section OR verification of enrollment 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](mailto:credentials.office@sonoma.edu)

PLEASE NOTE: If you have not met subject matter competency either by exam or waiver prior to full admission into the ES Level 1 program, you can A) petition to be admitted under our special admissions policy or B) request to be admitted as a Pre-Credential student to take only prerequisites to the program. For more information on these options, please visit: <http://www.sonoma.edu/education/Resources.htm> and open the "Petition for Special Admission to Multiple Subject or Education Specialist Level 1 Programs" or email the Credentials Office at: 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 prior to beginning the Special Education Credential program. Complete "Verification of Field Experience" form and submit with this application packet. If field experience hours are in progress at the time you apply, include a note detailing how you will obtain the experience with this application and submit the Verification of Experience form once the 45 hours have been completed. *Please note:* Applicants to the Intern program are required to have *completed 120 hours* of pre-program field experience. See page ES-6 for details.

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 position to recommend you to the teacher preparation program to write a letter of recommendation on their personal or professional letterhead. Submit the two letters with your application packet. **Please see ES 3 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 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 under the "Applications" link. Then, come to the School of Education office (Stevenson 1078) to take the follow up 45 minute exam. You can view the on-line video at any time. To take the exam, visit the School of Education office Monday-Thursday between 8:30 a.m. and 4:00 p.m. or Fridays between 8:30 a.m. and 3:30 p.m.
12. Documentation of University Graduate/Postbac Admission or Application:
All applicants who are not currently enrolled 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

**The Legal Information Requirement is not an admissions requirement. However, we strongly encourage you to complete this requirement as soon as possible. It MUST be completed prior to entering any K-12 classroom. Please contact the Credentials Office with any questions or concerns about this requirement.

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 _____ IP Date: _____ OR _____ Passed Date: _____
(submit 4a. OR 4b.; only one is required)
- _____ 4b. Verification of CSET: Multiple Subjects plus Writing Section _____ IP Date: _____ OR _____ Passed Date: _____
- _____ 5. Verification of CSET: Subject Area _____ IP Date: _____ OR _____ Passed Date: _____
Subtests: _____
(submit 5a. OR 5b.; only one is required)
- _____ 5b. Subject Matter Waiver _____ MET OR IP Date: _____
- _____ 6. Verification of Pre-Program Field Experience (if hours are in progress, submit form once experience is completed)
- _____ 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 (Not older than 12 months)
- _____ 11. Documentation of University Graduate/Postbac Admission or Application
- _____ 12. Verification of Employment (for those applying for internship program)
- _____ 13. Verification of Intern Pre-program Field Experience (for Internship program)

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 ___

Intern Program ___ YES ___ NO * Must meet requirements outlined in ES-6 to select the Intern Program option

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

- | | |
|---|-------------------------------|
| ___ 1. American Indian/Alaskan Native | ___ L. Laotian |
| ___ 2. Black Non-Hispanic, including African American | ___ V. Vietnamese |
| ___ 3. Mexican-American, Mexican, Chicano | ___ T. Thai |
| ___ A. Central American | ___ S. Other Southeast Asian |
| ___ B. South American | ___ G. Guamanian |
| ___ Q. Cuban | ___ H. Hawaiian |
| ___ P. Puerto Rican | ___ N. Samoan |
| ___ 4. Other Latino, Spanish-origin, Hispanic | ___ 6. Other Pacific Islander |
| ___ C. Chinese | ___ 7. White |
| ___ J. Japanese | ___ F. Filipino |
| ___ K. Korean | ___ 8. Other |
| ___ R. Asian Indian | ___ D. 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, Emergency, 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:

<u>Institution</u>	<u>Dates of Attendance</u>	<u>Degree(s) Awarded (if applicable)</u>

Describe any volunteer or paid experience you have had with elementary or secondary school age children (attach additional sheets if necessary):

Letters of recommendation (Supporting Documents): you are required to submit two (2) recent, relevant letters of recommendation (it is advised that these letters be addressed to: Admissions Committee, School of Education). The most relevant letters are those from individuals in fields that demonstrate experience with children and/or teaching (paid or volunteer work); i.e. working as a teacher’s aid, substitute teacher, etc. Letters should indicate some aspect of your qualifications as a future public school teacher. You may ask that original letters of recommendation be sent to you. Send photocopies of letters of recommendation to the Credentials Office, School of Education, Sonoma State University, 1801 E. Cotati Ave. Rohnert Park, CA 94928. Please indicate on the letters of recommendation which program you are applying for and be sure to include your name and last four digits of your social security number. The School of Education does not provide forms for this purpose.

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: _____

Statement of Purpose

(Please type your statement on separate sheets of paper and attach them to this form)

Name: _____

Last 4 digits of SSN: _____

The mission of the School of Education is to advance excellence in the education profession through the professional preparation of teachers and leaders. The School plays an active role in the social and educational growth of the communities served through various partnerships, projects and initiatives.

We are committed to preparing teachers who are:

- passionate about being educators
- promote social and emotional growth and an ethic of caring, nurturing, and learning in their classrooms, schools, and communities
- are culturally responsive and responsible, knowledgeable and appreciative of the diversity among learners
- committed to anti-bias principles, social justice and democratic practices.

In your statement, please discuss how our School of Education mission will provide an environment that will support and advance your professional goals.

Please type your statement on separate sheets of paper and attach them to this form. Usual length for the statement is 1 ½ to 2 pages.

Intern Program Requirements

THE FOLLOWING INFORMATION IS ONLY FOR PEOPLE APPLYING FOR THE INTERN PROGRAM.

Internships allow an individual to be the teacher of record, or to serve as a counselor or administrator, while completing an organized professional preparation program. University internships are cooperative programs between a university and an employing school district that are administered by the university. University internships include teaching, counseling, school psychology, and administration programs. Internship programs result in a preliminary or professional clear credential.

To qualify for the Intern program the following criteria must be **MET** and verification of employment must be included with your application packet.

1. _____ Letter of intern employment from school district
 - ▶ Include an original letter, on letterhead, from your employing district or school verifying the date your employment began, the type of assignment it is, including subject area or emphasis, and whether it's a full time or part time position (if it's part time, the letter needs to specify the percentage of time you will be working).

2. _____ Passing Basic Skills Requirement score verification
 - ▶ Provide: Verification of passing scores for the CBEST exam
OR
 - ▶ Provide: Verification of passing scores for the CSET Multiple Subjects plus Writing Section exam.

3. _____ Verification of Subject Matter competency.
 - ▶ Provide: Verification of passing scores of appropriate exams OR Letter verifying completion of Subject Matter Competency.

4. _____ Verification of course or exam in U.S Constitution
 - ▶ Provide: transcripts with appropriate course OR Letter verifying passage of US Constitution exam

5. _____ Verification of **120 hours** of pre-program field experience in a classroom.
 - ▶ Provide: completed Verification of Pre-Program Field Experience form (see attached form).

Verification of Pre-program Field Experience

Candidate's Name: _____

Program (check one): Multiple Subject Single Subject Special Education
 BCLAD M/M
 Ukiah 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 **volunteer 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. Completion of 45 hours of **observation** in a classroom at the grade level and/or with the special education requirements of the credential you are seeking.
- 6. **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

INTERN Verification of Pre-program Field Experience

This form is for the use of Interns ONLY

Candidate's Name: _____

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

Instructions:

Below are options to fulfill the field experience requirement for becoming a Multiple Subject, Single Subject or Special Education Intern.

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 and/or application for your Intern Credential.

Important: If you have a previous teaching credential that is not an Emergency Permit, you have met this requirement and do not need to complete this form unless requested to do so by the Credentials Office.

Section 1 – Please check appropriate box.

- 1. Completion of at least 120 hours of **volunteer experience** working with students.
- 2. Completion of at least 120 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 120 hours of experience as a **classroom teacher with an Emergency Permit**.
- 4. Successful completion of any **course or courses which involved field experiences of 120 hours** during which you worked with children and or adolescents.
- 5. Completion of 120 hours of **observation** in a classroom.
- 6. **Alternatives** to the above are possible. Please discuss with appropriate program advisor.

Section 2 – Site Information and Verifying Signature

School

Location

Grade Level(s) of verified experience

Verifying Teacher's/Administrator's Name
Print

Verifying Teacher's/Administrator's
Signature