



Department of Special Education, Rehabilitation and Counseling

Special Education Credential Program Admissions Booklet

Special Education Program

Phone: (909) 537-7406 or (760) 341-2883 ext. 77406

E-mail: specialeducation@csusb.edu

College of Education

Jim and Judy Watson Student Services
(COESS) (909) 537-5609 or (760) 341-
2883 ext. 75609

Palm Desert Campus
(760) 341-2883

California State University, San Bernardino
(CSUSB) 5500 University Parkway, San
Bernardino, CA 92407 (909) 537-5000

College of Education Mission Statement

Through compassion and collegiality, we are committed to inspire students and serve our communities.

Vision & Mission statements were adopted by the College faculty and staff and approved by the Dean's Cabinet March 2019.

Our core beliefs in

- the dignity and inherent worth of all people,
- diversity and multiple perspectives as essential, treasured assets,
- a collaborative teaching/learning community,
- the crucial leadership role of education professionals in promoting positive social change fostering human development, achieving social justice, and promoting human rights form the foundation for our work.
- In collaboration with university and P-12 colleagues, clients, students, alumni and the community-at-large, we apply our values and beliefs in responding to evolving needs and priorities in the schools, agencies and communities of the region we serve.

As outlined in our Conceptual Framework, we accomplish our mission through our personal and professional commitment to practice the following behaviors, which we model for and encourage in our students:

- develop and maintain knowledge, skills and expertise in our fields through scholarship and reflection;
- behave ethically, responsibly and professionally;
- comprehend the specific contexts experienced by our students and use that understanding to make instructional decisions;
- respect the experiences of various groups with whom we interact and make concerted efforts to incorporate knowledge of and sensitivity to those experiences in (a) professional decisions and (b) interactions with students, colleagues and members of the broader community;
- reflect on the outcomes of our actions and make adaptations as necessary.

Adopted by the College faculty and staff and approved by Dean Patricia Arlin April 22, 2008

Conceptual Framework

The Wise Professional Educator

- Possesses rich subject matter knowledge
- Applies sound judgment to professional practice and conduct
- Applies a practical knowledge of the context
- Respects multiple viewpoints
- Reflects on professional practices and follows up with appropriate action

What You Need to Know to Become a Special Education Teacher

So, you are thinking of becoming a Special Education teacher? There are a few things you should know about the processes for becoming a credentialed special educator in California before you embark on this exciting journey into a professional career.

The credential in California that you need to teach students in *Special Education* is called an *Education Specialist Credential*. At CSUSB, we offer the Education Specialist Credential with three different authorizations. An authorization designates the population of students with disabilities that the Special Educator is authorized to teach. We offer programs in *Mild to Moderate Support Needs*, *Extensive Support Needs*, and *Early Childhood Special Education*. The Mild to Moderate and Extensive Support Needs authorizations certify the holder to serve children with special needs in grades kindergarten through 12 (or up to age 22). The Early Childhood authorization certifies the holder to serve children with special needs between birth and kindergarten and their families.

There are two basic options of the Education Specialist teaching credential for all authorizations. The first option is called the *Education Specialist Preliminary Credential Student Teaching Option*; the second option is the *Education Specialist Preliminary Credential Intern*. To obtain a California Education Specialist Preliminary Credential, State law requires individuals to complete or demonstrate the following:

- Baccalaureate Degree (B.A. or B.S.)
- Subject Matter Competency (as of July 1, 2004—passage of CSETs)*
- Basic Skills Requirement (refer to pg. 10)
- Certificate of Clearance
- Teacher Preparation Program
- U.S. Constitution
- Reading Instruction Competency Assessment (RICA)*

This credential certifies that the holder is a professional teacher who is qualified to teach children with special needs in K-12 settings. As of January 1, 2011, the Commission on Teacher Credentialing (CTC) approved the Education Specialist Preliminary Credential structure at CSUSB. This credential is valid for a period of five years. The holder of the Education Specialist Preliminary Credential may apply for an Education Specialist Clear Credential upon successful completion of a Commission-approved induction program. After which the clear credential must be renewed every five years on the Commission on Teacher Credentialing (CTC) website.

The first steps on the road to becoming a Special Education Teacher in any of the authorization areas (i.e., Early Childhood, Mild to Moderate Support Needs, Extensive Support Needs) identified above is determining (a) if you have the qualifications to apply to the university and the program and (b) the best program option for you. The material contained in this booklet provides information on the Special Education teacher preparation programs and the credential program admissions procedures at CSUSB.

**Early Childhood Credential Students – CSET is not required; RICA is not required*

Special Education Programs & Program Options at CSUSB

The Special Education Credential Programs at CSUSB currently offer the following programs:

- **Education Specialist Preliminary Credential Programs** (California Standards for the Teaching Profession (CSTP, 2009 Standards) with authorizations in (a) Mild to Moderate Support Needs, (b) Extensive Support Needs, and (c) Early Childhood Special Education.

Student Teaching Option

This option is a traditional pre-service model of teacher preparation for candidates interested in obtaining an Education Specialist Preliminary Credential. Candidates who have little or no experience in teaching or those who choose to complete their coursework and fieldwork before entering the classroom as the teacher of record should take this option. Candidates in the Student Teaching Option complete the majority of their preliminary credential coursework prior to applying for supervised fieldwork experiences in which they will be supervised by a resident or master teacher and a university supervisor. The candidate's performance on specific competencies and expectations is supported and evaluated by the candidate, the resident teacher, and the university supervisor. This option is completed in a course sequence and at the candidate's pace. It is a 15-week non-paid teaching experience.

Intern Option

The Intern Option is for those who may have teaching or related experience and who meet the minimum eligibility criteria for an intern credential[†]. Intern candidates must initially apply to CalState Apply (i.e., via the student teaching option, ECSE, Mild to Moderate Support Needs, Extensive Support Needs) and once accepted and have met program requirements can complete the Special Education Intern Application. In the Intern Option, candidates complete all coursework and supervised fieldwork while employed as the teacher of record in a Special Education setting. The Education Specialist Preliminary Credential Internship Program takes four (4) semesters or two academic years to complete and the course sequence is provided upon application for the internship credential when employment is verified.

The Internship Programs currently receive grant funding from the Commission on Teacher Credentialing, to provide significant classroom support for Intern Teachers, as well as opportunities for additional Professional Development.

Internship Admission Procedures

The minimum eligibility requirements for the Special Education Internship Program will be verified by Program Admissions in the Jim and Judy Watson College of Education Student Services in CE 102 and a letter of Intern Eligibility will be issued to the applicant. This letter is the documentation required by the partner school districts for consideration in the employment process. To be unconditionally admitted to the Internship program, applicants must complete the following steps:

1. Apply for employment as a teacher in the authorization area to which you have been admitted in an approved setting in any public-school district or county office of education in San Bernardino or Riverside counties ONLY.
2. Upon receiving an offer of employment as an Intern teacher, the candidate applies for the Education Specialist Internship Credential at Credential Processing in the Jim and Judy Watson College of Education Student Services in CE 102.
3. Within 10 days of applying for the Education Specialist Internship Credential, attend a New Student Orientation meeting or make an appointment to meet with a faculty member for Internship Program Advisement which includes completion of the following forms with a faculty advisor: (a) Internship course sequence and program plan; (b) information sheet; (c) employment verification form; (d) internship program participation agreement; (e) 8% salary deduction form explanation. ***It is the candidate's responsibility to obtain advice from a Special Education Intern Coordinator in order to complete these forms within 10 days. Failure to do so will result in the rejection of the Education Specialist Internship Credential application.***
4. Enroll in all courses listed for the current semester of Internship and complete the course sequence received during the advisement session with Special Education Intern Coordinator.

Steps to Applying to a Special Education Credential Program

Before being fully admitted to the program or applying for a credential, the following requirements must be met:

Pre-requisites

- Complete Basic Skills Requirement/ BSR options per AB130 or via the CBEST Exam or an approved CTC alternative performance indicator.
<https://www.ctc.ca.gov/docs/default-source/leaflets/el667.pdf>
- Pass CSET Exam—all three subtests (#101, 214, & 103)—of the Multiple Subject CSET or meet subject matter requirements per CTC[‡]
- Complete U.S. Constitution coursework or applicable exam (this must be completed and verified before applying for credential)
- Complete Pre-requisite Courses (***Before being fully admitted to the program***):
 - ESPE 5530[§] *Introduction to Special Education* (3 units)
 - ESPE 5531[§] *Methods & Procedures in Special Education* (3 units)
- Complete Co-requisite Course (***Before being fully admitted to the program***):
 - ESPE 5532 *Language Development in Diverse Learners* (3 units)

Application Step-by-Step

Step #1 – Special Education Information Session

- Scheduled Information sessions are available online and are designed to provide an overview, and inform prospective students of the requirements of the Special Education Credential Program (i.e., Early Childhood, Mild Moderate Support Needs, Extensive Support Needs) at: <https://www.csusb.edu/coe/prospective-students/information-sessions>. Please check the CSUSB web site on the Special Education Program web pages at, <https://www.csusb.edu/special-education> for dates and time.
- Advising Form (Other) All applicants are required to obtain and submit a signed advising form from the Program Admission Advisor verifying applicant's attendance at an information session. For a list of available dates and times, please refer to the Information Sessions webpage at <http://coe.csusb.edu/info-sessions>. *Upload your advising form under header "Other."*

Step #2 – Apply to the University

- Apply through <https://www.calstate.edu/apply> as a post-baccalaureate. Apply to the Special Education Credential Program (i.e., Early Childhood, Mild to Moderate Support Needs, Extensive Support Needs). A \$70 fee is required for this application. NOTE: The following list of program documents must be uploaded to Program Materials (quadrant 4) of the on-line application.

Step #3 — Apply to Special Education Credential Program by submitting the following documents for your Program Admissions

Preliminary Education Specialist Credential Program Admissions Requirements includes:

- Application for Admission to the Special Education Credential Program
- Verification of attendance at a Special Education Information Session
- Official transcripts demonstrating a minimum cumulative grade point average of at least 2.50 in all baccalaureate and post baccalaureate coursework or at least 2.75 in the last 90-quarter units attempted
- Official verification of passing CSET or subject matter requirement[‡] and Basic Skills Requirement
- Documentation of 45 hours of experience in a K-12 classroom
- List names and emails of individuals that would recommend you to the program (Completed through CalState Apply application)
- Verification of a negative tuberculin test within the last four (4) years
- Submission of an application for Certificate of Clearance or evidence of a credential or permit authorizing public-school teaching in California

[‡] Early Childhood Credential Students – CSET is not required

[§] pre-service requirements for intern eligibility

Intern Option:

- Complete Internship application
- Verification of completion of pre-service requirements
 - Pre-service course: Completion of ESPE 5532: Language Development in Diverse Learners (3 units)
 - Pre-requisite courses: Completion of ESPE 5530: Introduction to Special Education, and ESPE 5531: Methods and Procedures in Special Education or the following (a) petitions for equivalent course substitutions, and (b) copy of transcript indicating successful completion (i.e., grade of B or better) of course taken at another institution
- Copy of valid Preliminary or Clear teaching credential issued in California

^{**} Upon verification/approval, candidates will be issued a letter of intern eligibility to be used in applying for a Special Education teaching position in order to complete admission to the Internship program option

Step #4 – Upon admission attend a Mandatory New Student Orientation

Admission Requirements

University Graduate Admission

Individuals interested in all Special Education Program options must apply to the university as a graduate student. A minimum GPA of 3.0 is required for the Master's Program. To be considered a Special Education Intern you must meet the 3.0 GPA requirement as well.

A. Steps for applying to California State University, San Bernardino: CalState Apply

- Submit a completed graduate application on the web at: <https://www.calstate.edu/apply>
- Submit official transcripts: Include transcripts from all previous schools attended
- Submit application fee: The current application fee is \$70.00

B. Steps for correctly completing the CSUSB CalState Apply application:

Following these steps will ensure that you have applied to the Special Education Credential Program that you want and it will be processed in a timely manner. Delays occur when this form is not completed carefully and accurately.

- ***Major/Program Objective:*** Individuals who are only interested in obtaining a credential go all the way to *the end* of the dropdown menu to “Cred-Special Ed Specialist-Mild to Mod Support Needs” or “Cred-Special Ed Specialist-Extensive Support Needs”.
- If you are interested in BOTH a credential and master's degree at this time for your *Major/Program Objective*, you should indicate the degree program by clicking on, “Education-Special Education Option” in the drop-down menu and then typing in the authorization area in the concentration box below.
 - ***Degree objective:*** If you are NOT interested in applying to the master's degree program at this time, you must click on “None” in the drop-down menu.
 - If you are interested in applying to the master's degree program at this time, click on the “MA” choice in the drop-down menu
 - Information on the masters is located at <https://bulletin.csusb.edu/colleges-schools-departments/education/special-education-rehabilitation-counseling/special-education-ms/>

- **Education Credential Objective:** Click on the following choice in the drop-down menu, “Applying to a credential program now”.
- **Credential Objective Name:** Choose one of the three authorization areas that you are interested in, “Early Childhood Special Education”, “Special Education Specialist – Mild to Moderate Support Needs”, or “Special Education Specialist – Extensive Support Needs”

C. Steps to logging into your MyCoyote and your e-mail account

Are you interested in the status of your application for admission to CSUSB? Do you want to see if we have received all of the transcripts required to complete your admissions file? We offer a convenient one-stop-shop for you to monitor your application for admission. Once you have been admitted, you can use your MyCoyote account to register for classes, check your financial aid status, pay for parking, and much, much more. MyCoyote is available to you around the clock to meet your student needs.

The MyCoyote Internet Address: <http://mycoyote.csusb.edu>. Once there, please follow these instructions:

1. Click on the “Activate Your Account” link. Read the instructions. At the end of the page, click on “Proceed to Activate Your Account”.
2. Enter your Coyote ID which can be found in the top right corner of the e-mail you received to link you to these instructions.
3. Enter your Activation Code which is your date of birth in this format: MMDDYYYY for example, if your birth date is January 1, 2000, then you would enter:

01012000. You must activate your account with your date of birth and create your own unique password for security purposes. For technical assistance, please call the CSUSB Help Desk at (909) 537-7677.

E-mail Account Information

Electronic mail is the official form of communication for applicants and students at Cal State San Bernardino. For this reason, we provide all of our applicants a complimentary e-mail account in order to communicate important information during the application process. The Offices of Admissions & Student Recruitment, Financial Aid, Records, Registration & Evaluations, the department of your chosen major, and others on campus will send correspondence to you via your CSUSB assigned e-mail account.

Your CSUSB E-mail Address:

You may log in to your e-mail account after you have activated your MyCoyote account. You will use your Coyote ID number and associated password to access your campus e-mail. To do so, please follow these instructions:

1. Click on the “CSUSB CoyoteMail” link in the box marked Campus Personal Info on your MyCoyote account.
2. Click on the “CoyoteMail login” link on your menu
3. Enter your Coyote ID and password
4. Click on the “LOGIN” button

For technical assistance, please call the CSUSB Help Desk at (909) 537-7677.

D. Admission to a Special Education Credential Program

In order to be admitted to the Education Specialist Credential Program, candidates must fully complete a *Program Admission Requirements*. Only students being considered for admission to the university are eligible for admission to the credential program. The first step is to attend an Information Session at the San Bernardino Campus or at the Palm Desert Campus or schedule an advising session with the Special Education Program Coordinator or the Intern Program Coordinator by calling (909) 537-5680. The next step is to assemble your documents. The Program Admission Requirements include the CalState Apply application and the documents you gather.

Please be aware of application deadlines for the semester to which you are interested in applying. Submit your application online via CalState Apply. After your Program Admissions Requirements have been reviewed and verified You will be notified in five (5) to seven (7) working days regarding the status of your application for admission to the credential program. Because files are reviewed as they are submitted the earlier you submit your document(s) the earlier you will be notified and be given permission to attend a New Student Orientation to complete your Program Plan and begin program coursework. A hold will be placed on your enrollment when you are accepted to the program until you attend a MANDATORY New Student Orientation.

E. Special Education Program Admission Requirements for the Student Teaching and Intern Options

Confirmation of Advisement

When you attend an Information Session or obtain individual admissions advisement you will receive an Advising Confirmation Sheet signed by the advisor. This form must be included in the documents. The schedule for Information Sessions at the San Bernardino and Palm Desert campuses can be found on the Special Education Program home page on the CSUSB website.

CSET/Subject Matter Competency

All applicants are required to submit verification of Subject Matter Competence via one of the following options:

- Official copy of the valid CSET Electronic Score Report (unique bar code required). If examination results were not sent to the applicant via electronic score report with the required unique barcode you will be required to submit your official score report directly to the Jim and Judy Watson Student Services Office (CE 102) by the program deadline date.
- Official letterhead signed by the authorized institution of Higher Education credential analyst verifying successful completion of a C.T.C. approved subject matter competency program or approved equivalent.

Personal Statement

All applicants are required to submit a personal statement (at least 600 – 700 words) on the following topics:

- Why do you want to become a Special Education (i.e., Early Childhood, Mild-Moderate Support Needs, Extensive Support Needs) school teacher?
- What in your background prepares you to be a teacher? Please be sure to address the following:
- Briefly introduce yourself and your educational background.
- Describe your motivation and interest for teaching students with special needs.
- Discuss your personal background/experience in working with children in a classroom setting. Describe personal attributes (strengths/special skills/talents/abilities) you have that will enhance you working with children.
- Discuss any other experiences that you personally consider important to help you become an effective educator.

Application for Admission to the: Education Specialist Credential Program

All applicants must carefully complete the Cal State Apply Application and **APPLY** to the **Special Education Program**. All applicants will participate in an orientation once their application has been submitted and reviewed.

Field Experience

The CSU requires 45 hours of field experience prior to admission to a credential program. This requirement can be satisfied through current or previous employment in K-12 classrooms or early childhood settings, documented by a letter from the person(s) who supervised your work. **All applicants are required to submit documentation of 45 hours in K-12 classrooms (Mild to Moderate Support Needs and Extensive Support Needs Programs) OR 45 hours in Early Childhood settings (Early Childhood Special Education Programs) via one of the following:**

- Early Field Experience Verification Form,
<http://www.calstate.edu/credentialforms/early-field-experience.pdf>
 - Original letterhead signed by the authorized school personnel
 - Original field log signed by the authorized school personnel

Recommendations

All applicants are required to enter the names and email addresses of a minimum of two recommenders (not a family member) who are able to evaluate and address the applicant's scholastic performance and suitability for teaching. These recommendations are required to be submitted by the program deadline date. **NOTE: Letters of recommendation will not be accepted.**

Tuberculosis (TB) Test Results

The tuberculin clearance is valid for four years and must remain valid throughout your Credential Program. The clearance may be obtained at a private physician's office, the County Health Department or the CSU, San Bernardino's Student Health Center.

All applicants are required to submit verification of tuberculosis test results via one of the following options:

- Negative chest x-ray, the verification must include your name, the administering agency information, date a chest x-ray was performed and must specify a negative result.
- Negative TB test, the verification must include your name, the administering agency information, date the test was administered, date the test was read and must specify a negative result.

*An official letterhead signed by the healthcare provider (Risk Assessment Questionnaires are **not** acceptable).

NOTE: Negative TB test results are valid for four years from the date the test was read and must remain valid for the duration of the program.

Certificate of Clearance

By State law, a certificate of clearance is required when you engage in fieldwork. The clearance is verification through state and federal review that you have personal and professional fitness for service in public schools.

You may obtain an application at the Credential Processing website <https://www.csusb.edu/teacher-education/credential-processing> or at Program Admissions in the Jim and Judy Watson College of Education Student Services in CE-102 on the San Bernardino Campus or in the PDC Teacher Education Office (be sure to follow all directions exactly). Fingerprinting, a part of the certificate application process, is accomplished through Livescan prints processed in several locations or you may contact CSUSB Police Department at (909) 537-3552. Agencies that conduct Livescans will charge a service fee that will range in price. Call to make an appointment prior to visiting a Livescan Station (preferably two days in advance).

Verify application for or evidence of the Certificate of Clearance (COC) in one of the following ways:

- Submit a valid COC, California credential, or permit to meet this requirement.

All applicants are required to submit verification from the Commission on Teacher Credentialing (C.T.C.) of the issuance of a valid California Certificate of Clearance, credential or permit. For instructions on how to complete a Certificate of Clearance visit, https://coe.csusb.edu/sites/csusb_coe/files/ctc-appform-leaf/cl900.pdf.

Basic Skills Requirement and Options

The purpose of the Basic Skills Requirement is to assess and verify acceptable proficiency in reading and writing in the English language and mathematics skills. As required by law, this requirement may be fulfilled with the passage of the 1) Basic Skills, 2) CSET: Multiple Subject. These tests do not measure teaching skills or abilities. Instead, it measures more basic skills that are needed by professional staff members in schools that offer academic programs in kindergarten, grades one to twelve, and adult education. The CSU requires that the Basic Skills Requirement be taken as part of admission to a credential program. Provide a copy of your registration confirmation or a copy of your scores. If you are unsuccessful at passing any of the tests, see your assigned education advisor to discuss appropriate academic assistance necessary to pass the examination.

All applicants are required to submit official verification of successful completion of the Basic Skills Requirement by the program deadline date via one of the following options:

- Official California Basic Educational Skills Test (CBEST).
- Official CSET: Multiple Subjects plus Writing Skills Examination.
- Official CSU Early Assessment Program (EAP).

- Official CSU English Placement Test (EPT) and the Entry Level Math (ELM) Test.
- Official official SAT or ACT score report.
- Official College Board Advanced Placement Examinations.

CBEST Options

On July 9, 2021, the Governor signed AB 130 (Chap. 44, Stats. 2021) which established new options for demonstrating the Basic Skills Requirement (BSR). The options allow the Commission and Commission-approved preparation programs to verify that a candidate or applicant has demonstrated basic skills proficiency by verifying qualifying college-level coursework. Commission-approved preparation programs may also use a combination of coursework and other previously available options to meet the BSR. AB 130 can be found at the following link: <https://www.ctc.ca.gov/credentials/options-bsr>

Additional options resulting from AB 130:

- Meet the Basic Skills Requirement by Coursework
- Meet the Basic Skills Requirement by Coursework and Exam

The following link provides information regarding the Basic Skills Requirement: [https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-\(cl-667\)](https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-(cl-667))

NOTE: CBEST and CSET examination results that were sent via electronic score report with the required unique barcode can be uploaded via the Basic Skills Requirement section below. All other forms of tests, must be directly submitted to the Jim & Judy Watson Student Services Office (CE 102).

Transcripts (Unofficial and Official)

Unofficial Transcripts

All applicants are required to upload UNOFFICIAL transcripts from every college or university attended. Exception: If you are a CSUSB graduate, upload a note indicating you received your degree at CSUSB.

Official Transcripts

Applicants are also required to submit (1) OFFICIAL transcript from every college or university attended, with the exception of California State University, San Bernardino graduates. However, if applicant attended another institution after CSUSB, official transcripts from the institution(s) will also be required. Official transcripts should be submitted by the program deadline date via one of the following options (in-person or mail). Email Electronic Transcripts to ami.thomas@csusb.edu via an official transcript delivery service.

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
 Jim and Judy Watson COE Student Services | CE 102
[5500 University Parkway, San Bernardino, CA 92407](https://www.csusb.edu/5500-University-Parkway)

NOTE: Applicants who earned their degree from a foreign country must submit a foreign transcript evaluation from a state approved agency to Jim & Judy Watson Student Services, CE 102.

Additional Requirements for Intern Option

If you are seeking admission to the Intern Option of the program, in addition to completing an application on Cal State Apply and being admitted to the university as a graduate or post baccalaureate you must submit an internship program application and meet the internship eligibility requirements described below.

Successful Completion of Pre-Service Requirements. To qualify for an internship, candidates must demonstrate competency to assume the responsibilities of a highly qualified teacher. The Commission on Teacher Credentialing requires 120 hours of pre-service coursework and experiences to meet this standard. Pre-service requirements can be satisfied in ONE of the following ways:

1. Completion of pre-requisite courses ESPE 5530, *Introduction to Special Education* and ESPE 5531 *Methods and Procedures in Special Education* with a grade of B or better, and the pre-service course ESPE 5532: *Language Development for Diverse Learners*.
2. Course Substitution requests for ESPE 5530, ESPE 5531, and ESPE 5532 with a grade of B or better must be submitted to the Special Education Program in the Jim and Judy Watson Student Services Center (CE-102) and approved by the Special Education Program Coordinator.
3. Verification that the candidate holds at least a preliminary or clear Multiple Subject or Single Subject teaching credential. In this case, ESPE 5530, ESPE 5531, and ESPE 5532 can be completed once admitted to the intern program. ESPE 5530 and ESPE 5531 must be completed with a grade of B or better.

U.S. Constitution

By State Law you must have knowledge of the U. S. Constitution for an intern credential and a preliminary credential. You may verify knowledge of the provisions and principles of the U. S. Constitution through ONE of the following options:

1. Successful completion of coursework (Applicable courses at CSUSB are HIST 1460, 2000, 5400; PSCI 2030, 4100, 4110)
2. Successful completion of CSUSB US History Challenge Examination:
<https://www.csusb.edu/pace/courses-programs/test-preparation/us-constitution-challenge-examination>
3. Copy of an approved course substitution if equivalent coursework has been taken at another university. NOTE: Do not submit course substitution requests in ***Cal State Apply***; it will only delay action on your requests. All such requests are reviewed by the Program Coordinator.

4. Successful completion of an examination administered through the CSUSB College of Extended Learning.
5. Verify completion of U.S. Constitution by contacting the credential analysts at: credrec@csusb.edu

Internship Program Admission Procedures

You do not need to currently employed to apply for the Intern Option. However, you must be employed to be fully admitted to the Internship Program. The minimum eligibility requirements for the Internship Program will be verified by College of Education Program Admissions and a letter of Intern Eligibility will be issued to the applicant. This letter is the documentation required by the partner school districts for consideration in the employment process. To be unconditionally admitted to the Internship program, applicants must complete the following steps:

1. Apply to the CSUSB Special Education Intern Program:
<https://survey.alchemer.com/s3/5979615/Special-Education-Intern-Program-Application-October-2020>
2. Apply for employment as a teacher in the authorization area to which you have been admitted in an approved setting in any public-school district or county office of education in ***San Bernardino or Riverside*** counties ONLY.
3. Once a contract has been offered and accepted, you ***MUST FILE FOR AN INTERN CREDENTIAL***. Intern candidates are required to submit the following to Credential Processing in the Jim and Judy Watson College of Education Student Services in CE 102: (a) a “fee stamped” Fee Receipt for the credential filing fee of \$25 which can be paid in the Bursar’s office or online in the My Coyote Student Service section, (b) a copy of the contract from the school district complete with the intent to hire as an intern and the start date, and (c) the credential application that you may download at the Credential Processing website:<https://www.csusb.edu/sites/default/files/App4InternESPE%20CredPacket%2006-20%5B1%5D.pdf>
4. Within 10 days of filing for the Education Specialist Internship Credential, make an appointment to meet with the Intern Program Coordinator for Internship Program Advisement which includes completion of the following forms: (a) Internship course sequence and program plan; (b) information sheet; (c) employment verification form; (d) internship program participation agreement; (e) 8% salary deduction form explanation. *It is the candidate’s responsibility to obtain advisement from a Special Education Intern Coordinator in order to complete these forms within 10 days. Failure to do so will result in the rejection of the Education Specialist Internship Credential application.*
5. Enroll in all courses listed for the current semester on the Internship Track course sequence received in the advisement session.