

Education Specialist: Mild to Moderate Credential Admissions Checklist

To apply to the Education Specialist (Special Education) Credential Program, complete the online application at [Cal State Apply](#), as a post-Baccalaureate. A \$70 fee is required for this application. The following list of program documents should be uploaded to the Program Materials (quadrant 4) of the online application.

Transcripts: Unofficial: All applicants are required to upload unofficial transcripts from every college or university attended. Official: Applicants are required to submit an official transcript from every college or university attended. Exception: CSUSB graduates do not need to provide official transcripts, unless the applicant attended another institution after graduating from CSUSB. Official transcripts should be submitted by the first semester by one of the following methods:

- Request official transcripts be electronically forwarded from the institution to CSUSB's Graduate Admissions office, gradadmissions@csusb.edu.
- In-person or by mail to:
California State University, San Bernardino
Office of Graduate Studies, CE-356
5500 University Parkway, San Bernardino, CA 92407

Applicants who earned their degree from a foreign country must also upload a copy of your [foreign transcript evaluation agency approved by CTC](#) to Cal State Apply.

Basic Skills Requirement (BSR): The requirement is met by completion of a bachelor's degree or higher from a regionally accredited institution of higher education.

Subject Matter Requirement (SMR): All applicants must demonstrate proficiency in subject matter prior to the start of student teaching or internship by meeting one of the following options:

1. Successful completion of a bachelor's degree or higher from a regionally accredited institution of higher education in one of the following academic degree majors: Liberal Studies, Liberal Arts, and Elementary Education OR a major in one of the subject areas in which the commission credentials candidates.
2. Completion of a subject matter program approved by Commission on Teacher Credentialing. Non-CSUSB graduates must submit a Subject Matter Completion Letter with application.
3. Passage of a subject matter examination in Multiple or Single Subject (the [California Subject Examination for Teachers or CSET](#)). Exam scores must be used for certification purposes within ten years of the passing test date.
4. Successful completion of coursework at one or more regionally accredited institutions of higher education that addresses each of the domains of the subject matter requirements adopted by the Commission in a content area of the credential pursuant to Section 44282, as verified by a Commission-approved program of professional preparation.
5. Applicants may use a combination of coursework and CSET exam(s) that meets or exceeds the subject matter domains.

Certificate of Clearance: Submit verification from the Commission on Teacher Credentialing (C.T.C.) of the issuance of a valid California Certificate of Clearance, credential, or permit. See PDF for instructions on completing a [Certificate of Clearance](#). Live Scans will not meet this requirement.

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- ☐ **Tuberculosis (TB) Test Results:** Submit verification of a negative tuberculosis test, including your name, the administering agency information, date the test was administered, date the test was read and specify a negative result or a [Negative TB Verification Form](#). TB tests are valid for four years from the date the test was read and must remain valid for duration of the program. Risk Assessment Questionnaires will not meet this requirement.

- ☐ **Field Experience:** Applicants are required to submit documentation of at least 45 hours of field experience in a K-12 classroom. Submit a copy of your PAWS report to confirm 45 hours of field experience in a K-12 classroom by the following courses with a "C" or better:

EDMS 2301 (30 hrs.) and CD/CAFS 2245/2246/2247 (15 hrs.) or EDMS 3010 (15 hrs.).

If you did not complete these courses or the equivalent, please submit documentation of at least 45 hours of field experience in a K-12 classroom. You may submit original letterhead signed by the authorized school personnel, original field log signed by the authorized school personnel or an [Early Fieldwork Experience Verification Form](#).

- ☐ **Two Recommendations:** Applicants must enter the names and email addresses of two recommenders (not a family member) on [Cal State Apply](#), who are able to evaluate and address the applicant's scholastic performance and suitability. Letters of Recommendation will not be accepted.

- ☐ **Personal Statement:** Submit a personal statement of 600-700 words addressing your interest in and motivation for teaching in a multicultural setting, your personal background and experience working with children in such environments, and any other relevant experiences that contribute to your development as a teacher. Additionally, discuss any abilities, knowledge, skills, or experiences that will enhance your effectiveness as a teacher.

- ☐ **Grade Point Average (G.P.A.):** Applicants should possess a cumulative GPA of a 2.5 or a 2.5 in their last 90 quarter or 60 semester units.

- ☐ **Pre-Requisite Coursework:** Pre-requisite coursework ESPE 5530 & ESPE 5531 must be completed with a "B" or better.

*ESPE 5530, 5531, and 5532 are offered every semester and in the summer. ESPE 5530 and 5531 are considered pre-requisites and must be taken before students are fully classified, before they can be admitted as conditionally classified. ESPE 5532 must be completed prior to becoming intern eligible.

*Equivalent courses completed at another institution will need to be approved by the Program Coordinator by emailing a [Request for Course Substitution](#) to specialeducation@csusb.edu. The following documentation must be included: 1) A course description (that is consistent with the year that course was/will be completed) from the college/university catalog (if the course description is vague, it is recommended that a copy of the course syllabus also be attached); 2) Verification of grade (i.e., transcript or grade card).