

# HUMBOLDT STATE UNIVERSITY

## Special Education Credential Program Application Checklist

- Application to the [California State University online](#) (Cost: \$70)**
  - Official transcripts from all colleges/universities sent to HSU Admissions and Records Office (**not required if graduate of HSU**). Attach confirmation print-out from online registration.
  - You will need to apply to HSU as a graduate student online via Cal State Apply. This can be done between October 1<sup>st</sup> and April 15th
  - Prerequisites: CPR, Constitution
  - CPR: Has to be Adult, Child and Infant CPR. The best place to do it in Humboldt County is at the Eureka Fire Department (707-441-4000). EFD offers a 4-hour long class (typically the 4<sup>th</sup> Tuesday of each month). Cost is \$30.00 and it's good for 2 years.
  - Constitution: If you graduated from a CSU or transferred from a JC in CA, you most likely met this requirement through an undergraduate GE course. Look on your transcript for a Political Science class or in some cases a series of two History courses. You should have a grade of C- or better for it to count.
  
- Required Tests: 1) CSET 2) CBEST**
  - CBEST (or CSET Writing Skills for EED) passed or registered for **test date prior to June**
  - The CBEST is a reading and writing test that includes some math word problems. It can be taken at the proctored HSU Testing Center. To sign up for this exam, go to <http://www.ctcexams.nesinc.com/>. It is most cost effective (~\$41) to take the CBEST as a paper based exam (PBT). As a PBT, it is offered every 2 months or so. You can also take it as a computer based exam (CBT) and it is offered more frequently but it is also much more expensive (~\$110). Once passed, the CBEST is good for life. This test is a good one to study for but take as soon as possible.
  - CSET passed or registered for **test date prior to June**
  - The CSET is a content knowledge exam. For the SPED program, you will want to take any of the CSET exams, but most commonly the Multiple Subject CSET. There are three sub-tests. They can be taken all together on one day or individually. Applicants typically take the subtests individually. It costs a bit more (\$300 total versus \$247 all together) but you can focus on each sub-test and not get burned out with a full day of testing. Most of the CSET exams can be taken at the proctored HSU Testing Center. To sign up for these exams, go to <http://www.ctcexams.nesinc.com/>. Select your test, then your location, then your date(s). You will need to create an account. The CSET can only be taken as a computer based exam (CBT). You can take it as many times as you want and if you don't pass a sub-test, you only have to retake that sub-test, not all three. You do have to wait 45 days from your original test date to retake any part of it. The CSET exam is good for 5 years. This test is a good one to study for but take as soon as possible.
- Early Field Experience Documentation**
  - This pre-requisite is met through and undergraduate class EED 210/310 (or SED 210/410). It is a 3-unit class that is a mix of field experience (observation in a public school classroom) and classroom time at HSU (reflect on field experience with an HSU instructor and colleagues). These classes are offered both Fall and Spring semesters. If you haven't taken this class or are not currently a student and don't want to pay over \$700 through Extended Education Open University, it is possible to fulfill this requirement on your own. To do so there are several parameters: 1.) Observation has to be in a contained SPED classroom (not an after school program or summer camp), and 2.) Observation has to be of a credentialed Special Education teacher (substitute teaching does not count because you are not

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observing the teacher at their craft, you are replacing him/her). If you plan on meeting this requirement on your own, please check in with the program coordinator first to be sure the fieldwork setting meets the criteria.

Health Verification

- You have to submit proof of Measles, Mumps, Rubeola vaccination (MMR) from your vaccination records as a child or from the HSU Health Center. If you don't have these records a local clinic can give you a test to show you have had the vaccination. You also need a Tuberculosis (TB) test current within 2 years.

Personal Narrative

- This is something you write. See the online application for writing prompts. This is one of the first elements we screen during the admissions process. Be sure to put some time and thought into writing it and also have someone proof read it for grammar and spelling.

Additional Application Questions

- This is something you write. See the online application for writing prompts. One question is related to multicultural competencies and one question is related to our mission statement.

Letters of Recommendation

- I recommend one letter from an academic reference, one letter from a professional reference, and the third letter from one or the other, depending on if you have a higher or lower GPA (higher GPA, get a second professional reference, lower GPA get a second academic reference). Recency is best so if you've been out of school for over 5 years, it's better to get recent letters than old references. Remember, anyone who can vouch for you working with children is a good choice.

If your GPA falls below 2.67 or last 60 semester units below 2.75, you must complete the additional low-GPA appeals process. Contact the credentialing office for details:

Signed Appeals Process Page

Proof of Passing CSET

Recommendation forms completed by **two faculty members** who are not also providing the page 7 recommendation

- If your GPA is below 2.67 cumulative or below a 2.75 in the last 60 semester units, it is still possible to apply, but you have to complete an appeals process. You are required to write a statement about why you think you can maintain a 3.0GPA required of a graduate student, and submit 2 additional letters of recommendation specifically from academic references.

**Application for Certificate of Clearance Completed**

Certificate of Clearance Document # \_\_\_\_\_ Issue Date \_\_\_\_\_

- The Certificate of Clearance is a Livescan background check that goes past the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). If you have had a Livescan/Blue Card/ Sub Permit in the past, you still need to get a Certificate of Clearance. This Clearance is a top-level background check (whereas the others are a lower level check). There is a form that you will print out, fill out the middle section, take to the Police Department (University Police is the best/cheapest), get fingerprinted, then go back online and create an account. After you create an account, your finger prints meet your account in Sacramento, and you are assessed for your clearance to become a student teacher. If you have an arrest record, this process may take longer and you may be requested to submit supporting documentation. Once granted, your clearance is good for 5 years. The whole process can take up to 4-6 weeks so it is best to start this as soon as possible.

**Other Notes**

- We are a two semester program that starts in the fall and finishes in the spring. We start a week earlier than HSU and continue through the end of the public school calendar (mid June). Please be prepared to be available for the duration of the program.
- The application and all pre-requisites have to be submitted by August 1<sup>st</sup> at 5pm in order to join the program that year. Start early on completing CBEST, CSET, Certificate of Clearance, and any courses you may need to take prior to the start of the program.