



## GRADUATE COLLEGE of EDUCATION

Credential & Graduate Services  
Center  
1600 Holloway Avenue  
Burk Hall 244  
San Francisco, CA 94132-4158  
Telephone: 415/405-3594  
Fax: 415/338-1940  
Email: [credinfo@sfsu.edu](mailto:credinfo@sfsu.edu)  
Website: <http://gcoe.sfsu.edu/>

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### SPECIAL EDUCATION PROGRAMS GENERAL INFORMATION

**FALL DEADLINE: March 15**

**SPRING DEADLINE: October 15**

Submit a university application through Cal State Apply <https://calstate.liasoncas.com>

**Please note that the CSU Graduate Application must be submitted online on or before the deadline regardless of what day the deadline falls.**

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### ATTEND AN INFORMATION MEETING

The Credential and Graduate Services Center holds meetings regularly. Meetings are designed to inform prospective students of the best possible ways to meet the requirements for admission into the program. Visit our website <http://gcoe.sfsu.edu/events/information-session> for the schedule and information on how to reserve a seat.

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### REQUIREMENTS FOR THE SPECIAL EDUCATION PROGRAMS

#### Requirements for **ALL** applicants:

- Online Graduate Application and graduate admission requirements (application fee \$55.00)
- Special Education Program Application
- Processing fee \$25.00 (non-refundable)
- Unofficial transcripts from all colleges or universities attended
- Bachelor's Degree must be posted before starting the program
- GPA: 3.0 overall in baccalaureate coursework
- Statement of Purpose
- Resume or Curriculum Vitae
- Letters of recommendation (minimum of two)
- Written English Proficiency Requirement
- Certificate of Clearance (COC) Fingerprint requirement
  - *Moderate Severe MA students only*

#### Additional Requirements for Credential Applicants Only:

- Early Field Experience in a public classroom setting (*Orientation & Mobility applicants exempt*)
- Fulfill Subject Matter Competency (*Early Childhood Special Education and Orientation & Mobility applicants exempt*)
- Fulfill Basic Skills Requirement
- Certificate of Clearance (COC) Fingerprint requirement

## ADMISSION PROCEDURES

The complete admission process requires approximately 3 months from the application deadline and includes the following steps:

- File review by Program Faculty to select candidates to interview;
  - Interviews are conducted and recommendations for admission are forwarded to the Credential and Graduate Services Center and SF State Graduate Admissions;
  - Candidates receive admission decision letter from SF State Graduate Admissions; and
  - If admitted, Candidates responds with Intent to Enroll by deadline stated in letter.
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## CSU GRADUATE APPLICATION REQUIREMENTS FOR ADMISSION:

1. **UNIVERSITY APPLICATION:** Apply to San Francisco State University's Graduate Division (415/338-2234, ADM 250), using the online Graduate/Post-Baccalaureate application to The California State University: <https://calstate.liasoncas.com>
    - **For Masters only, please select "Masters degree or higher" as your degree objective**
    - **When filling out the online application for Masters plus Credential: Select San Francisco Graduate**
    - **For Credential Only: Select San Francisco Credential**
  2. **FEE:** There is a **\$55.00** fee for this application. You can pay online at the time of the application submission or you can pay Graduate Admissions after you've submitted your application.
  3. **TRANSCRIPTS:** Upload one unofficial set of transcripts from every college or university attended to the SF State Graduate Admissions. Official transcripts will be required for admitted students. If you have previously attended SF State, you *may* not need to send transcripts. Please check with Graduate Admissions regarding their policies.
  4. **TOEFL:** If you are an international student or if you have a bachelor's degree from outside the United States, please contact the Graduate Admissions directly. There may be additional requirements for admission, such as the Test of English as a Foreign Language (TOEFL).
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## SPECIAL EDUCATION PROGRAM REQUIREMENTS FOR ADMISSION ALL SPECIAL EDUCATION APPLICANTS:

The following requirements (1-9) are for ALL Special Education applicants.

1. **PROGRAM APPLICATION:** Complete and upload the Single Subject Credential Program Application. Refer to the College website for a PDF fillable version of the application: [\[http://gcoe.sfsu.edu/current-students/how-apply\]](http://gcoe.sfsu.edu/current-students/how-apply)
  - a. Credential applicants must also apply to the master's degree and meet the master's requirements for admission.
2. **PROCESSING FEE:** There is a \$25.00 *non-refundable* fee for this application. Please pay this fee online via CashNet: [https://commerce.cashnet.com/CGSC\\_ADM](https://commerce.cashnet.com/CGSC_ADM). CashNet charges a 2.75% non-refundable fee for all debit/credit card transactions. Upload proof of payment on Cal State Apply.
3. **DEGREE:** Applicants must have earned a bachelor's degree or higher, except in professional education (i.e., secondary education), from a regionally accredited college or university. The degree must be awarded before enrolling in the credential program. If the degree is not awarded at the time of the

application deadline, applicants must provide transcripts at the time of application and submit updated transcripts once the degree has been awarded.

4. **GPA:** The minimum GPA accepted for **ALL Special Education applicants** is 3.0 overall in all baccalaureate coursework.
5. **STATEMENT OF PURPOSE:** Submit a typed essay (1-3 pages double spaced) outlining the reasons you want to enter the selected program area. Include experiences and personal attributes that illustrate a potential for success in the program and in the field of special education. Applicants might also include professional goals for the future.
6. **LETTERS OF RECOMMENDATION:** Submit at least two letters of recommendation. It is preferred that letters come from individuals who have observed and collaborated with you in a professional or educational setting. Additionally, it is recommended that the letters be written by people who can comment on your experiences with people with disabilities and / or in an educational setting. It is also appropriate to have recommendations from those who can speak to your academic ability and potential for success in a graduate-level program. Additional letters beyond the required two will also be accepted to augment the application. **Please advise letter writers to upload scanned, signed letters on letterhead to the Cal State Apply platform.** *Letters from relatives and letters more than five years old will not be accepted.*
7. **RESUME:** You may include information about your academic, employment, and volunteer experiences that are pertinent to your application and program objective.
8. **WRITTEN ENGLISH PROFICIENCY:** Each graduate student must demonstrate the ability to write English correctly and effectively. To assure that each graduate student has the required proficiency in Written English, two distinct assessments are made by the major department: Level One and Level Two. The Level One requirement must be met prior to admission. Applicants will be required to submit evidence of one of the following as part of their application for admission to the M.A. in Special Education:
  - A. **GRE Analytical Writing Test or GMAT Analytical Writing Assessment:** score of at least 3.5/6.0
  - B. **TOEFL paper-based [PBT]:** score of at least 4.5/6.0 on the essay test (a minimum score of 24/30 on the Writing section of the Internet-based test [iBT] TOEFL)
  - C. **IELTS (International English Language Testing System) writing test:** score of at least 6.5/9.0 or a concordant score on the Pearson Test of English
  - D. **CSET Writing Skills Test:** passing status score of at least 220

***NOTE: Applicants who took the former Graduate Essay Test (GET) and scored 5 or above may submit the test result to meet the Level 1 requirement. CBEST Writing Test does not meet this requirement.***

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## **ADDITIONAL SPECIAL EDUCATION PROGRAM REQUIREMENTS CREDENTIAL APPLICANTS ONLY:**

1. **EARLY FIELD EXPERIENCE\*:** Candidates must demonstrate that they have fulfilled a minimum requirement of 45 hours of Early Field Experience prior to applying to an Education Special Program. This Early Field Experience requirement must be met by volunteer or work experience in a K-12<sup>th</sup> grade classroom with a California Credentialed Teacher or a documented field experience deemed equivalent. ***The Early Field Experience must represent your program choice and be in the kind of environment that matches the credential you are seeking.***

It is recommended that someone who supervised the Early Field Experience write one of the two required letters of recommendation. A form is included in the application that needs to be signed by this person.

Agencies that can assist you in finding early field experience locations are Pacifica School Volunteers (<http://pacificaschoolvolunteers.org/>) or San Francisco School Volunteers (<http://sfedfund.org/>). You may also call your local school district for more options. The Credential and Graduate Services Center has additional resources for volunteer placement programs.

**\*Orientation and Mobility Program applicants are exempt from having field experience in a school setting prior to applying. However, having related experience is still highly desirable.**

2. **SUBJECT MATTER COMPETENCY\*\*:** The Commission on Teacher Credential requires that Education Specialist candidates prove they possess a body of appropriate knowledge that reflects California State Standards. Education Specialist Credential candidates have a choice of subject areas; they can choose **multiple subjects competency** or **single subject competency**. Those who have already met subject matter competency as a prerequisite to earning another California teaching credential do not have to repeat this requirement if they can provide a copy of a valid credential.

*For credential purposes, competency in either multiple subjects or a core single subject is acceptable. Employers may require competency in a particular subject area for certain positions. For example, in employed at an elementary school, your employer may require multiple subjects competency through testing.*

**\*\*Early Childhood Special Education and Orientation and Mobility applicants are exempt from this requirement.**

**A. Multiple Subjects Competency:** For Multiple Subjects Competency, all three (3) multiple subjects subtests of the CSET (California Subject Examinations for Teachers) must be passed. **Admission will not be offered to anyone who has not passed all sections.** Registration can be done online at [www.cset.nesinc.com](http://www.cset.nesinc.com)

**B. Single Subjects Competency:**

- **Pass the required CSET exams:** *Photocopies* of all exam scores should be included with the Program Application, even if you have requested the testing company send the scores to SF State. Exams vary by subject. All CSET scores are valid for 5 years. You must earn your credential before these tests expire. For information and registration go to <http://www.ctcexams.nesinc.com/>. Core areas include Art, English, Music, Mathematics including Foundational-Level Mathematics, Foreign Language, Science including Foundational-Level General Science or Specialized Science and Social Science.
- **Complete an Approved Subject Matter Competency Program:** To have your coursework assessed, please consult the list of Subject Matter Advisors on page 9 and make an appointment. The form the advisor needs to complete is on page 9. If you have completed a Commission on Teacher Credentialing–approved subject matter competency program from another institution, you must submit an official, original form or letter with a CTC-approved signature verifying that you have met all subject matter program requirements. If your subject area is not listed on the advisor list provided, then SF State does not have an approved subject matter competency program for that area.

3. **BASIC SKILLS REQUIREMENT:** Choose one of the following options to fulfill this requirement.

**A. CBEST (California Basic Skills Examination):** Submit a *photocopy* of the results. For information and registration go to [http://www.ctcexams.nesinc.com/test\\_info\\_CBEST.asp](http://www.ctcexams.nesinc.com/test_info_CBEST.asp).

**B. Out-of-State Basic Skills Examination:** Submit a *photocopy* of the results. Not all states' Basic Skills Exams have been approved by the CTC. Contact the Credential and Graduate Services Center to find a list of approved out-of-state basic skills exams.

**C. CSET: Multiple Subjects Plus Writing Skills:** Submit a **photocopy** of the results. You must pass the Writing Skills test AND all three Multiple Subject subtests to fulfill the Basic Skills Requirement. For information and registration go to [http://www.ctcexams.nesinc.com/test\\_info\\_CSET.asp?t=101](http://www.ctcexams.nesinc.com/test_info_CSET.asp?t=101). *Not recommended for those taking the Single Subject CSET exams.*

**D. Other Options for Satisfying the Basic Skills Requirement (see chart below):**

Examination	English Score Requirement	Math Score Requirement
CSU Early Assessment Program	“College Ready” or “Exempt”	“College Ready” or “Exempt”
CSU Placement (EPT & ELM) Exams	Score of 151 or above	Score of 50 or above
College Board SAT	Score of 500 or above	Score of 550 or above
ACT	Score of 22 or above	Score of 23 or above
Advanced Placement (AP) Exams	Score of 3 or above on either: - Language and Composition - Literature and Composition	Score of 3 or above on either: - Calculus (AB or BC) - Statistics
<i>The California Commission on Teacher Credentialing will accept a combination of scores from the EAP and the EPT/ELM examinations to meet the Basic Skills Requirement as long as the individual passes a section of English and a section of Mathematics.</i>		

- 4. CERTIFICATE OF CLEARANCE: Fingerprint Clearance via LiveScan and Commission on Teacher Credentialing online application.** In accordance with California state law and Education code, all teaching credential applicants must go through a background check. All applicants must apply for a Certificate of Clearance with the Commission on Teacher Credentialing (CTC) **OR** submit proof of prior completion of the same clearance. Acceptable documentation in lieu of a Certificate of Clearance: Valid credentials or permits issued by the CTC, including substitute, pre-intern permits, short-term staff permits, clear or preliminary, or Child Development permits. Submit a printout from the CTC website. ***District or other job related clearance is not acceptable, however, for student teaching purposes districts may require additional fingerprint clearance.***  
*Please see next page for instructions regarding the COC.*
- 5. INTERVIEW:** Following initial screening and review of applicant files, program faculty will select candidates to interview, based on the strengths of the application. Interviews will be conducted by faculty selection committees to assess the applicant’s communication skills and behaviors required to meet professional standards. Additional information may also be considered to assess the applicant’s professional qualities including test results, and observations in fieldwork.