Both the Special Education Program Application and the University Graduate Admission Application are due on or before the above deadlines. These deadlines are the same date from year to year. If the deadline falls on a weekend or holiday, department applications will be accepted the next working day following the deadline. **Please note that Graduate Division applications must be submitted online on or before the deadline regardless of what day the deadline falls.**

**ATTEND AN INFORMATION MEETING**

The Credential Services Office holds meetings regularly. Visit the Graduate College of Education website for a schedule. Meetings are designed to inform prospective students of the best possible way to meet the requirements for admission to the program. Explanation of the requirements and how to apply are discussed. All applicants are strongly encouraged to attend an information meeting.

### REQUIREMENTS FOR THE SPECIAL EDUCATION PROGRAMS

Requirements for **ALL** applicants:

- Online Graduate Application and graduate admission requirements
- Special Education Program Application
- Processing fee $25.00 (non-refundable)
- Official 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
- Letters of recommendation – minimum of two
- Résumé
- Written English Proficiency Requirement
- **Moderate Severe MA students only** Certificate of Clearance (COC) Fingerprint requirement

*See requirements section for further information*

**ADDITIONAL REQUIREMENTS FOR CREDENTIAL APPLICANTS ONLY**

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

**SUBMIT ALL PROGRAM MATERIALS TO:**

Credential and Graduate Services Center (CGSC) ATTN: Credential Admissions SPED  
Graduate College of Education - Burk Hall 244  
San Francisco State University  
1600 Holloway Avenue  
San Francisco, CA 94132-4158

- Submit all Program Application documents together in one package
- Please make sure your full name and SFSU ID appears clearly on every document

### 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 CGSC and SFSU Graduate Admissions;
- Candidates receive admission decision letter from SFSU Graduate Admissions; and
- If admitted, Candidates responds with Intent to Enroll by deadline stated in letter.
THE MASTER OF ARTS IN SPECIAL EDUCATION

The coursework and field experiences prepare professionals to teach skills of independent travel to people who have visual impairments, including those with multiple disabilities. Curriculum includes skills of independent travel in indoor and outdoor environments; orientation; sensory and motor development; concept development; daily living skills; use of low vision and electronic travel devices in travel. Program emphasizes instruction of people aged birth through senior years.

**Early Childhood Special Education**

**Education Specialist Credential / Master of Arts / Certificate / Added Authorization**

This program emphasis is designed to provide special education personnel with the skills to successfully facilitate the development of young children (birth to 5 years) with disabilities. Emphasis is placed on providing culturally competent family-centered services through an interdisciplinary approach.

**Mild/Moderate Disabilities**

**Education Specialist Credential / Master of Arts**

The program includes topics in mild to moderate mental retardation, specific learning disabilities, other health impairments, and serious emotional disturbance. Curriculum development and instructional practices in multiple natural environments are stressed.

**Moderate/Severe Disabilities**

**Education Specialist Credential / Master of Arts**

The program includes topics in autism, deaf-blindness, moderate to severe mental retardation, and multiple disabilities, and serious emotional disturbance. Curriculum development and instructional practices in multiple natural environments are stressed.

**Visual Impairment**

**Education Specialist Credential / Master of Arts**

This program emphasis is placed on collaboration, working with families, and an approach to individual differences to address the disability-specific needs of the diverse population of students who are blind or who have low vision. Curriculum covers assessment, independent living skills, Braille, technology, and other rehabilitative tools.

**Orientation and Mobility**

**Clinical or Rehabilitative Services Credential (CRS) / Master of Arts**

The coursework and field experiences prepare professionals to teach orientation and mobility techniques to individuals who are visually impaired or blind from infancy through adulthood.

**Added Authorizations**

Students in all program areas who are working towards a Preliminary Credential under the new standards implemented after July 1, 2010 will be authorized to work with students with Autism Spectrum Disorders (ASD) upon completion of the program and receipt of their Preliminary Education Specialist Credential thus are not eligible to complete the ASD AA.

**Early Childhood Special Education (ECSE AA):**

Candidates need to hold an Education Specialist Credential in Deaf/Hard of Hearing, Mild-Moderate Disabilities, Moderate-Severe Disabilities, Physical and Health Impairments or Visual Impairments in order to apply for the ECSE Added Authorization.

**Orthopedically Impaired (OI AA):**

Candidates need to hold an Education Specialist Credential in one of the following areas in order to apply for the OI Authorization: Deaf/Hard of Hearing, Early Childhood Special Education, Mild-Moderate Disabilities, Moderate-Severe Disabilities, or Visual Impairments.

**Autism Spectrum Disorders (ASD AA):**

Applies to students who currently hold a Level 1 or Level II Education Specialist Credential issued prior to July 1, 2010 in Deaf/Hard of Hearing, Mild-Moderate Disabilities, Physical and Health Impairments or Visual Impairments.

Students who currently have a Level 1 or Level II Education Specialist Credential issued prior to September 1, 2010 in Moderate-Severe Disabilities or Early Childhood Special Education (or the ECSE Added Authorization), are currently authorized to work with students with ASD and are not eligible for the ASD Added Authorization.
CSU Graduate Application Requirements for Admission

Submit the Graduate Application online and the transcripts to Graduate Admissions. Please submit this application prior to submitting the department application.

1. **UNIVERSITY APPLICATION:** Apply to San Francisco State University’s Graduate Division, using the Graduate/Post-baccalaureate application to The California State University. Application information can be found on the Graduate Division webpage – www.sfsu.edu/~gradstdy. The application can be filled out online at www.csumentor.edu. You can also check the status of your application at www.sfsu.edu/online/appstat.htm.

   **When filling out the online application:**
   - Choose the Major/Program Objective – Special Education [MA] OR Special Education [Credential /MA]
   - Choose the Degree Objective – MA – all applicants must choose this
   - Choose the Credential Objective – Special Education (your emphasis) – Credential applicants only
   - The application must be submitted online by department deadlines

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 have submitted your application.

3. **TRANSCRIPTS:** Submit one official set of sealed transcripts from every college or university attended to the SFSU Graduate Admissions, ADM 250, and 1600 Holloway Avenue, San Francisco, CA 94132. Transcripts should be sent to you and submitted either in person or by mail as one packet. If you have previously attended SFSU, you may not need to send transcripts to Graduate Admissions. Please check with Graduate Admissions regarding their transcript policies.

4. **TOEFL:** If you are an international student or if you have a bachelor’s degree from outside the United States, please contact Graduate Admissions directly. There may be additional admission requirements for admission, such as the Test of English as a Foreign Language (TOEFL).

Special Education Program Requirements for Admission – All Applicants

Submit the Program Application to Burk Hall 244 either by mail or in person.

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

1. **PROGRAM APPLICATION:** Candidates must complete a separate Special Education Program Application. The application can be downloaded at the GCOE website OR Department of Special Education & Communicative Disorders website. Credential applicants must also apply to the master’s degree and meet master’s requirements for admission.

2. **PROCESSING FEE:** A $25.00 non-refundable processing fee is charged for the Special Education program application. Applicants should pay at the Bursar’s Office. The Bursar will stamp the payment slip included with the program application. If applicants cannot pay in person at the Bursar’s Office, attach a check or money order payable to SFSU to the filled out payment slip and submit with the program application.

3. **TRANSCRIPTS:** Submit one official set of sealed transcripts from every college or university attended. This is in addition to transcripts for the CSU Graduate application. You should collect all official transcripts and submit them with the application. SFSU transcripts can be unofficial copies from MySFSU. Credential applicants must have foreign transcripts evaluated by a state approved agency. Visit the CTC website for a list of agencies: www.ctc.ca.gov/credentials/leaflets/cl635.pdf.

4. **GPA:** The minimum GPA accepted for ALL Special Education applicants is 3.0 overall in all baccalaureate coursework.

5. **DEGREE:** Applicants must have earned a bachelor’s degree or higher from a regionally accredited college or university. Applicants with degrees from outside the United States must have the equivalent of a bachelor’s degree from a US regionally accredited institution. The degree must be awarded before enrolling in a Special Education program. If the degree is not awarded at the time of the application deadline, applicants must provide transcripts at the time of application and updated transcripts once the degree has been awarded.

6. **STATEMENT OF PURPOSE:** Submit a typed essay (1-3 double spaced pages) 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.

7. **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. **Letters need to be typed on professional letterhead with original signatures.** Letters from relatives are not appropriate.

8. **Résumé:** You may include information about your academic, employment, and volunteer experiences that are pertinent to your application and program objective.

9. **Written English Proficiency Requirement:** (Master’s degree application requirement). 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. Score of at least 3.5/6.0 on the GRE Analytical Writing Test or GMAT Analytic Writing Assessment
   B. Score of at least 4.5/6.0 on the essay test of the paper-based [PBT] TOEFL (a minimum score of 24/30 on the Writing section of the Internet-based test [iBT] TOEFL)
   C. Score of at least 6.5/9.0 on the IELTS (International English Language Testing System) writing test, or a concordant score on the Pearson Test of English
   D. A passing status score of at least 220 on the CSET Writing Skills Test

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

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### Additional Special Education Program Requirements—Credential Applicants Only

10. **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 Specialist Program. This Early Field Experience requirement must be met by volunteer or work experience in a K-12th 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 one of the two required letters of recommendation be written by someone who supervised the Early Field Experience. A form is included in the application that needs to be signed by this person.

   Agencies that can assist you in finding field experience locations are the San Francisco School Volunteers/San Francisco Education Fund (www.sfedfund.org) or Pacifica School Volunteers with opportunities for pre-school, kindergarten and first grade (http://pacificaschoolvolunteers.org). You may also call your local school district for more options.

   *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.

11. **Subject Matter Competency****: The Commission on Teacher Credentialing 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, if 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 on-line at www.cset.nesinc.com.

   **B. Single Subject Competency

      For Single Subject Competency, all appropriate subtests for a core subject area of the CSET (California Subject Examinations for Teachers) must be passed. **Core areas are Art, English, Music, Mathematics including...**
Rev: 9/23/15

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


B. Out-of-State Basic Skills Exam. Submit a photocopy of the results. Not all states’ Basic Skills Exams have been approved by the CTC. Contact the Teacher Preparation Center to find out if the test you took is approved. For more information on specific tests, contact the appropriate Department of Education for the state in which you want to take the test.

C. CSET: Multiple Subjects + Writing Skills. All three sections of the Multiple Subject CSET exam must be passed as well as the CSET Writing Skills test. Submit a photocopy of the results. Register on-line: www.cset.nesinc.com. Not recommended for those taking the Single Subject CSET exams.

D. Other Options for Satisfying the Basic Skills Requirement (see chart below -- Effective March 2015)

<table>
<thead>
<tr>
<th>Examination</th>
<th>English Score Requirement</th>
<th>Math Score Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU Early Assessment Program</td>
<td>“College Ready” or “Exempt”</td>
<td>“College Ready” or “Exempt”</td>
</tr>
<tr>
<td>CSU Placement Exams (EPT and ELM)</td>
<td>Score of 151 or above</td>
<td>Score of 50 or above</td>
</tr>
<tr>
<td>College Board SAT</td>
<td>Score of 500 or above</td>
<td>Score of 550 or above</td>
</tr>
<tr>
<td>ACT</td>
<td>Score of 22 or above</td>
<td>Score of 23 or above</td>
</tr>
<tr>
<td>College Board Advanced Placement Examinations (AP)</td>
<td>Score of 3 or above on one of the following:</td>
<td>Score of 3 or above on one of the following:</td>
</tr>
<tr>
<td></td>
<td>• AP English Language and Composition</td>
<td>• AP Calculus AB</td>
</tr>
<tr>
<td></td>
<td>• AP English Literature and Composition</td>
<td>• AP Calculus BC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• AP Statistics</td>
</tr>
</tbody>
</table>

Since the EAP and the EPT/ELM examinations are linked for CSU admission and placement, the Commission 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 for Mathematics. For example, an individual may pass the Mathematics EAP and the EPT examination to satisfy the Basic Skills Requirement.

13. CERTIFICATE OF CLEARANCE (COC): Fingerprint Clearance via Live Scan 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 clearance. Acceptable documentation in lieu of a Certificate of Clearance: valid credentials or permits issued by the CTC, including substitute, pre-intern, clear or preliminary, or Child Development permits. District or other job related clearance is not acceptable. Submit a photocopy of the document or a print-out from the Commission on Teacher Credentialing website.

Please see next page for instructions regarding the COC.

14. 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.
CERTIFICATE OF CLEARANCE ONLINE APPLICATION INSTRUCTIONS

HAVE YOUR FINGERPRINTS TAKEN VIA LIVESCAN


- If you had your fingerprints taken at a district or for another type of job, these WILL NOT be electronically submitted to the CTC.

COMPLETE THE ONLINE APPLICATION AT THE CTC WEBSITE

- Apply for the Certificate of Clearance using the Web Application Process at the CTC website. ([www.ctc.ca.gov](http://www.ctc.ca.gov))

  - **Important:** Before beginning the application process, be sure to turn off all pop-up blockers for this site.

    - A. Click the Online Services for Educators navigation button
    - B. Select the link “Educators Page” to complete your application on the Educator Page
    - C. Create/log in to your personal profile on the secure Educator Page using your SSN and date of birth. If creating a new profile, you will need to enter this information twice.
    - D. Edit/complete your personal profile and click ‘Next’
    - E. Click on the “Create New” button under Web Applications to start your application for the Certificate of Clearance
    - F. Select the Certificate of Clearance from the drop down menus; review the checklist verifying you meet all requirements for the document, print it, click ‘Next’
    - G. Read the Disclosure page for the Professional Fitness questions and answer ‘Yes’ to continue to the next page.
    - H. Answer each of the Professional Fitness Questions, complete the Oath and Affidavit, and click Submit Payment
    - I. The display shows the document applied for and the amount to pay. Click the Continue button.
    - J. Complete the billing verification information for LexisNexis. Choose to pay with credit card (can also use debit card with Visa or MasterCard logo). Click continue button when finished.
    - K. Verify all the payment information is correct, including email address. Click complete Payment button. **Do not click the Complete Payment button more than once.**
    - L. Use the link provided to obtain a printable receipt for your reference and personal records.

- Note: If you answered “yes” to any of the Personal and Professional Fitness questions you must send required supporting materials to the Commission as per instructions.

- Once your COC is processed it can be printed from the Internet. After two weeks, log in to the Educator’s Page on the CTC website: [http://www.ctc.ca.gov/credentials/online-services/default.html](http://www.ctc.ca.gov/credentials/online-services/default.html) to check your application status.

- Submit a copy of the Certificate of Clearance to the Credential Admissions Office. **The printed document must have your name, document number and the issuance date.**

If you already have a Certificate of Clearance OR a CCTC credential (i.e., Substitute Credential, Child Development Permit, Multiple Subject Credential, etc.) you DO NOT need to complete the above process.
The following items are listed to inform candidates of additional requirements that will have to be met prior to the awarding of an Education Specialist credential.

- Candidates must meet the U.S. Constitution requirement either by course work or examination. The Credential and Graduate Services Center can check your transcripts to see if a course you have already taken meets the requirement. You can find a list of testing sites on the CGSC website.

- RICA (Reading Instruction Competency Assessment): All candidates seeking a Preliminary Education Specialist Credential (Early Childhood Special Education is exempt) must prove possession of the knowledge and skills for effective reading instruction. For information and registration: www.rica.nesinc.com.

- Satisfactory completion of all courses and fieldwork

- Credential Processing Fee: SFSU charges all credential students a $25.00 fee for each credential award recommendation.
<table>
<thead>
<tr>
<th>Office Name</th>
<th>Students can:</th>
<th>Location/hours</th>
<th>Phone, fax, web, email</th>
</tr>
</thead>
</table>
| Credential and Graduate Services Center        | • Ask general questions about teacher credentialing  
• View job/volunteer opportunity postings  
• Pick up or drop off an application for admission to the credential program  
• View their credential program file  
• Apply to the CTC for a credential  
• Get scholarship information  
• Turn in graduate forms                                                                 | Burk Hall 244    | Credential Services  
P: 415-405-3594  
F: 415-338-1940  
credinfo@sfsu.edu  
http://coe.sfsu.edu/                               |
|                                                  |                                                                                                         | M-F  9-5         | GCOE Graduate Services  
P: 415-338-2051  
retta@sfsu.edu  
http://coe.sfsu.edu/coe/grad/graduate-office  
http://coe.sfsu.edu/coe/grad/other-types-financial-aid |
| Cahill Learning Resource and Media Lab          | • View and check out books and videos, including curriculum and lesson plan guides, children’s literature, education theory books and professional journals  
• Use media equipment  
• Use space to study; work on group projects                                                                 | Burk Hall 319    | P: 415-338-3423  
http://gcoe.sfsu.edu/cahill/                              |
| Department of Special Education & Communicative Disorders | • Make an appt. with an academic advisor  
• Drop off something for Faculty mail boxes  
• obtain SPED course information  
• Apply for student teaching                                                                 | Burk Hall 156    | P: 415-338-1161  
F: 415-338-0566  
spedcd@sfsu.edu  
http://www.sfsu.edu/~spedcd |
| SFSU Graduate Admissions                        | • Check the status of their student standing  
• Download graduate forms from their website                                                                 | Grad Stop in Admin  
Bldg. 250  
M-F  9-5 | P: 415-338-2234  
F: 415-405-0340  
gradstdy@sfsu.edu  
www.sfsu.edu/~gradstdy |
| Financial Aid                                   | • Get help with state and federal financial aid programs                                                                 | One Stop in Student Services Bldg. | P: 415-338-7000  
F: 415-405-0340  
www.sfsu.edu/~finaid          |
| Bursar’s Office                                 | • Pay registration and other fees  
• Find out deadlines and directions for payment                                                                 | Administration Building 155 or One  
Stop, Student Services (check web for hours) | P: 415-338-1281  
www.sfsu.edu/~bursar/            |
We will accept department applications in person on or before the deadline date, or postmarked on or before the due date.

This deadline is the same date from year to year. If the deadline falls on a weekend or holiday, department applications will be accepted the next working day following the deadline. Please note that the University Graduate application must be submitted online on or before the deadline regardless of what day the deadline falls.

For an explanation of requirements, see the Special Education General Information Packet.

**Turn in ALL Special Education Program application materials together in one packet by the deadline.**

Make sure your full name and SFSU ID appears clearly on every document.

**Submit Department Application Materials To:**

Credential and Graduate Services Center ATTN: SPED
Graduate College of Education - Burk Hall 244
San Francisco State University
1600 Holloway Ave.
San Francisco, CA 94132-4158
<table>
<thead>
<tr>
<th><strong>CSU Graduate Application</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ CSU Graduate Application</td>
</tr>
<tr>
<td>To be completed online at <a href="http://www.csumentor.com">www.csumentor.com</a>. Please submit this <strong>prior</strong> to submitting a department application. No proof of this application needs to be submitted to the department.</td>
</tr>
<tr>
<td>□ Graduate Application Fee $55.00</td>
</tr>
<tr>
<td>Payable online at the time of application submission or at the SFSU Bursar’s office.</td>
</tr>
<tr>
<td>□ Official transcripts from all colleges or universities attended</td>
</tr>
<tr>
<td>Full set of official, sealed transcripts submitted to <strong>SFSU Graduate Admissions, ADM 250</strong>.</td>
</tr>
</tbody>
</table>

International applicants will need to see the Graduate website (www.sfsu.edu/~gradstdy) for further requirements.

<table>
<thead>
<tr>
<th><strong>Special Education Programs Application Packet</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Include all of the following items in one large envelope to the Credential and Graduate Services Center, Burk Hall 244:</strong></td>
</tr>
<tr>
<td><strong>Items ALL applicants must submit:</strong></td>
</tr>
<tr>
<td>□ Special Education Programs Application</td>
</tr>
<tr>
<td>□ Processing Fee $25.00 (non-refundable)</td>
</tr>
<tr>
<td>Submit the fee slip (included in the application) either stamped by the SFSU Bursar OR filled out with a check attached made out to SFSU.</td>
</tr>
<tr>
<td>□ Official transcripts from all colleges or universities attended</td>
</tr>
<tr>
<td>Full set of official, sealed transcripts. This is in <strong>addition</strong> to the set submitted to Graduate Admissions.</td>
</tr>
<tr>
<td>□ Statement of Purpose</td>
</tr>
<tr>
<td>1-3 pages, double-spaced</td>
</tr>
<tr>
<td>□ Letters of recommendation (minimum of two)</td>
</tr>
<tr>
<td>One letter could verify Early Field Experience. <strong>All letters must be on letterhead with original signature.</strong></td>
</tr>
<tr>
<td>□ Résumé</td>
</tr>
<tr>
<td>□ Written English Proficiency Exam (Master’s Degree requirement)</td>
</tr>
<tr>
<td>Submit a <strong>photocopy</strong> of test results.</td>
</tr>
</tbody>
</table>

| **Items CREDENTIAL applicants must also submit:**                                               |
| □ Early Field Experience Form                                                                  |
| [Orientation & Mobility applicants are exempt from this requirement].                           |
| □ Subject Matter Competency Requirement                                                        |
| Submit a **photocopy** of the CSET test results.                                                |
| [Early Childhood Special Education and Orientation & Mobility applicants are exempt from this requirement]. |
| □ Basic Skills Requirement (Submit a **photocopy** of test results).                            |
| □ Certificate of Clearance Requirement (Submit a **photocopy** of the document or a printout from the CTC). |
### CONTACT INFORMATION

Semester: Fall or Spring  
SSN:  
SFSU ID:  
Date of birth:  

Name:  
Mailing Address:  

Phone:  
Alternate Phone:  
Email:  

### ACADEMIC INFORMATION

**Degrees earned or in progress:**

- Bachelor's Degree: Date (to be) granted:  
  Academic Major:  
  Institution:  

- Master's Degree: Date (to be) granted:  
  Academic Major:  
  Institution:  

### SPECIAL EDUCATION PROGRAMS OPTIONS

Please indicate your choice:

**MASTER OF ARTS IN SPECIAL EDUCATION ONLY** (501535)

- Identify one area of emphasis:
  - Early Childhood Special Education
  - Mild/Moderate Disabilities
  - Moderate/Severe Disabilities
  - Orientation & Mobility
  - Visual Impairment
  - Other  

**CREDENTIALS plus MASTER OF ARTS** (select only one):

- Education Specialist, Preliminary or CRS
- Education Specialist, Clear

**Select Credential Specialization:**

- Early Childhood Special Education (436) & MA (501533)
- Mild/Moderate Disabilities (481) & MA (501533)
- Moderate/Severe Disabilities (482) & MA (501533)
- Visual Impairment (483) & MA (501533)
- Orientation & Mobility (904) & MA (501533)

**SFSU GRADUATE CERTIFICATES**  
(Must be concurrently enrolled in a Master’s Program or have earned a Master’s Degree)

- Autism Spectrum (238)
- Early Childhood Spec Educ. (202)

**CREDENTIAL AUTHORIZATIONS**  
(Must hold a valid Preliminary Credential).

- Orthopedically Impaired (831928)
- ECSE (831932)
- Autism Spectrum (831927)

### APPLICANT SIGNATURE

I have read and understood the instructions and information given to me in this document. All information I am submitting is true and correct.

Name:  
Date:  

Rev: 9/23/15
Title 5 Regulations from the California State University Chancellor's Office requires each Education credential candidate to have participated in a supervised Early Field Experience in a school setting prior to admission to a credential program. Applicants for a Preliminary Education Specialist Credential should fulfill a minimum requirement of 45 hours of field experience prior to entrance into an Education Specialist Credential Program.

Note: The classroom experience should match the credential program for which you are applying (Mild/Moderate, Moderate/Severe, Visual Impairment, etc.)

The classroom teacher who has observed you in his/her classroom as a volunteer or as a paid aide is in the best position to give us this information. Others who might be in position to assess your potential based on your classroom experience could be the principal of the school or another district administrator.

SFSU permits a variety of options in meeting this requirement. Below, please indicate which option you have met (must match the credential program for which you are applying.) For Intern applicants: Due to new state regulations it is recommended that you complete this 45 contact hours in a classroom that has some students who are English Language learners.

1. Completion of 45 hours paid experience as a teacher aide or teacher assistant the majority of which time has been direct contact with students.
2. Completion of 45 hours as a classroom teacher either in a public school with an emergency credential, as a substitute teacher, or in a private school.
3. Completion of 45 hours working with students as a volunteer in a special education classroom with a credentialed teacher.
4. Completion of 45 hours working with students as a volunteer in a general education classroom that also included students with special education designation with a credentialed teacher
5. I have completed the following activity that is equivalent to above activities. Attach a description of this activity and verification of completion.

The Early Field Experience is an important part of your application because it verifies that you have first hand experience in a special education classroom setting. All of our credential courses are based on your first hand experience and preliminary understandings of, or exposure to, the teaching/learning process in a special education classroom.

Credential program applicant name

School __________________________ City __________________________

Grade Level(s) __________________________ Inclusive Dates: __________________________

Environment:
- Early Childhood Special Education
- Inclusion
- Mild Moderate
- Moderate/Severe
- Physical/Health Impairment
- Visual Impairment
- Other __________________________

Teacher or Other Authorized Signature __________________________ Print Teacher Name __________________________ Date __________________________

Rev: 9/23/15
SFSU COLLEGE OF EDUCATION

ADMISSIONS APPLICATION FEE

LAST NAME   FIRST

TELEPHONENUMBER

SFSU I.D. NUMBER

SEMESTER

PAY AT CASHIER
Student Services Building, 1st floor
SFSU Bursar’s Office
SAN FRANCISCO STATE UNIVERSITY
1600 Holloway Avenue
San Francisco, CA 94132-4158
415-338-1281

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FEES ARE NON-REFUNDABLE

Please return **PAID** receipt with completed Application to:

Credential & Graduate Service Center, BH 244
College of Education
San Francisco State University
1600 Holloway Avenue
San Francisco, CA 94132-4158

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