

## Special Education Credential Application Procedures

### Admission Requirements:

There are two parts to applying to a COE Program:

Part 1. [University Application](#)

Part 2. [Special Education Credential Program Application](#)

Both the Program and the University applications must be completed in full and submitted by the posted deadline to be considered for admission. Incomplete applications will not be reviewed.

### Part 1: University Application Procedures:

#### 1. **Apply for Admission to the University**

Complete the Graduate Online Application at [Cal State Apply](#). The University application requires a \$70 non-refundable application fee.

#### 2. **Submit Transcripts**

All academic transcripts must be submitted from all undergraduate and any post-graduate work. Submit one set of official sealed transcripts directly to:

Electronic submissions: Send to [admissions@csudh.edu](mailto:admissions@csudh.edu)

By mail: CSUDH Office of Admissions & Records

1000 E Victoria St, Carson, CA 90747

*Note: CSUDH students/alums do not need to submit CSUDH transcripts but MUST submit them for all other institutions attended.*

#### 3. **Supporting Information Quadrant under “My Application”**

The Cal State Apply (University) application will ask you to add your experiences; you may opt out of this when prompted. ALL supporting documents must be submitted with the Program application.

*Note: The University application on Cal State Apply must be completed before completing the online Program application. Once you have completed the University application and pay the fee, you will receive a CSUDH Student ID number (usually within 7 – 10 working days). Your Student ID number is necessary for you to complete the Program application.*

### Part 2: Special Education Credential Program Application Procedures

The following documents must be uploaded to the [Special Education Program Application](#) to complete the program application:

**1. COE Admission Processing Fee (via ToroPay)**

This \$50 non-refundable fee is paid through [ToroPay](#). Scan and upload a copy of your complete receipt. This is a separate fee from the University application fee paid through Cal State Apply.

**2. Official Transcripts**

Official set of transcripts showing bachelor's degree (from a regionally accredited college or university) and any graduate work (these transcripts are in addition to those required by Admissions Office). Copies of the front and back of originals issued by the college or university will be accepted only if the college or university logo or seal appear on the copies. Web printouts of grades or course history are unacceptable. Exception: CSUDH students and alumni do not need to submit CSUDH transcripts but must submit transcripts from other colleges/universities.

**3. Letters of Recommendation**

Two (2) letters of recommendation from supervisory individuals acquainted with your experience and work with children/youth written within the last three years. Letters must be written on the official letterhead of the referee's place of employment and be written within the year prior to the application deadline.

**4. Minimum 2.75 Grade Point Average**

A candidate shall have attained a grade point average of at least 2.5 in all baccalaureate course work or a grade point average of at least 2.75 in the last 60 semester units. If you do not meet this requirement, then you will need to submit a [Petition for Exception](#).

Note: GPA requirements for the MA programs will remain at the higher standards set forth by program coordinators.

**5. Fingerprint Clearance Requirement**

Evidence of either a Certificate of Clearance or a Valid California teaching or Current Substitute Teaching Permit. For information on how to obtain a Certificate of Clearance, visit the [CTC website](#) for the [Live Scan](#) form or at the College of Education Student Services Center (COE 1401).

Copy of one of the options below:

- Certificate of Clearance
- Valid Teaching Credential or Substitute Teaching Permit

The California Education Code §44340 & §44341 require that all individuals receive fingerprint clearance from the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) through the Commission.

**6. Basic Skills Verification**

A copy of your Basic Skills Verification indicating passage is required by one of the following:

- Pass the CBEST (California Basic Educational Skills Test) or
- Pass the CSET and Writing (California Subject Examination for Teachers) or
- Pass the CSU Early Assessment Program or the CSU Placement Examinations

- Incomplete Basic Skills - Fall 2022 Applicants only

For alternative ways to meet the basic skills, visit the [COE website](#).

## 7. Subject Matter Verification

For Mild/Moderate Support Needs and Extensive Support Needs credential options only. Early childhood candidates do not need subject matter.

Submit evidence of one of the following with the [Progress Towards Subject Matter form](#) SM Apply:

- Copy of score report(s) showing attempt to pass the appropriate subject matter examination(s)
- Evidence of registration of the next scheduled examination(s)
- Evidence Major Match submission or will be submitted for evaluation
- Evidence of course review submission or will be submitted for evaluation
- Evidence of enrollment in an organized subject matter examination preparation program
- Evidence of combination and course review submitted/to be submitted
- Evidence of course completion dates to be resubmitted

[Alternative ways to meet subject matter](#) include:

- Copy of your score report(s) of passage of CSET (California Subject Examination for Teachers) in the appropriate subject matter examination such as multiple subjects, English, Mathematics, Science, **OR** Social Science.
- Copy of original equivalency letter from the subject matter department verifying completion of a Commission approved subject matter program or its equivalent.
- Copy of a current and valid California credential in Multiple Subjects, English, Mathematics, Science, **OR** Social Science.
- Completion of an academic Major authorized by the CTC.
- CSUDH approved evaluation coursework form indicating successful completion through [course review](#).
- Combination of coursework and CSET by approved evaluation stating all domains are met.

**COVID-19 Exception for Spring 2023:** Applicants may enter the credential program without subject matter completed. Candidates will be required to submit a [Progress Towards Subject Matter form](#) in place of subject matter verification with supporting documentation in SM Apply. If subject matter is complete submit verification. Candidates must have subject matter completed before becoming an intern or before applying for final fieldwork (student teaching). Deadline: March 1 for Fall and October 1 for Spring.

For more information, please go to the [COE website](#).

**8. Health Clearance**

The Tuberculin (TB) clearance must be no older than four years at the start of the program term. The TB clearance may be completed at a private physician's office, the County Health Department, or at CSU Dominguez Hills Student Health Center for current CSUDH students.

**9. U.S. Constitution Verification**

CSU graduates meet this requirement. Other universities provide a copy of a transcript where you completed this requirement with a grade C or better and highlight the course on the transcript. Not required for Clear or Added Authorizations.

**10. Early Field Experience**

Verification of 45 hours of Early Field Experience. Not required for Spring 2023 admission.

*Note: Early Childhood Special Education applicants' early field experience must be in a general education PreK (public and/or nonpublic). Not required for Clear or Added Authorizations.*