

HUMBOLDT STATE UNIVERSITY
EDUCATION AND CREDENTIALING PROGRAMS
SCHOOL OF EDUCATION

SPED Application Checklist

- Application to the California State University online (Cost: \$55)**
 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.*

- Application to the SPED Program (No Cost)**
- Personal Information
 - Photocopies of transcripts from all colleges and universities
(Unofficial transcripts required, even if graduate of HSU)
 - Required Tests: CSET & CBEST or CSET: Writing Skills Test
 - CSET passed or registered for test date prior to May
 - CBEST or CSET: Writing Skills Test passed or registered for test date prior to June
 - Prerequisites: Technology (may be taken concurrently), CPR, U.S. Constitution
 - Early Field Experience Documentation
 - Health Verification
 - Experiences / Skills
 - Professional Goal Statement
 - Recommendation forms - attach letters completed by three recommenders
 - _____
 - _____
 - _____

If your GPA falls below 2.67 or last 60 semester units below 2.75, you must complete the additional low-GPA appeals process:

- Signed Appeals Process Page
- A one to two page narrative, written by the applicant that states the reason for the low GPA and what the applicant will do differently to achieve a higher GPA during the credential program.

- Photocopied entire application packet for your records**
- Applied for Certificate of Clearance**
 Document Number: _____ Issue Date: _____
- Applicant commitment to attend credential classes beginning the second week of August, before the Fall semester begins:**

Applicant Signature

Submit the completed application to:
School of Education, Credential Program Office, Humboldt State University, Arcata, CA 95521-8299

Don't miss this!

A Tale of Two Applications:

(1) Humboldt State University

(2) School of Education

Applying to HSU's Admissions and Records Office and applying to the Education and Credentialing Program are entirely separate procedures, and both are essential for your entrance into our program.

(1) Humboldt State University

Application to HSU costs \$55

Apply online using the directions in this application.

(2) School of Education

Application to the Special Education Credential Program (no cost).

Which Transcripts? Where?

If you have graduated from Humboldt State (or soon will),

Your official transcripts are already on file with Admissions and Records. However, for the purpose of screening your application, the Credential Program Office still needs you to attach to this page:

√ unofficial transcripts (or photocopies) from all schools attended (not just the total of transferable units appearing on your HSU transcripts), and

√ copies of fall grades not appearing on those transcripts, and

If you are a graduate of some other college/university (or soon will be),

You must have *official* transcripts from all colleges or universities attended sent directly to Admissions and Records. *In addition*, for the purpose of screening your application, the Credential Program Office still needs you to attach to this page:

√ unofficial transcripts (or photocopies) from all schools attended, and

√ copies of fall grades not appearing on those transcripts.

Address for your official transcripts to be sent:

Admissions and Records

Humboldt State University

Arcata, CA 95521.

**HUMBOLDT STATE UNIVERSITY
CREDENTIAL PROGRAM APPLICATION**

Application to the California State University

You must attach the print-out of the confirmation of your online registration to this page.

- 1. Log on to: www.csumentor.edu**
- 2. Click on “Apply Today”**
- 3. Select “Graduate Admissions Application”. Our credential programs are classified as graduate level programs. It is very important for your tuition assessment and financial aid allowance that you apply to the CSU as a graduate student.**
- 4. Follow the easy directions.**
- 5. Print out the confirmation page at the end of your online application.**
- 6. Staple the confirmation to this page.**

**HUMBOLDT STATE UNIVERSITY
CREDENTIAL PROGRAM APPLICATION**

Application to SPED Credential Program

Applying to: **Special Education** Application Year _____

_____ Mild / Moderate Preliminary

_____ Moderate / Severe Preliminary

Name: _____

Social Security Number: _____ Birth date: _____

Student ID #: _____

Formal Name/Previous Names: _____

<i>Address:</i>	<i>Permanent Address:</i>
<i>Home Telephone:</i>	<i>Email address #1:</i>
<i>Cellular Telephone:</i>	<i>Email address #2:</i>
<i>Summer Telephone:</i>	

In case of emergency, contact: Name: _____

Phone: _____ Relationship: _____

Graduation date from college or university: _____ Name of college or university: _____

List all institutions attended after high school:

TR	Institution	Dates	Major	Degree (or units completed)

Estimated overall GPA on a 4.0 scale: _____

*Note: If your overall GPA falls below **2.67** and your GPA for the last 60 semester units completed is below 2.75, you must initiate a low-GPA appeal and provide proof of passing the CSET exams, even if you have an approved subject matter program major.*

Are you applying to other teaching credential programs? No Yes Where? _____

Have you previously been admitted to a teacher credential program? No Yes Where? _____

Attach unofficial transcripts (photocopies) for ALL colleges/universities attended.

CSET

Credential candidates must establish their knowledge of the subject area(s) they wish to teach by completing either the appropriate exams (CSET or SSAT/Praxis) or an approved baccalaureate subject matter program. (At HSU such programs include Art Education, English Education, Math Education, etc.) Indicate below which of the following ways you will fulfill subject matter preparation.

State Approved Subject Matter Exams

(Multiple Subjects CSET or Single Subjects CSET in Math, English, or Science)

If exams have been passed, attach your test scores to this form.

If exams are pending: California college/university testing centers have registration materials. Contact our office with any questions regarding the appropriate tests to take. We must receive your passing scores before the start of fall semester. If you haven't yet taken the test(s) or you haven't received confirmation of passing, sign the following statement:

I understand that the Special Education Program of Humboldt State University along with CSU – Executive Order 758, requires that I pass all the CSET examinations in my subject area before beginning the Special Education Program at the beginning of August.

Signature _____ Date(s) you are registered to take the exams _____:

-OR-

HSU Subject Matter Program in _____

Please have your subject matter program advisor sign the following statement.

I verify that (student's name) _____:

_____ has completed all the requirements of the CCTC-approved subject matter program at HSU in **English, Math, or Science**.

_____ needs to complete coursework in order to be eligible to begin the credential program in the fall semester. The candidate is aware of all remaining courses required to complete the program.

If courses pending, please have your subject matter program advisor attach an additional page listing all outstanding (or currently enrolled) courses required for subject matter program. Sign the following statement:

I understand that the Special Education Program of Humboldt State University, in accordance with California State University Executive Order 758, requires that I complete all courses in my approved subject area program before January 1, prior to full-time student teaching.

Candidate Name _____ **Candidate Signature** _____

Advisor's Signature: _____ **Date:** _____

-OR-

Subject Matter Program in _____ (subject) from another institution.

Submit verification of your completed (or four-fifths completed) subject matter program on the letterhead stationery of your school, signed by a **CCTC-approved signator** from your school. Often the proper signature comes from the credential analyst. Call (707) 826-3729 if you have questions regarding the designated official at your school.

CBEST

CBEST California Basic Educational Skills Test

CBEST, passed: Attach your original test score to this form.

CBEST, pending: Sign the following statement. *I understand that the Special Education Program of Humboldt State University requires that I pass the CBEST exam on or before the June test date for the application year.*

Signature _____ Date you plan on taking the exam _____

**Attach CBEST
transcript card here**

**USE STAPLES OR TAPE ONLY.
DO NOT USE GLUE OR PASTE**

Prerequisites

Technology Competency Verification

Candidates are required to demonstrate entry level computer competency. Please indicate the option you have met or will meet by the second week of August.

Passing grade in EDUC 285 (HSU) _____ or EDUC 120 (College of the Sequoias) _____
Semester/Year (formerly CIS2 & CIS2L) Semester/Year

Passed the Preliminary Education Technology (PET) exam (www.cset.nesinc.com) _____
Test Date

CIS Minor posted on transcript

Any course with a catalog description explicitly stating the course meets CCTC Level I credential requirements for computer competency is also an equivalent course. Contact the Credential Program Office for verification of equivalency.

If you have not met this requirement as of the application deadline, please sign the statement below:

To be admitted to the Special Education Credential Program, I understand that I must verify my technology competency by the second week of August of the credential year.

Signed: _____

CPR

Candidates are required to have valid Community CPR (Infant, Child, and Adult) certification to begin the program. Please attach a photocopy of your CPR card or sign the statement below.

To begin the Special Education Program fall semester, I understand that I must verify I have current CPR certification.

Signed: _____

U.S. Constitution Course

Indicate below the course you have taken to satisfy the U.S. Constitution requirement.

Passing grade in PSCI110, 210, 359, 410 (HSU) _____ or PoliSci 10 (CR) _____
Semester/Year Semester/Year

Passing grade in an equivalent course from another university _____
Please attach a copy of the course description so the Credential Office can verify equivalency.

Passed the American Government/Constitution Test at HSU's Testing Center _____

Passing grade on high school American Government AP test _____
Please attach a copy of your high school transcript that shows the test date and score (must be 3, 4, or 5).

If you have not met this requirement as of the application deadline, please sign the statement below:

I understand that I must satisfy the US Constitution requirement before I can be recommended to the California Commission on Teacher Credentialing for a teaching credential.

Signed: _____

Accreditation

Check here if your bachelor's degree is (or will be) from a regionally accredited college/university. All UC and CSU schools, for instance, are regionally accredited. Note: HSU is not responsible for credential denial due to improperly accredited undergraduate work.

I authorize **RELEASE** of my application materials and credential status information to 1) Special Education faculty/staff, 2) school districts, 3) County Board of Education offices, 4) the California Commission on Teacher Credentialing, and 5) other colleges/universities.

Student Signature & Date _____ Printed Name _____

Early Field Experience – Special Education

Before entering the Special Education program, applicants must complete a successful field experience with students in a self-contained classroom in the grade levels in which they plan to teach. Forty-five hours are required.

TO MEET THIS REQUIREMENT THROUGH COURSE WORK:

- Course number and university (for instance, "EED 210/310 or SED 210/410 at Humboldt State," or a similar course from HSU or another institution): _____
- Semester completed (if current, attach proof of registration): _____
- Number of hours spent in classrooms with linguistically diverse students: _____
- Evaluation, completed by certificated K-8 classroom teacher of the forty-five hours field experience. Attach to this page. _____

TO MEET THIS REQUIREMENT ON AN INDIVIDUAL BASIS:

Have this form completed and signed by the credentialed teacher of record who may not be a family member. Make additional copies if you participated in several classrooms.

I _____ (print name), a credentialed teacher, verify that _____ (applicant's name) has completed the hours specified below observing/participating in a multiple-subjects classroom in an accredited school (public or private school, county-operated community school or court school, or parochial/church-sponsored school).

District: _____ School: _____ Grade: _____

Hours per week: _____ Total hours: _____ Hours with linguistically diverse students: _____

Applicant's responsibilities in the classroom:

Applicant's potential to become an effective teacher:

Signature of Teacher of Record

Phone & Email

Note: HSU's Special Education Coordinator must approve this experience and may request additional observation time.

Health Verification

All students entering one of our credential programs must verify a current (less than two years old) tuberculosis (TB) test. Credential candidates also need to verify a vaccination for measles, mumps, rubeola and rubella (MMR). You may obtain these vaccinations from the HSU Student Health Center or a private physician or clinic.

Verification must include either the **agency stamp** or an attached statement on **letterhead stationery**. We cannot accept signatures only.

You will also need to provide your measles documentation to HSU's Student Health Center in order to register for classes. Once this page is complete and your vaccinations are verified, you must fax or mail a copy of this form to the HSU Student Health Center at (707) 826-5042.

Student's Name (please print clearly) _____

Student's Social Security Number _____

Measles Vaccination: _____ Examiner
(Rubeola & Rubella)

_____ Agency Stamp

_____ Date

TB Test Results: _____ Examiner

_____ Agency Stamp

_____ Date

(current within two years)

Humboldt State University
School of Education Credential Programs

Experiences / Skills

Please limit your typed responses to one-half of a page per question. Include your name and "Section 5" in upper right-hand corner, and attach to this page. Your typed responses will be assessed as one of multiple measures of your writing skills and professional dispositions.

NAME: _____

1. Describe any tutoring, youth group work, teacher's aide, Vista, Peace Corps, or other experiences related to teaching and how it impacted you.
2. Have you been involved in curricular or community activities (clubs, student government, service organizations)? If so, list groups and nature of involvement, and describe how the experience changed your ideas about the purpose of education.
3. Can you read or speak any language other than English? (Including signed languages.) What is your level of competence?
4. What other skills or experiences (artistic, technical, physical, organizational, etc.) will enhance your performance within the teaching profession and how will they accomplish that?
5. Describe past experiences that have helped you develop multicultural competencies and how they have prepared you to work with students and families from diverse ethnic, linguistic, and/or socioeconomic backgrounds.

Professional Goal Statement

Write a professional goal statement. In this one to two page typed essay, include:

- 1) why you want to become a teacher,
- 2) the special attributes you bring to the profession, and
- 3) explain why you chose HSU to pursue your teaching credential. Please refer to the mission statement below and discuss how this framework supports your vision of teaching and learning.

The mission of the School of Education is to prepare knowledgeable and effective education professionals to promote excellence and equity with students of diverse talents and cultural backgrounds in rural and urban settings. We develop professionals who are committed to reflective practice, scholarship, collaborative action, and social justice to take leadership in improving the quality of education for all students.

Candidates in School of Education programs...

- Demonstrate an ability to work effectively with diverse students, parents, colleagues, staff, and others in the community;
- Develop and maintain safe, positive, and productive educational environments;
- Use research-based practice to inform their work;
- Demonstrate a coherent theoretical framework of learning and human development that supports reflection on their practice;
- Collaborate on efforts to improve education opportunities for all students.

Your professional goal statement will be assessed as one of multiple measures of your writing skills.

Please complete a numerical ranking of these attributes below by circling the appropriate value. *Note:* Individuals who write a letter of recommendation for you will be asked to complete this same ranking of your personal attributes.

ATTRIBUTES	EXCELLENT	GOOD	FAIR	POOR
oral communication skills	5	4	3	2
written communication skills	5	4	3	2
responsibility/dependability	5	4	3	2
ability to work with diverse students & families	5	4	3	2
critical thinking ability	5	4	3	2
academic competence	5	4	3	2
initiative	5	4	3	2
maturity and emotional stability	5	4	3	2
leadership	5	4	3	2
adaptability/flexibility	5	4	3	2
seriousness of purpose	5	4	3	2
relationships with young people	5	4	3	2
relationships with colleagues	5	4	3	2
overall potential to become an excellent teacher	5	4	3	2

HUMBOLDT STATE UNIVERSITY/SPECIAL EDUCATION CREDENTIAL PROGRAM

Applicant: You will need three letters of recommendation.

Please sign before giving to recommender

The Family Education Rights and Privacy Act of 1974 as amended extends to a student who is admitted and enrolled in the Special Education Program at Humboldt State University the right to review the student records maintained for his or her educational benefit. The admission applications are maintained by the Education and Credentialing Office. Under the law, the student may waive his or her right of access to confidential letters and statements of recommendation received during the application process which are used for admission purposes. Waiving or retaining the right of access to review the records will not prejudice or enhance your prospects for admission. Experience indicates, however, that persons submitting recommendations and other information pertaining to applications are more likely to do so with full candor and regard for the best interests of the applicant if they are assured that what they say will be held in confidence. If you choose to waive your right of access to this reference, please sign below.

Applicant's Signature _____ Date _____

This is a **confidential recommendation** for _____

NAME OF APPLICANT

The above-named applicant to our program would like you to evaluate her/his potential as a teacher. Please **complete a numerical ranking of the attributes listed below** by circling the appropriate value. As part of the application process, the applicant supplies a self-assessment of these same attributes.

In addition to this ranking, please **type a separate letter of recommendation on your own letterhead stationery**. Address the period of your professional relationship with the applicant, and provide specific supporting statements about the applicant's communication skills, professional conduct, and potential for success as a teacher. Please **return both forms to the student in a sealed/signed envelope or directly to HSU Special Education Program, 1 Harpst Street, Arcata, CA 95521**.

ATTRIBUTES	EXCELLENT	GOOD	FAIR	POOR	NOT OBSERVED
oral communication skills	5	4	3	2	N.O.
written communication skills	5	4	3	2	N.O.
responsibility/dependability	5	4	3	2	N.O.
ability to work with diverse students & families	5	4	3	2	N.O.
critical thinking ability	5	4	3	2	N.O.
academic competence	5	4	3	2	N.O.
initiative	5	4	3	2	N.O.
maturity & emotional stability	5	4	3	2	N.O.
leadership	5	4	3	2	N.O.
adaptability/flexibility	5	4	3	2	N.O.
seriousness of purpose	5	4	3	2	N.O.
relationships with young people	5	4	3	2	N.O.
relationships with colleagues	5	4	3	2	N.O.
overall potential to become an excellent teacher	5	4	3	2	N.O.

Signed _____

Date _____

Printed Name _____

Position _____

Location/School _____

Phone _____

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Signed _____

Date _____

Printed Name _____

Position _____

Location/School _____

Phone _____

HUMBOLDT STATE UNIVERSITY/SPECIAL EDUCATION CREDENTIAL PROGRAM

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This is a **confidential recommendation** for _____
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relationships with colleagues	5	4	3	2	N.O.
overall potential to become an excellent teacher	5	4	3	2	N.O.

Signed _____
 Printed Name _____
 Location/School _____

Date _____
 Position _____
 Phone _____

Certificate of Clearance

Apply for your Certificate of Clearance online by following this process. **If you have an arrest record, contact the CTC to find out what additional records you will need to mail to them and contact the [program coordinator](#) for advice.**

Step One:

1. Visit the Commission on Teacher Credentialing's webpage to view their Certificate of Clearance Checklist: <http://www.ctc.ca.gov/credentials/online-services/pdf/COC.pdf>
2. Follow the instructions on the checklist.
3. Download, print, and fill out the "[Live Scan form \(41-LS\)](#)." The link titled "**form 41-LS**" on the checklist will take you to the PDF version of this form.
4. Humboldt County residents are advised to use the **HSU Campus Police Department** (located on the ground floor of the Student Business Services Building) for their Live Scan fingerprinting.
5. If you live out of the area and need to find an alternate location for the Live Scan, click on the "[Live Scan station](#)" link on the CTC's Certificate of Clearance Checklist. You can then search by county to find the nearest location for fingerprint services.
6. Take your Live Scan form to the location and get fingerprinted. **Make sure that the LiveScan operator makes you two copies of the completed form. Keep one for yourself and one for the credential program.**

Step Two:

1. After your fingerprints have been scanned, return to the CTC website at: <http://www.ctc.ca.gov/credentials/online-services/default.html> and click on "EDUCATOR PAGE"
2. Click on the button with the **green arrow** at the bottom that says "**Continue to Online Direct Application**".
3. Enter the required information and continue. Follow the steps on the CTC website. You will need to create an acct. Use this link to help you through the process: <http://www.ctc.ca.gov/credentials/online-services/pdf/web-app-tips.pdf>
4. When you are prompted to select a document type, be sure to select "Certificate of Clearance". **IT IS VERY IMPORTANT THAT YOU CHOOSE THIS OPTION (AND NOT ANY SORT OF CREDENTIAL) IN ORDER FOR YOUR APPLICATION TO BE PROCESSED.**
5. Answer the professional fitness questions, and continue. **If you have an arrest record, contact CTC to find out what additional records you need to mail to them.**
6. Pay the **\$52.50 fee using a VISA or MasterCard** and submit. **If the charge amount is ANYTHING OTHER THAN \$52.50, then you selected an incorrect certificate title.** Use the back buttons to go back to the Credential Selection page and choose "Certificate of Clearance".
7. Print your fee confirmation number and keep for your personal records.

Step Three:

1. An email will be sent to you within approximately one week (or possibly longer) indicating your clearance status. Follow the link and the instructions provided.
2. Write your Certificate of Clearance number here and on the Cover Page:
Certificate of Clearance Document Number: _____ Issue Date: _____
1. To look up the status of your Certificate of Clearance, follow these instructions:
<http://www.ctc.ca.gov/credentials/online-services/pdf/profile-status-tips.pdf>

Special Education Appeals Process

For Special Education applicants who don't meet the minimum GPA required for admission.

CSU Executive Order 1032 governs admission to all CSU teacher preparation programs statewide. In compliance with CSU policies, the School of Education at HSU limits the number of individuals not meeting GPA requirements who may enter credential programs on "exceptional admissions" status.

For the Special Education program at Humboldt State University, the following regulations apply:

1. It is the responsibility of each applicant to initiate the GPA appeals process. Appeals applicants must contact the Special Education Coordinator, 707-826-5795, as soon as possible for advising. The applicant shall read and sign this form signifying knowledge and understanding of the regulations.
2. Appeals applicants must turn in a completed appeals application packet postmarked or delivered to the Credential Programs Office (HGH 202) by 5 p.m. of the due date. Appeals applications not complete by this date will receive no further consideration.
3. The appeals application packet must contain:
 - a. This signed appeals process form
 - c. A one- to two-page narrative, written by the that 1) states reasons for the GPA being lower than the minimum required, 2) What the applicant will do differently during the credential program to maintain a higher GPA.
4. The decision of the Appeals Committee is final.

Signature of Applicant

Date