



Special Education Preliminary Credential Programs

Application and Admission Guidelines

The Education Specialist Credential programs for Mild Moderate Support Needs (MMSN) or Extensive Support Needs (ESN) prepares candidates to obtain a preliminary teaching credential in the State of California through successful completion of required coursework, fieldwork, and performance demonstration of their knowledge, skills, and abilities.

California State University, Bakersfield is committed to equal opportunity for students. Applicants will be considered regardless of age, disability, gender, genetic information, gender identity or expression, nationality, marital status, race or ethnicity, religion, sexual orientation, and veteran or military status.

Applicants seeking admission to the Education Specialist teacher credentialing programs must meet specific admission requirements as set forth by the University and by the Special Education Program. These requirements are separate processes with separate requirements that must be met the Applicant for admission consideration. Failure to follow the application process may lead to rejection or denial of an application.

To aid Applicants in understanding the application process an information session should be attended. **An application must include all the required documents to be considered for program admission and meeting the admission requirements does not guarantee a program interview or admission to a credential program. Admission decisions are made by the Special Education Programs and are final.** If admitted to a credential program it does not guarantee a recommendation for a preliminary credential.

Licensure/Credentialing Disclosure:

Admission into programs leading to licensure and credentialing does not guarantee that students will obtain a license or credential. Licensure and credentialing requirements are set by agencies that are not controlled by or affiliated with the CSU and requirements can change at any time. For example, licensure or credentialing requirements can include evidence of the right to work in the United States (e.g., social security number or taxpayer identification number) or successfully passing a criminal background check. Students are responsible for determining whether they can meet licensure or credentialing requirements. The CSU will not refund tuition, fees, or any associated costs, to students

who determine subsequent to admission that they cannot meet licensure or credentialing requirements. Information concerning licensure and credentialing requirements are available from the Credential Analyst at credentialanalyst@csub.edu.

The California State University has not determined whether its programs meet other states' educational or professional requirements for licensure and certification. Students enrolled in a California State University program who are planning to pursue licensure or certification in other states are responsible for determining whether they will meet their state's requirements for licensure or certification. This disclosure is made pursuant to 34 CFR §668.43(a)(5)(v)(C).

Application Process

The application process is a three-step process:

1. Apply to the university.
2. Enroll in prerequisite courses.
3. Apply to the credential program.

A summation/checklist of the application process is available in the program [information sheet](#) (pg 2) and on the [program application](#).

Step 1 – Apply to the university

The Education Specialist Credential program is a graduate level program. A post-baccalaureate or graduate student is one who holds a bachelor's degree from a regionally accredited institution.

University Graduate Admission Requirements:

- Hold a bachelor's degree from a regionally accredited institution.
- Be in good standing from your last college/university attended.
- Hold a minimum GPA of 2.50 in your last 60 semester or 90 quarter units.
- Satisfactorily met the professional, personal, scholastic, and other standards for graduate study, including qualify examinations, as appropriate campus authorities might prescribe.

How to Apply:

1. Complete the graduate application on [Cal State Apply](#) for California State University, Bakersfield.
2. The \$70.00 nonrefundable application fee must be paid to process your application.

3. To complete your university application, you must send one official transcript from all colleges or universities attended within 30 days of your application submission or by the transcript deadline (whichever is sooner).

If the last school you attended was CSU Bakersfield, no transcripts are required. Failure to provide official transcripts to CSU Bakersfield Admissions will delay or withdraw your university application. Electronic transcripts are preferred.

Electronic transcripts may be emailed from your institution(s) to: incomingtranscripts@csub.edu

If you need to mail official transcripts, send them to:

California State University, Bakersfield
Office of Graduate Admissions, 47 SA
9001 Stockdale Highway
Bakersfield, CA 93311-1099

If you are graduating from your bachelor's program and your degree is not posted at the time of sending your transcripts, you will need to send another transcript from the institution granting your bachelors degree with the degree posted on your transcript.

University Application Acknowledgement and Evaluation

After your Cal State Apply application is submitted, you will receive a confirmation e-mail from Cal State Apply indicating the receipt of your application. In approximately two weeks, you should receive an acknowledgment e-mail from CSUB which will provide you with your CSUB ID number and information to log on to the one-stop student portal called [myCSUB](#). This information is sent to the e-mail address you provided on your application, so it is very important that the e-mail address you provided is current.

The status of your application will be reflected in myCSUB. Be sure to monitor your "To-Do" list regularly there may be additional documents or requirements you will need to submit.

Upon receipt of all necessary documents, the Graduate Programs Admissions Coordinator will review your eligibility based on the minimum university requirements. If you are deemed eligible, your academic program will be notified. A decision letter will be sent upon completion of the departmental review of your qualifications.

If admitted, students should familiarize themselves with the [university registration policies](#).

Please note: Admission to the university does not imply or guarantee credential program admission.

Step 2 – Enroll in the Prerequisites

Prior to being considered for program admission an applicant must have completed the early field experience with at least 50 hours in a special education classroom setting. The evaluation from the course or waiver may be used in making a program admission decision. The prerequisite courses must also be in progress or completed prior to program admission consideration. Prerequisite courses must be passed with at least a "C" or "CR."

Upon receiving admission to the university, please register for the early field experience and prerequisite courses if not previously completed.

Early Field Experience course: EDSP 4800

This course can be found under Special Education on the class schedule.

An approved EDSP 4800 waiver or an approved course substitution may be submitted to fulfill this requirement.

EDSP 4800 waiver: [Waiver Form](#)

Prerequisite courses: EDSP 4100 and EDSP 4270

These courses can be found under Special Education on the class schedule.

CSUB undergraduate who have completed EDSP 3268 do not need register for EDSP 4270.

If you feel that you may have taken courses from another institution that would be equivalent to these courses, you may submit a course substitution request. For substitution request please email your Admission Advisor for the form:

Antelope Valley Campus: Jenny St. George, jst-george@csub.edu

Bakersfield Campus: Amani Hernandez, aalshaif@csub.edu

Please be advised:

- If you have previously completed the early field experience or prerequisite courses within the last 5 years or received a course substitution for all the prerequisite courses within the last 5 years then please review step 3 - applying to the program.
- If it has been over 5 years since you have taken any one of the prerequisite courses or early field experience course you may need to retake the courses as no course may be over 7 years old when applying for a preliminary credential. Please contact an admission advisor to inquire if you need to retake the foundation courses.

Step 3 – Apply to the program

To be considered for program admission the eligibility requirements must be met. Meeting the eligibility requirements does not guarantee program admission. Priority admission consideration is given to applicants meeting 100% of the requirements.

Eligibility Requirements for the Program:

- Obtained admission to the university as a post-baccalaureate.
- Hold a bachelor's degree from an accredited institution.
- Minimum GPA of 2.75 in last 60 semester or 90 quarter units
- Successfully completed Early Fieldwork Experience
- Successfully completed prerequisite courses
- Submit a complete program application and supporting documents by the program deadline.
- Complete a program interview.

How to Apply:

A complete application must be received by the program deadline.

- Refer to the [Application Deadlines](#) for current deadlines.
- Refer to the Required Document List and Submittal Instructions for detailed information regarding program application documents and submission.

1. Upload all required documents in **one PDF file** to the submission portal.

Your application should not include any recommendations as those should have been sent on your behalf separately to the Admission Advisor.

2. Have three recommendations sent on your behalf on the recommendation form to the Admission Advisor.

Required documents for a complete application that must be uploaded in one PDF:

- **Program application**
 - Please carefully read and complete the program application. If you have questions regarding the application, please contact the appropriate admissions advisor. To complete the program application, download it to your device. Open it in Adobe Reader, fill in and sign the application. Print or save the application as a PDF to your device. If you do not have Adobe Reader you can download the app for free from any app store.
 - **Form:** [Program Application](#)

- **Credential service fee receipt**

- A \$30.00 nonrefundable application fee must be submitted with your application to the credential program. Applicants should submit the receipt for this fee with their application. Applications will not be reviewed without the payment of this fee.
- **Student Resource:** [Credential Fee Payment Directions](#)
- **Note:** *CTC requires payment separate to this CSUB fee. An additional credential service fee will be required if applying to become an intern or change of program. CTC will also require additional fees.*

- **Autobiography**

- Applicants must write a 2-4 page double spaced essay indicating their characteristics, interests, motivation, and teaching experience with special learners.

- **Subject matter verification**

- Verification of subject matter by completing one of the subject matter options:
 - CSUB verification of
 - Degree major
 - Degree content areas
 - Coursework verification
 - Subject matter waiver
 - A letter of subject matter waiver from a Commission approved subject matter preparation program.
 - Passage of exam
 - CSET for Multiple Subject or CSET for a Single Subject area
 - Evidence of progressing towards meeting subject matter
 - CSUB verification of SMC not met
 - Attempted CSET results
 - Proof of registration of CSETs
- Applicants may be considered for admission without having fully met subject matter. However, applicants meeting 100% of subject matter are given priority consideration. If an applicant, is admitted without 100% subject matter, full subject matter must be met prior to being eligible to complete final clinical practice.
- Submit your CSUB subject matter verification, exam results, subject matter waiver letter, or proof of progression towards subject matter with your application.
- **Student Resource:** [Subject Matter Competency](#)
Information on how to meet subject matter competency

- **Fingerprint/background clearance (Certificate of clearance or other document from CTC)**
 - Applicants must provide verification of having met the Commission on Teacher Credentialing (CTC) fingerprint character and identification process and the moral and professional fitness standards that CTC requires which meets the established California law standards. Verification can be met by providing a current and valid document issued by CTC.
 - **Student Resource:** [Fingerprint/Certificate of Clearance](#)
Information on how to apply and obtain fingerprint clearance

- **Tuberculosis (TB) clearance**
 - Applicants must provide a copy of a valid TB clearance. Acceptable documents:
 - Negative Skin Test (within 4 years of test date)
 - Negative X-ray or Blood Test (within 2 years of test date)
 - Risk Assessment (within 4 years of assessment date)
 - *Risk assessments must have a valid medical professional's signature/stamp and be on a valid CTCA questionnaire form or medical office letterhead.*
 - [California TB Risk Assessment College/University Students](#)
 - [California School Employee TB Risk Assessment Questionnaire](#)
 - *Please note: If admitted to a credential program and your TB clearance expires before the end of the semester you will be required to complete a TB clearance before the start of the semester as part of clinical practice clearance.*
 - **Student Resource:** [Tuberculosis Clearance](#)
Information on how to obtain tuberculosis clearance

- **Mandated reporter training certificate**
 - Applicants must submit verification of completing a Mandated Reporter Training for School Personnel. A certificate of the training must be submitted with your application. A valid certificate is less than one year old.
 - *Please note: If admitted to a credential program and your certificate expires before the end of the semester you will be required to complete a new training and receive a certificate before the start of the semester as part of clinical practice clearance.*
 - **Student Resource:** [Mandated Reporter Training](#)
Information on how to complete the mandated reporter training.

- **Unofficial transcripts (bachelor's degree or higher)**
 - Submit a copy of your unofficial transcript for your bachelor's degree and/or higher degree from a regionally accredited institution.
 - This will verify that you hold at least a bachelor's degree
 - This will verify the basic skills requirement.
- **Letter of good standing (only if you attended another credential program)**
 - A letter of good standing is needed if you previously were attending another institution's credential program as an admitted credential candidate. You must submit a letter of good standing from your previous credential program with your CSUB Special Education Teaching Credential program application.

Required documents that must be sent to your Admission Advisor on your behalf:

Three recommendations on the recommendation form. This form should be completed by an individual in a position to evaluate your professional dispositions such as a supervisor, or previous/current instructor. *A relative may not make a recommendation.*

Student Resource: [Recommendation Form](#)

Submittal Instructions:

Failure to follow application submittal direction may be cause for delayed or rejection of an application.

The credential program application should be compiled into one PDF and uploaded to the secure submittal portal. *No other file format will be accepted. **Do no zip or password protect your file. Do not upload multiple files; it must be in one file.***

How to submit your application:

1. Merge your documents into one PDF file. To compile your program application and supporting documents into one file you will need to merge your documents. Adobe Reader does not have merge functions unless purchased. To merge your documents there is free merge software available such as: [I love PDF](#).
2. Name your PDF: Last name_First name_CSUB ID. Save a copy for your records.
3. Upload your PDF file to the secure portal for the campus/program you are applying to.

Bakersfield Campus: [Special Education Programs Submittal Portal](#)

Antelope Valley Campus: [Special Education Programs Submittal Portal](#)

Once your application has been uploaded your Admission Advisor will add your recommendation to your application during the application review.

What happens after you submit your application:

Once your application has been reviewed you will receive an email regarding your application (Please be patient as the review process can take several weeks). Only complete applications that were received by the program deadline and program availability will be contacted to schedule a program interview.

Program Interview

If you're contacted to complete an interview it will be conducted as a group and panel interview by program faculty. Please respond as soon as possible to schedule and confirm your interview.

After You Interview for The Program:

Your application will be reviewed by the Credential Admission Committee. You will be notified via your CSUB email of the outcome of your application. Please note, all decisions of the Committee are final.

If You Receive Program Admission:

- Follow the instructions on the program admission letter for next steps and further requirements
- Attend program orientation
- Become familiar with program guidelines by reading the program handbook.

Questions:

If you have any questions about the application process, please reach out to a Credential Admission Advisor:

Antelope Valley Campus: Jenny St. George, jst-george@csub.edu

Bakersfield Campus: Amani Hernandez, aalshaif@csub.edu