

CALIFORNIA STATE UNIVERSITY, FRESNO

Kremen School of Education and Human Development

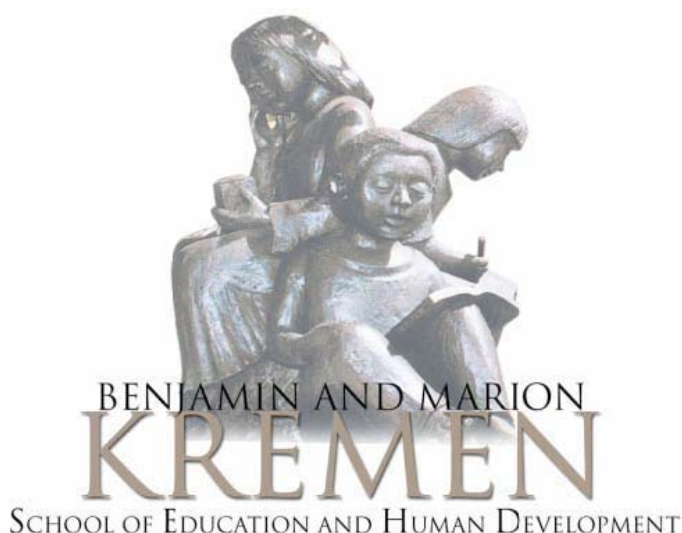
MASTER OF ARTS IN SPECIAL EDUCATION AND PROFESSIONAL LEVEL II SPECIALIST CREDENTIALS

ADMISSION REQUIREMENTS

The Special Education faculty invites you to apply to an exceptional program that prepares special educators to function effectively as skilled educators and leaders in the profession. Admission to the Professional Level II Education Specialist Credential Programs in Mild/Moderate or Moderate/Severe Disabilities and the Master of Arts Degree Program in Special Education assumes that applicants possess a substantial entry level background in Special Education, such as having made significant progress toward completion of the Preliminary Level I Education Specialist Credential program in mild/moderate or moderate/severe disabilities. Credential program applicants must be employed as a Special Education teacher working in a setting that requires the Level I authorization.

Welcome to your next step in becoming a Special Education Teacher!

Please visit our web page at: <http://education.csufresno.edu/cser/>



****PROGRAM APPLICATION DEADLINES****

For current information regarding deadlines and admission processes, please go to; www.csufresno.edu/kremen and click on “Graduate Program Admissions” under the “Applications” tab.

ADMISSION REQUIREMENTS

Applicants desiring a Master of Arts Degree in Special Education and the Professional Level II Credential must complete specific admissions requirements to achieve Classified Standing (full admission) to the program. This includes completing separate applications for:

- Admission to the University
- Admission to a program within the Kremen School of Education and Human Development (KSOEHD)

The following pages describe in detail the requirements to apply to the Master of Arts Degree in Special Education and/ or the Professional Level II Credential degree programs.

UNIVERSITY ADMISSION REQUIREMENTS

**If you are a current continuing Post Baccalaureate student, please skip the “University Admission Requirement” section and go to “Program Admission Requirements”. You do not need to apply to the University unless you break enrollment.*

Complete the California State University, Fresno application for Graduate Admission available online at: www.csumentor.edu.

To complete your [university application](#), you must send:

1. **One set of official transcripts** from all colleges attended. If the last school you attended was CSU, Fresno, no transcripts are required. Failure to provide official transcripts to CSU, Fresno admissions will delay your program admission.
2. A **\$55.00 application fee** to CSU, Fresno. *(please do not send checks with program application)*

Mail the above items to: University Admissions–Graduate, 5150 N. Maple Ave., M/S JA 57, Fresno, CA 93740-8026. Your university admission status may be checked at <http://my.csufresno.edu>.

PROGRAM ADMISSION REQUIREMENTS

All documents required for program admission are to be assembled in *one complete packet* and submitted to the [Graduate Technician](#) in the Education Student Services Center in the Education Building, ED 151.

1. **Application for Admission to the KSOEHD-Graduate Program.**

Fill in the required information. (Form attached pg 8)

2. **Documentation of Admission or Application Status to CSU, Fresno**

A copy of your notice of Post baccalaureate admission will meet this requirement or print off status from the Fresno State portal or current transcripts.

3. **Minimum GPA of 3.0.**

Graduate program applicants must have a minimum GPA of 3.0 in all Level I or Post baccalaureate coursework attempted. Failure to provide official transcripts to CSU, Fresno admissions will delay your program admission if you are not a current CSUF student. The GPA will be verified by technician as file is being set up for review.

4. **Complete a Statement of Purpose.**

This is a “1 to 2” page, typed statement of your purpose for applying to the Special Education Program. Focus on your present situation and your short and long-term professional goals. (See attached form pg 9)

5. **Provide Three (3) sealed Letters of Recommendation.** (Print the attached forms, pgs 10-12)

Include letters of reference and the attached form from instructors, supervisors, or other individuals who are in a position to evaluate you in terms of your potential for graduate study in the Special Education program. *Do not send separately.*

6. **Writing Competency.**

You must meet this requirement by:

- Obtaining a minimum score of a 41+ of the California Basic Education Skills Test (CBEST) or pass all sections of the entire test (provide a copy), **OR**
- Obtaining a minimum score of 114+ on the Upper Division Writing Examination (UDWE) (verified on CSUF transcript), **OR**
- Earning a grade of “B” or better in ENGL 160W or ENGL 117W (please note these are the **only** “W” courses accepted without request for review).

For information regarding the UDWE or CBEST, contact the CSU, Fresno Office of Testing Services located in the Family and Food Sciences Building, Room 110 or call (559) 278-2457.

7. **Complete prerequisites with a grade of “C” or better.**

These courses may be taken in the **first semester** of your program if admitted. You must achieve and maintain a 3.0 as a Post Baccalaureate student even though a “C” or better is required. Coursework from other institutions must be reviewed prior and separate from application. Contact Graduate Technician for more information at 559-278-0299.

- **ERA 153** – Educational Statistics or its CSUF equivalent as verified on your CSUF transcripts- PSYCH 144 or 143, SWRK 171 or 176, DS 123, or HS 202.

8. TOEFL Score of 560-International Students Only.

If you are an International Student, Obtain a TOEFL Score of 560. Verification of the TOEFL score must be provided by the admission date. For information regarding admission deadline dates and specific applications for international students, contact the International Admissions Office, located in the Joyal Administration Building, Room 211 (278-2409).

PROFESSIONAL LEVEL II SPECIALIST REQUIREMENTS

Credential Students must complete the above, plus:

9. Complete the Level I Program-Level I Credential.

You must have successfully completed a Preliminary Level I Education Specialist Credential program, or if you are a student at California State University, Fresno, you must be in the **absolute** final semester of your Level I program to be accepted into the Professional Level II program. Full admission to the Level II program cannot be granted until coursework for the Level I Credential has been completed and the University has recommended to the Commission for Teacher Credentialing (CTC) that you be awarded the Level I Credential or the Certificate of Eligibility for the Credential along with your Level II admission materials.

If you received your Level I Credential from another institution, you must present a copy of the credential or a Certificate of Eligibility for the Credential to be considered for admission to the Professional Level II Education Specialist Credential Program in Mild/Moderate or Moderate/Severe Disabilities.

10. Provide verification of full time employment- Level I credential Authorization (CTC form CL777.1).

You must be employed as a Special Education teacher during the completion of the Level II credential. You must be employed for two years under the Level I credential before the Level II credential may be recommended. Day-to-day substitute positions do not satisfy this requirement. There will be no exceptions as this is a state requirement. The form can be downloaded at; <http://www.ctc.ca.gov/credentials/leaflets/cl777-1.pdf>

11. Provide Verification of having Passed the CBEST-

Applicants must include in their admissions packet a copy of the CBEST Permanent Verification Card.

12. Arrange for an interview with the Special Education Program Coordinator-(Out of State or Non CSUF Student’s only)

This brief interview is required by state law and will relate to your progress in the Preliminary Level I Credential program, your satisfaction and success in your Level I authorized work setting, and your suitability for the Professional Level II program (arrangements can be made by calling the Department of Counseling and Special Education office, (559) 278-0340). (Not required for CSUF Level I students).

13. Submit a Medical Clearance- (Out of State Student’s only)

Take the “Certification by Director of Student Health Services” form to the CSUF Student Health Center or personal Physician and follow their procedures. This form must be signed by the Health Center Director or another physician and included in your packet.

14. Application for Character and Identification Clearance. (Out of State Student's only)

The California Commission on Teacher Credentialing requires that each individual who wishes to perform certified services in a California School provide facts which establish his/her true identity and good moral character. Request for Livescan Service form can be obtained in the Education Student Services Center, ED 151.

Include in the admission packet, a copy of the Certificate of Clearance obtained online after you apply to the CTC. This may be downloaded at:

<https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy> .

It is not necessary to apply for character and identification clearance if you can present a copy of a valid California teaching credential such as an Emergency Credential or an Adult Education Credential.

DEADLINES/ CONDITIONS

All materials required for full admission (Classified Standing) to a Graduate program must be submitted in one complete packet to the Graduate Technician in ED 151 by the published deadline.

Spring and fall deadlines for program admission are in accordance with or prior to University application deadlines for graduate students. Please check <http://www.csumentor> or contact the Education Student Services Center (ESSC; 559-278-0299) for specific dates or with application questions.

Applicants are required to attain full admission status to program prior to the end of the first semester of program enrollment. Applicants who have not completed all requirements for full admission will not be able to enroll in further Graduate coursework.

PROGRAM ADMISSION REVIEW

Admission to a Graduate program is subject to review of all documentation and recommendation by a committee of the program faculty.

The committee does not automatically recommend for admission all students who meet the minimum admission requirements. It selects for admission into the program only students who demonstrate reasonable academic and professional potential. You will be notified by letter of the Program's admission decision.

APPEAL PROGRAM ADMISSION DECISION

If you are denied program admission, you may appeal this decision. To do this, you must:

- Bring your letter of denial to the Graduate Technician in ED 151 within two (2) weeks of the date on the letter.
- Obtain from the Graduate Admissions Technician the "Special Consideration Application" and related information.
- The completed "Special Consideration Application" form along with complete application packet is then forwarded to the Program Coordinator who presents it to the Special Consideration Committee for review. You will be notified by letter of the committee's decision.

Note: KSOEHD programs reserve the right to not accept "Special Consideration" applications if program is full.

FINANCIAL AID

Students requesting a letter to be submitted to the Financial Aid Office must be at least conditionally classified in their master's degree program. First-time/new graduate students must request this letter from the Graduate Admissions Office, Joyal Administration Building, Room 121; and students continuing in the graduate program must request this letter from the Division of Graduate Studies Office, Thomas Administration Building, Room 132.

UNIVERSITY-WIDE SERVICES FOR STUDENTS

A list of university services and related offices available for students is provided below. Additional information about services available for students can be obtained from the Dean of Student Affairs located in the Joyal Administration Building, Room 262 (559-278-2541) or on the following Web site: <http://studentaffairs.csufresno.edu/> (The area code for all telephone numbers listed below is "559.")

Admissions/Records/Evaluations http://www.csufresno.edu/catoffice/current/admsns.html	Joyal Lobby (windows)	278-2261
Advising Office (serving returning students) http://studentaffairs.csufresno.edu/ReEntryProgram/	Joyal 224	278-1787
Career Development and Employment http://www.fresnostatecareers.com/	Joyal 256	278-2381
Financial Aid Office http://studentaffairs.csufresno.edu/financial_aid/	Joyal 296	278-2182
Learning Resource Center http://www.csufresno.edu/lrc	Peters Bldg. Annex	278-3052
Office of Testing Services http://www.csufresno.edu/testing/	Family/Food Sciences 110	278-2457
Services for Students with Disabilities http://studentaffairs.csufresno.edu/SSD/	University Center, Rm. 5	278-2811
University Outreach (serving first-time students) http://www.gotofresnostate.com/	Joyal 252	278-2048
Veterans Benefits http://www.csufresno.edu/are/veterans/	Joyal 106	278-7030

MASTER OF ARTS IN SPECIAL EDUCATION AND THE PROFESSIONAL LEVEL II SPECIALIST CREDENTIALS

PREREQUISITE

	<u>UNITS</u>
ERA 153 Educational Statistics (or equivalent)	3
Total	3

Core Requirements

	<u>UNITS</u>
6 units of approved post baccalaureate coursework from the Level II, Education Specialist Program or Equivalent (see Advisor)	6
ERA 220* Research in Education	3
SPED 219 Home/School Community Collaboration: Policy, Research, and Practice	3
SPED 233** Seminar in the Special Educator as Researcher	3
SPED 298*** Project	4
OR SPED 299*** Thesis	4
Subtotal:	19

Area of Specialization

	<u>UNITS</u>
Mild/Moderate Disabilities	
SPED 235 Assessment and Development of Social and Affective Education Programs	3
SPED 237 Seminar in Program Management for Students with Mild/Moderate Disabilities	3
Moderate/Severe Disabilities	
SPED 236 Seminar in Social Curriculum and Communication	3
SPED 240 Seminar in Program Management for Students with Moderate/Severe Disabilities	3
Approved Electives	<u>UNITS</u>
Electives are determined in consultation with the student's adviser, and may support the student's Development of Specific Emphasis requirement in the Credential Program.	5
Subtotal:	5

TOTAL UNITS 30

The student's program of study is to be determined in consultation with the Special Education Coordinator (or designee), department chair, and coordinator of graduate studies. Students must have obtained a letter grade for the Writing Skills Requirements (SPED233 and ERA220) prior to the deadline to apply for Advancement to Candidacy.

* Educational Statistics (ERA 153) or equivalent is the prerequisite to ERA220.

** Students must pass the graduate writing requirement, which is part of SPED 233, prior to applying for Advancement to Candidacy.

*** Advancement to Candidacy must be attained one semester prior to the term in which the student wishes to graduate or register for the culminating experience (i.e., SPED 298 Project OR SPED 299 Thesis).

**For information about the MA in Special Education Program
Contact the Program Coordinator
ED 350, at (559) 278-0340**

**PROFESSIONAL LEVEL II EDUCATION SPECIALISTS CREDENTIAL
CREDENTIAL PROGRAM IN MILD/MODERATE OR
MODERATE/SEVERE DISABILITIES**

PREREQUISITE

Level I Credential

COURSE OF STUDY

Core Requirements and Special Education Induction/Evaluation		<u>UNITS</u>
SPED 209A	Application of Theory into Practice in Special Education Settings (to be taken first semester of Level II program)	3
SPED 209B	Application of Theory into Practice in Special Education Settings (to be taken last semester of Level II program)	3
SPED 219	Home/School Community Collaboration: Policy, Research, and Practice	3
SPED 233	Seminar in the Special Educator as Researcher	3
<i>Subtotal:</i>		12
Area of Specialization		<u>UNITS</u>
Mild/Moderate Disabilities		
SPED 235	Assessment and Development of Social and Affective Education Programs	3
SPED 237	Seminar in Program Management for Students with Mild/Moderate Disabilities	3
MODERATE/SEVERE DISABILITIES		
SPED 236	Seminar in Social Curriculum and Communication	3
SPED 240	Seminar in Program Management for Students with Moderate/Severe Disabilities	3
Approved Electives in Development of Special Emphasis		<u>UNITS</u>
Six units of university or university equivalent coursework or 90 clock hours of approved workshops and seminars related to an area of specific emphasis. Courses and other hours must be approved prior to completion in the student's Induction Plan.		6
Clear Courses		
Health Science		3
Technology Level II		3
<i>Subtotal:</i>		6
TOTAL UNITS		30

The student's program of study is to be determined in consultation with the Special Education Coordinator (or designee), department chair, and coordinator of graduate studies. Specific program requirements are stipulated by law. See your advisor for details.

**For information about the Professional Level II Education Specialist
Credential Program in Mild/Moderate or Moderate/Severe Disabilities
Contact the Program Coordinator
ED 350, at (559) 278-0340**

KSOEHD APPLICATION TO PROGRAM

****PROGRAM APPLICATION DEADLINES****

For current information regarding deadlines and admission processes, please go to; www.csufresno.edu/Kremen and click on "Graduate Program Admissions" under the "Applications" tab.

You are applying to the: Master of Arts in :

and/or Advanced Credential:

Special Education

Professional Level II, Mild/Moderate

Professional Level II, Moderate/Severe

(Please type below)

NAME: _____
Last First Middle

ADDRESS: _____
Number & Street City State Zip

TELEPHONE: Home _____ Business _____

CSUF E-MAIL: _____ E-MAIL (ALTERNATE): _____

SS# _____ BIRTHDATE: _____ STUDENT ID#: _____ GENDER: Male Female

EDUCATIONAL BACKGROUND

	<u>INSTITUTION</u>	<u>DEGREE</u>	<u>MAJOR</u>	<u>YEAR GRADUATED</u>
UNDERGRADUATE	_____	_____	_____	_____
GRADUATE	_____	_____	_____	_____

	<u>INSTITUTION</u>	<u>TYPE OF CREDENTIAL</u>	<u>DATE EXPIRES</u>
CURRENT CALIFORNIA CREDENTIAL:	_____	_____	_____

COMPLETION OF THIS FORM DOES NOT CONSTITUTE ADMISSION TO CSU, FRESNO.

STUDENTS DO NOT WRITE BELOW THIS LINE

Circle one: *Mail* *In person*

Staff Initials and Date: _____

- 1. KSOEHD Application (Above Complete)
- 2. Admission Status to CSUF- Dept Rec Change-Form
- 3. GPA of 3.0: UGRD cumulative _____ Last 60 units _____
PBAC cumulative _____ CSUF PBAC GPA _____
- 4. Statement of purpose
- 5. Letters of recommendation: 1) __ 2) __ 3) __
- 6. Writing Writing competency: CBEST or UDWE or ENGL 160W or ENGL 117 W ("B" or better) _____
- 7. Prerequisite: ERA 153 _____
- 8. TOEFL (if foreign student 550+) Score _____ Date _____

Credential Student additional requirements:

- 9. Level I Specialist Credential
- 10. CL777.1 form
- 11. CBEST Passed
- 12. Out of State or other institution student _____

Faculty Review	Graduate Technician
Master's Program: <input type="checkbox"/> Admit <input type="checkbox"/> Deny Credential Program: <input type="checkbox"/> Admit <input type="checkbox"/> Deny Reasons _____ _____ Coordinator _____ Date _____ <input type="checkbox"/> Change Program _____ Date _____ <input type="checkbox"/> Reconsider _____ Date _____	Service Ind: _____ Assigned Advisor _____

STATEMENT OF PURPOSE

Master of Arts in:
 Special Education

and/or Advanced Credential:
 Professional Level II, Mild/Moderate
 Professional Level II, Moderate/Severe

NAME: _____
Last First Middle

In the space provided below, provide relevant information about yourself including goals, objectives, and experiences related to the master's degree and/or advanced credential certificate program to which you are applying. Please focus primarily on your short-term and long-term professional goals. You may attach additional pages.

LETTER OF RECOMMENDATION

Master of Arts in :
 Special Education

and/or Advanced Credential:
 Professional Level II, Mild/Moderate
 Professional Level II, Moderate/Severe

PRINT THIS FORM

NAME: _____
 Last First Middle

Please submit with application packet. Do not send separately.

To the Applicant: Complete the information requested above and give to the person(s) providing the reference(s). Please note that, generally, confidential recommendations often provide more useful information. **In accordance with the Family Education Rights and Privacy Act of 1974, the California Information Practices Act of 1977, and the related policies and regulations, it is also understood that upon request, this letter will not be made available to the applicant (or candidate) for examination.** If you agree, you may sign the waiver below. The decision is up to you.

I waive the rights to see or inspect this form or any statement sent to the indicated program as a result of this request.

Signature _____ Date _____

Please complete this form

THIS PART TO BE COMPLETED BY THE EVALUATOR

The Kremen School of Education and Human Development would appreciate a statement from you evaluating the person named above for enrollment in and successful completion of an advanced credential and/or Master degree program. If additional space is needed, the back of this form may be used. Please feel free to use your own letterhead and disregard this page. **Provide the applicant with this form in a sealed envelope and with a signature across the seal.**

Please rate the applicant with other individuals seeking comparable experiences.

	Superior	Above Average	Average	Below Average
Intellectual Ability				
Imagination and Creativity				
Interest and Enthusiasm				
Ability to Communicate				
Stability				

If you alone were making the decision as to whether or not the applicant should be accepted, which of the following would you do?

- Seek out—Will be a truly outstanding student and professional
- Definitely Accept---Will complete the indicated program at a superior level
- Accept---Should complete the indicated program at a satisfactory level.
- Accept---Accept, but with reservation concerning ability or motivation (Please explain.)
- Do not accept. (Please explain.)

Signed _____ Date _____ Position _____

Address _____

This letter of recommendation is to be included with other application materials that are to be submitted in one complete packet required for admission to an advanced credential and/or Master degree program.

LETTER OF RECOMMENDATION

Master of Arts in :
 Special Education

and/or Advanced Credential:
 Professional Level II, Mild/Moderate
 Professional Level II, Moderate/Severe

PRINT THIS FORM

NAME: _____
 Last First Middle

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- Do not accept. (Please explain.)

Signed _____ Date _____ Position _____

Address _____

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**CONGRATULATIONS!
NOW YOU ARE READY TO:**

- 1. Print this application (Keep pages 1-7 for future reference.)**
- 2. Include the additional documentation required**
- 3. Place this application and all documentation in order addressed in pages 1-5**
- 4. Keep a copy of all documents submitted, for your records. (we cannot make copies for you.)**
- 5. Bring the completed application and additional documents to the Education Student Services Center, ED 151 prior to the application deadline date or mail to:**

**Kremen School of Education and Human Development
Attn: Graduate Technician, Maria Elrod
5005 North Maple Ave. M/S 301
Fresno, CA. 93740-8025**

- 6. We will notify you via letter. Admission status is not given over the phone, in person or via e-mail.**