

**CLEAR RESOURCE SPECIALIST
CERTIFICATE PROGRAM**

CREDENTIAL OFFICE ROOM E103

Michael D. Eisner • College of Education
18111 Nordhoff St., Northridge CA 91330-8265

(818) 677-2586
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RESOURCE SPECIALIST CERTIFICATE PROGRAM

The Resource Specialist Certificate (RSP) is designed for experienced educators who have a Special Education Specialist Credential, and wish to qualify for positions as Resource Specialists.

Admission

APPLICATION - The application form is included in this brochure

VALID SPECIAL EDUCATION CREDENTIAL - Submit a copy of a valid California Special Education Credential in Communication Handicapped, Learning Handicapped or Severely Handicapped.

VALID BASIC CREDENTIAL - Submit a copy of a valid California Multiple Subject or Single Subject Credential.

TRANSCRIPTS - Transcripts showing a baccalaureate degree and all post-baccalaureate work - These must be official transcripts. Arrange for the transcripts to be sent to you by the institution so that you can submit them to us as part of this package. Transcripts from CSUN may be unofficial. Order these transcripts directly from the institution.

VERIFICATION OF EXPERIENCE - Verification of two or more years of successful teaching experience including (a) a minimum of one semester of teaching or student teaching in regular education, and (b) three semesters in special education including a maximum of one semester of student teaching in special education. (see form)

GPA - Grade point average of 2.75 in the last 60 semester units.

LETTERS OF RECOMMENDATION - Two letters of recommendation from immediate supervisors.

FEE - An application fee of \$25, in the form of a money order or a cashier's check, must accompany your application. This must be made payable to CSU Northridge and is non-refundable. Cash or personal checks will not be accepted.

Applications are accepted at any time. Deadline for priority processing of applications is March 1, for fall admission and October 1, for spring admission.

YOU MUST ALSO APPLY TO THE UNIVERSITY - Please note that these forms do not constitute application to the University. A separate application for admission to the University must also be submitted to the Office of Admissions and Records according to its application schedule if you are not currently enrolled at the University. Online applications are available at <http://www.csumentor.edu/>

Course Requirements (9 units)

SPED 620	Assessment and Evaluation in Special Education	(3)
SPED 611	Consultation Processes in Education	(3)
SPED 612 & L	Design and Development of Indirect Services & Lab	(3)

A Resource Specialist Certification Plan must be completed with a department Resource Specialist (RS) SPED Faculty Advisor before completion of the first course. The above courses shall not be taken as part of a special education credential program.

Recommended Additional Requirements

A faculty advisor will work with students individually to determine other coursework to strengthen specific competencies.

Exit Requirements

VERIFICATION OF EXPERIENCE - Verification of three or more years of successful teaching experience including (a) a minimum of one semester of teaching or student teaching in regular education, and (b) three semesters in special education including a maximum of one semester of student teaching in special education. The Verification of Experience form is available online at www.csun.edu/coe/cred under "forms".

GPA of 3.0 cum in courses listed above with no grade lower than a "C".

POSSESSION of a valid California Basic teaching and a Special Education Credential other than an emergency or intern credential.

CERTIFICATE REQUEST

Within the first few weeks of your final semester of program coursework, students should submit a "Credential Request" form to the Credential Office for a recommendation to the Commission on Teacher Credentialing (CTC) to issue your certificate. The Credential Request form is available online at www.csun.edu/coe/cred under "forms".

APPLICATION FOR ADMISSION
Michael D. Eisner • College of Education • Credential Office
18111 Nordhoff St., Northridge CA 91330-8265

You are requesting admission to this credential program beginning in (semester) _____ (yr) _____

Mr. / Mrs. / Miss / Ms.

_____ LAST FIRST MIDDLE MAIDEN or OTHER

Address

_____ Number & Street City State Zip Code

Home Phone () _____ Work Phone () _____ Cell Phone () _____

E-Mail Address _____ CSUN Student Id # _____

Social Security Number _____ Birth date _____

PROGRAM YOU ARE APPLYING FOR:

CLEAR RESOURCE SPECIALIST CERTIFICATE

Please list all the schools you have attended, including CSUN. Transcripts from institutions other than CSUN must be official. CSUN transcripts may be official or unofficial. Arrange for the transcripts to be sent directly to you by the institutions so that you can submit them as part of this package. (Attach sheet for additional institutions attended).

College/University	Dates	Degree
_____	_____	_____
_____	_____	_____
_____	_____	_____

You must read this form and sign below in order for the Credential Office to accept your application for admission.

PERSONAL AND PROFESSIONAL FITNESS

You must answer the question below with either "YES" or "NO." If either of the two events underlined in the question has occurred, your answer must be "YES". If either of the events occurred with subsequent court action sealing juvenile records under Penal Code Section 1203.34, the question may be answered "NO."

Have you ever been convicted or plead nolo contendere for any violation of law other than minor traffic offenses?
____ NO ____ YES

I understand that it is my responsibility to submit all required materials and documents directly to the Credential Office regardless of where else on campus they may previously have been sent. To the best of my knowledge, all information I have provided hereon and materials **associated** with this application is true and accurate. I will keep the Credential Office informed of changes in my status, address, telephone number and name. I authorize the Credential Office to submit my transcripts and other documents to the Commission on Teacher Credentialing. In accordance with the Family Rights and Privacy Act of 1974, effective November 19, 1974, all files maintained on a student are to be available for perusal by the student.

SIGNATURE OF APPLICANT _____ DATE _____