

CSUN's  
MICHAEL D. EISNER  
COLLEGE OF EDUCATION  
is one of the largest public  
colleges of education  
in California.

# Becoming a Teacher Information Session

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Preliminary Education Specialist Program

**CSUN**

**MICHAEL D. EISNER**  
COLLEGE OF EDUCATION

# It's a great time to become a teacher!

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The demand for new teachers in California far exceeds the number of candidates in teaching-credential programs.

Demand is highest for science, math, and special-education teachers, but CSUN program-completers are being hired in *all* subjects.

New LAUSD teachers with regular credentials start at over \$53K, with steady increases and excellent benefits.

# The Education Specialist Credential

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**The Education Specialist Instruction Credential** authorizes the holder to conduct Educational Assessments related to student's access to the academic core curriculum and progress towards meeting instructional academic goals, provide instruction, and Special Education Support to individuals in the area of specialization listed on the credential.

**In California there is a two tier credentialing system:**

**The Preliminary Credential** - When you have completed our program, you will have earned a Preliminary Education Specialist Credential. The preliminary credential is valid for five years.

**The Clear Credential** - Within the five years your preliminary credential is valid, you will need to complete the requirements necessary to earn the clear credential. The clear credential can be earned through the completion of an Education Specialist Clear Induction Program such as the one offered here at California State University, Northridge.

# Areas of Specialization

There are four areas of specialization offered at CSUN, they are as follows:

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**Mild/Moderate** includes teaching individuals with autism spectrum disorders, specific learning disabilities, mild to moderate intellectual disabilities, attention deficit and attention deficit hyperactivity disorders and serious emotional disturbance. It authorizes service in grades K–12 and in classes organized primarily for adults through age 22.

**Moderate/Severe** includes teaching individuals with autism spectrum disorders, deaf-blindness, moderate to severe intellectual disabilities, multiple disabilities, serious emotional disturbance, and authorizes service in grades K–12 and in classes organized primarily for adults through age 22.

**Deaf and Hard of Hearing** includes teaching individuals with autism spectrum disorders, deafness, hearing impairment, deaf-blindness, and authorizes service to individuals ages birth through 22.

**Early Childhood** includes the mild/moderate and moderate/severe disabilities as previously outlined however, this area of specialization only authorizes the holder to provide services to children ages birth through pre-kindergarten.

# Credential Program Pathway Options

There are four Pathway Options through which you may earn your Education Specialist Credential at CSUN, they are as follows:

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**The Traditional Pathway** is the most flexible. You may begin in either the fall or spring semester and complete the program on either a full or part-time basis. Students usually complete the program through this pathway in three or four semesters.

**The Accelerated Collaborative Teacher (ACT) Pathway** is offered in collaboration with the Los Angeles Unified School District. This is a cohort model with personalized advising and guaranteed course enrollment. This full-time program is completed in two semesters. Admission is offered in fall semesters only. This pathway is available for the Mild/Moderate specialization area only.

**The Internship Pathway** is open to those with an offer of employment in a public or charter school teaching position. Students in this pathway are working as a full time teacher during the day while completing coursework in the evening. The program is completed through this pathway in two years.

**The Integrated Teacher Education Preparation (ITEP) Pathway** is a blended program where the student earns a Bachelor's Degree in Liberal Studies and a Preliminary Education Specialist Teaching Credential concurrently. The ITEP Pathway is available to the Mild/Moderate and Moderate/Severe specialization areas only and has two options: ITEP Freshman and ITEP Junior. Detailed information regarding this option can be found on the Liberal Studies Program website at, <http://www.csun.edu/humanities/liberal-studies/college-humanities-teacher-preparation-program>.

# Important Notes for ACT and Internship Pathways

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## **Supplemental ACT Pathway Application**

To apply to the ACT pathway an applicant must submit three applications: the university application, the credential program application, and an ACT program application. For further information regarding the ACT program and its supplemental application please visit the ACT Office webpage at, <http://www.csun.edu/education/act/>.

## **Additional Requirements for the Internship Pathway**

Students admitted to the Traditional Pathway may transfer to the Internship Pathway once they meet the following additional requirements: U.S. Constitution, Pre-service and Offer of Employment. Detailed information regarding becoming a University Intern can be found on our website at, <http://www.csun.edu/eisner-education/credential-office/intern-credential>.

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# PROGRAM APPLICATION

# Program Application Deadline Date

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**The Program Application Deadline Dates** are listed within the program application instructions on our website at, <http://www.csun.edu/eisner-education/credential-office/applications>.

It is strongly recommended that you submit the program application as early as possible. Registration begins prior to the application deadline date. Classes will begin shortly after the deadline date.



# Step One: University Application

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The California State University Application is completed online at <https://www2.calstate.edu/apply>.

There is a \$70 required application fee.

**Important:** This application is not required if currently enrolled as a CSUN graduate student or if applying under the undergraduate ITEP option.

# Step Two: Credential Program Application

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The Credential Program Application is completed online at, <http://www.csun.edu/eisner-education/credential-office/preliminary-education-specialist-teaching-credential-program>.

There is a \$50 required fee plus a \$1.38 processing fee.

All nine items listed below are required as part of your complete credential program application. With the exception of transcripts, these items are to be submitted as attachments within the online application.

- Transcripts
- Subject Matter Competence
- Basic Skills
- Fingerprint Clearance
- Tuberculosis Clearance
- Statement of Objectives
- Letters of Recommendation
- Early Field Experience
- Disposition/Self-Reflection

**Important Note:** If you were previously enrolled in a teacher training program at another institution, you will need to include with your program application a Letter of Good Standing from the Credential program in that institution.

# 1. Transcripts

Official transcripts from each institution you have attended, including community colleges, must be submitted to Admissions and Records and the Credential Office as described below:

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**Electronic Transcripts:** Electronic transcripts is preferred. Electronic transcripts will need to be submitted to Admissions and Records. If this option is available from your previous college or university, you will choose “CSU Northridge” as the recipient, from their ordering system. If this option is not available in their system, use [admissions.records@csun.edu](mailto:admissions.records@csun.edu) as the recipient email address.

**Paper Transcripts:** If your previous college or university do not supply electronic transcripts, order two identical, official paper copies of transcripts and have one set mailed to the Admissions and Records office and the other set to the Credential Office at the following addresses:

CSUN-Admissions and Records  
18111 Nordhoff Street  
Northridge, CA 91330-8207

CSUN-Credential Office  
18111 Nordhoff Street  
Northridge, CA 91330-8265

## **IMPORTANT NOTES**

- Good academic standing and a cumulative **GPA of 2.67 or a 2.75 GPA in your last 60 units** is required for admission. For those applying under the ITEP option, a 2.67 cumulative GPA is required.
- **If you are a current CSUN student or a graduate of CSUN and have not taken coursework since graduation**, you do not need to resubmit transcripts to either office.
- **If you are applying as a graduate student and in the process of completing a bachelor’s degree at a school other than CSUN** you will be conditionally admitted and required to provide one additional official transcript after your degree has been awarded. The condition will be satisfied once an official transcript with your bachelor’s degree posted has been received. **Your bachelor's degree must have been awarded by a regionally accredited institution of higher education.**
- **Students with an international transcript** must submit a comprehensive international evaluation by a CTC approved agency. A list of approved agencies is available at, <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

# 2. Subject Matter Competence

In a credential program, you learn how to teach effectively. You must come to the program with verified knowledge of the subject matter you will be teaching. Subject matter competence can be verified in one of two ways;

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## **California Subject Examinations for Teachers (CSET)**

Detailed information regarding the CSET can be found at, <http://www.ctcexams.nesinc.com/>. Here you will find information regarding how to register for the test. Information regarding the tests format, content and practice questions are also provided.

It is important to note that CSET scores have a validity period of ten years. If you do not qualify and apply for your credential within that time frame, you will need to retake the exam.

Please have the test scores sent directly to CSUN from the testing agency. If scores were not sent to CSUN, you will be required to submit a copy with your application.

**or**

## **Commission on Teacher Credentialing (CTC) Approved Subject Matter Program**

A Subject Matter Program is an organized course of undergraduate study which meets the Commission on Teacher Credentialing standards for subject matter preparation.

The document you provide to verify completion must be signed by an authorized person in the education department of a California college or university with an approved program.

# Subject Matter Competence Continued

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## **Self-contained Setting**

If you plan to teach in a self-contained classroom setting where one teacher teaches all subjects (typically found in elementary schools and some middle schools) you will meet the subject matter requirement through passage of the California Subject Examination for Teachers (CSET) Multiple Subjects Exam or a CTC Approved Elementary Subject Matter Program.

## **Departmentalized Setting**

If you plan to teach a single subject in a departmentalized classroom setting (typically found in high schools, junior high schools and in some middle schools) **acceptable single subject area options are limited to:** Art, English, Mathematics (including Foundational-Level Mathematics), Music, Social Science, Science (including Foundational-Level General Science), and World Languages (including American Sign Language, Spanish, French, Mandarin, German and Korean).

**Important:** Subject Matter Competence is not required for those pursuing the **Early Childhood Specialization**.

**Important:** **For those applying under the ITEP pathway option,** subject matter competence must be met prior to student teaching; it is not a program admission requirement.

# 3. Basic Skills

Different credentials authorize teaching in a variety of different subjects. No matter what specific subject an individual may be teaching, California requires a verified basic level of skill in reading, writing and mathematics. These basic skills can be verified through one of the following options:

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- California Basic Educational Skills Test (CBEST)
- CSET: Multiple Subjects and CSET Writing Skills
- EAP/ELM/EPT
- SAT
- ACT
- Math and English AP Exams
- CTC approved Out-of-State Basic Skills Exams

**Detailed information regarding options** for meeting the Basic Skills requirement can be found on the CTC website at, <http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf>.

When verifying basic skills through CSET or CBEST, please have the scores sent directly to CSUN from the testing agency. If the scores are not sent to CSUN, you will need to submit a copy with your application. Information regarding these tests can be found at, <http://www.ctcexams.nesinc.com/>.

**Important: For those applying under the ITEP pathway option**, basic skills testing must have been attempted prior to program admission; the requirement must be met prior to student teaching.

# 4. Fingerprint Clearance

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Classroom observation and student teaching are a large part of the credential program. In order to be placed in a classroom setting, you must first obtain fingerprint clearance. Applicants must possess a valid Certificate of Clearance or other CTC issued document. Details as to how to apply for the Certificate of Clearance are provided within the program application instructions on our website at, <http://www.csun.edu/sites/default/files/COC%20Instructions.pdf>.

It is important to note that the Certificate of Clearance has a validity period of five years. You must maintain valid fingerprint clearance throughout your time in the credential program.

***Some candidates may already hold a valid document through the CTC, for example; a substitute teaching permit, activities supervisor's certificate, etc. In this case, that document would meet the fingerprint clearance requirement.***

# 5. Tuberculosis Clearance

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Applicants must provide verification of freedom from active tuberculosis. The TB test report or a letter from a physician regarding a chest x-ray, must have been administered within the last two years and clearly indicate a negative result. This test may be completed at any health facility. If the applicant is a current CSUN student, they may contact the CSUN Student Health Center for a tuberculosis test. The telephone number is (818) 677-3666.



# 6. Statement of Objectives

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Applicants must write a one to two page typed essay addressing the following questions:

Why do you wish to become a teacher?

What will you contribute to the profession?

What do you plan to achieve as a teacher?

# 7. Letters of Recommendation

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Applicants must provide two professional recommendations using the specific form found on our website at, <http://www.csun.edu/sites/default/files/SPED%20Recommendation%20Form%20Fillaable.pdf>. The letters must support the applicant's acceptance into the credential program. Recommendations from family members and friends are **not** acceptable.

# 8. Early Field Experience

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Applicants must have participated in an early field experience working with a group of school age children in the general population they will be teaching once they receive their credential. This experience must have taken place within the last five years and must consist of at least forty-five hours of paid or volunteer experience.

Please complete the Early Field Experience Verification form found on our website at, <http://www.csun.edu/sites/default/files/Fillable%20Field%20Experience%20Form.pdf>.

Be sure to obtain an appropriate signature from a supervisor.

Examples of acceptable early field experience include: teacher aid, teacher assistant, substitute teacher, camp counselor, coach, Boy Scout volunteer, Girl Scout volunteer, YMCA volunteer...

# 9. Disposition Self-Reflection

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In addition to knowledge and skills, accomplished special educators reflect upon professional qualities that enhance their effectiveness as teachers. The Disposition Self-Reflection form identifies certain dispositions as important qualities of effective special education teachers. It asks you to begin the reflective process by thinking about these dispositions prior to entering the program. The information you provide here will not impact the evaluation of your application.

The required form can be found on our website at,  
[http://www.csun.edu/sites/default/files/Disposition%20Form%20Fillable\\_0.pdf](http://www.csun.edu/sites/default/files/Disposition%20Form%20Fillable_0.pdf).

# Step Three Faculty Interview

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All credential program applicants are required to participate in an interview with a CSUN College of Education faculty member. Applicants will receive an email directing them to schedule this interview once the complete program application has been evaluated.

This is the final step in your complete program application.

# Admission and Orientation

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**Notification of Admission** – Approximately two weeks following the interview the applicant will receive an email regarding their admission status. If they are admitted, they will also receive a credential progress report. This report is an official record of the admitted student's program requirements. Students must read this document carefully as they will be held responsible for its content.

Advisement for the Education Specialist Credential Program is provided by faculty in the Department of Special Education. Once a student has been admitted, they should make an appointment with their Faculty Advisor.

Detailed information regarding program requirements, coursework pre and co-requisites, the registration process and the application for student teaching can all be found on the CSUN website.

# Program Application Options

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The following three program application options are available:

Regular Admission

Exceptional Admission

Intent to Apply

# Regular Admission

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To be admitted to a basic teaching credential program under Regular Admission, applicants must meet all admission requirements.



# Exceptional Admission

The California State University Chancellors Executive Order #1077 allows the College of Education to admit a very limited number of teacher education candidates under exceptional admission.

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When one or more of the following required items for admission is not met, the candidate may petition for exceptional admission:

**Subject Matter Competence** - Passage of CSET or completion of Subject Matter Program

**Required GPA** of 2.67 overall or 2.75 in last 60 units.

To be considered for exceptional admission you must submit a Petition for Exceptional Admission form with your online program application. The form can be found within our program application instructions on our website. **This option is available in fall semesters only.**

## Carefully read the following:

- While your application is pending review, we strongly suggest that you attempt to complete any missing examination requirements.
- Exceptional admission is not an option if your overall GPA is lower than 2.5
- If you are not accepted under this option once, the next time you apply, all regular admission requirements must be met. The application fee is not transferable.
- You must fulfill the requirement for which you were granted the exception during your first semester in the program. You will not be allowed to enroll in classes the following semester if the requirement is not met.
- If you are admitted under Exceptional Admission, you will not be eligible to student teach in your first semester.

**Note:** Our staff is unable to provide a status check on your exceptional admission file or an opinion as to whether or not you will be accepted under this option. You will be notified after the committee has made a decision.

# Intent to Apply

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The Intent to Apply option allows you to take limited coursework without being admitted to a credential program. Registration will be restricted to certain courses. If you enroll in courses other than those identified, you will be asked to withdraw. The ITA option is allowed for one semester while completing program admission requirements; you will not be allowed to continue under this option for a second semester. Applicants for ITA must submit the following items, as described in detail in the program application instructions:

## University Application

**Credential Program Application**

**Transcripts**

**Fingerprint Clearance**

**Tuberculosis Clearance**

## Important:

- Individuals are not eligible for Intent to Apply if they have been previously enrolled in a teaching credential program. This option is not available for ACT or ITEP credential program pathways.
- A cumulative GPA of 2.67 or a GPA of 2.75 in your last 60 units is required for application.
- Intent to Apply students are not eligible for financial aid.
- Because requirements can change over time, we cannot guarantee that all courses you take will meet future program requirements. For this reason, it is important that you **submit your complete credential program application as soon as possible**. The sooner you are admitted, the less likely you will be affected by changes to the credential program.

**A list of limited Credential Coursework for ITA Students can be found on our website at,**  
<http://www.csun.edu/eisner-education/credential-office/application-options>.

# PROGRAM --- OVERVIEW

# Coursework and Requirements

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**The CSUN Education Specialist Credential Program consists of from 40 to 52 units of coursework depending upon the specialty area and pathway option you select.** Field experiences, student teaching and seminars are included. The unit value of the courses range from 3 to 6. You will want to keep these unit differences in mind when creating your schedule; this way you will know what to expect for your course load and tuition fees each semester.

**Most courses are offered in the late afternoon and evening.** Field experience and seminars are included.

**Course descriptions can be found in the university catalog.** You may view the catalog on the CSUN website at, <http://catalog.csun.edu/>. Please note that certain courses contain prerequisites and plan your schedule accordingly.

# Pathway Options and Coursework

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	Mild/Moderate	Moderate/Severe	Early Childhood	Deaf and Hard of Hearing
Traditional	42 units	42 units	42 units	49 units
ACT	40 units			
Intern	42 units	41 units	42 units	52 units
ITEP	48 units	51 units		

For a list of specific coursework please visit the Department of Special Education website at, <http://www.csun.edu/eisner-education/special-education/credential-programs>.

# Additional Program Requirements

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**These requirements are common to all pathway options and can be completed after admission to the program.**

**U.S. Constitution** (Required prior to recommendation for the Education Specialist Credential.) – The U.S. Constitution requirement can be met through coursework or exam. If you are a California State University alumni, you have probably met this requirement through coursework, as long as you passed the class with a grade of C or higher. Additional information regarding this requirement can be found on our website at, <http://www.csun.edu/sites/default/files/UsConsReq%205-2014.pdf>.

**Cardio Pulmonary Resuscitation** (Required prior to student teaching.) – An in person class which covers infant, child and adult CPR, to the standards of the American Red Cross and the American Heart Association is required. Further information regarding this requirement can be found on our website at, <http://www.csun.edu/sites/default/files/CPR%20Certification%20Flyer%2010-3-12.pdf>.

**Reading Instruction Competence Assessment (RICA)** (Required prior to recommendation for the Education Specialist Credential.) – Detailed information regarding this requirement can be found at, <http://www.ctcexams.nesinc.com/>.

It is important to note that RICA scores have a validity period of ten years. If you do not qualify and apply for your credential within that time frame, you will need to retake the RICA exam.

# Additional Program Requirements Continued

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**These requirements are common to all pathway options and can be completed after admission to the program.**

**Education Specialist Transition Plan** (Required prior to recommendation for the Education Specialist Credential.)

**GPA** – An overall GPA of 2.75 since admission to the credential program and a GPA of 3.0 in professional education coursework is required for student teaching clearance and credential recommendation.

# Tuition, Fees and Financial Assistance

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For the most current information regarding tuition and fees go to the Student Finance webpage at, <http://www.csun.edu/stufin>.

University Cash Services is located in Bayramian Hall. The office can be reached by telephone at (818) 677-8000.

Financial assistance is available in the form of scholarships, grants and loans, if you qualify. For information contact the Financial Aid and Scholarship Department at, (818) 677-4085 or visit their webpage at, <http://www.csun.edu/financialaid/>.

A link to additional scholarship information can be found on the main page of the CSUN College of Education website at, <http://www.csun.edu/eisner-education/scholarships>.



# Contact Information

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**Credential Office** – The Credential Office is responsible for processing program admission applications, student teaching applications and Credential Requests.

**Location:** Education Administration Building, EA 103

**Telephone:** (818) 677-2733

**E-mail:** credprep@csun.edu

**Website:** <http://www.csun.edu/eisner-education/credential-office>

**Department of Special Education**– Primary advisement for the Education Specialist Credential Program is provided through the Department of Special Education. Contact the department when you have questions regarding planning your schedule, student teaching placement, course content, the schedule of classes and permission numbers.

**Location:** Education Building, ED 1204

**Telephone:** (818) 677-2596

**Website:** <http://www.csun.edu/eisner-education/special-education>

**Liberal Studies Program** – Contact the Liberal Studies Program for questions regarding the Liberal Studies Major as part of the ITEP Pathway.

**Location:** Education Administration Building, EA 100

**Telephone:** (818) 677-3300

**Website:** <http://www.csun.edu/humanities/liberal-studies/academic-programs>