

## Special Education Credential Application Procedure

### Admission Requirements:

There are two parts to applying to a COE Program:

Part 1. University Application

Part 2. Special Education Credential Program Application

Both the Program and the University applications must be completed in full and submitted by the posted deadline in order to be considered for admission. Incomplete applications will not be reviewed.

### Part 1: University Application Procedures:

1. Apply for admission to the University by completing the [Graduate Online Application](#) at Cal State Apply. The University application requires a \$70 non-refundable application fee. For [more info](#) click here.
2. Submit one set of official sealed transcripts directly to the CSUDH Office of Admissions & Records, 1000 E. Victoria St., Carson, CA 90747. All academic transcripts must be submitted from all undergraduate and any post-graduate work.  
*Note: CSUDH students/alums do not need to submit CSUDH transcripts, but DO need to submit them for all other institutions attended.*

Please note that the University application on Cal State Apply must be completed before completing the online Program application. Once you have completed the University application and fee, you will receive a CSUDH Student ID number (usually within 7 - 10 working days). Your Student ID number is necessary for you to complete the Program application.

### Part 2: Special Education Credential Program Application Procedures:

1. **Special Education Program Application:** Complete the online application at [Apply Now](#) on the college's website page including the submission of a current resume.

The following documents must be uploaded to complete the program application:

2. **COE Admission Processing Fee (via ToroPay):** This \$50 non-refundable fee is paid through [ToroPay](#) link. Scan and upload a copy of your complete receipt. This is a separate fee from the University application fee paid through Cal State Apply.
3. **Official Transcripts:** Official set of transcripts showing Bachelor's degree (from a regionally accredited college or university) and any graduate work (these transcripts

are in addition to those required by Admissions Office). Copies of the front and back of originals issued by the college or university will be accepted only if the college or university logo or seal appear on the copies. Web printouts of grades or course history are unacceptable. *Exception: CSUDH students and alumni do not need to submit CSUDH transcripts, but do need to submit transcripts from other colleges/ universities.*

4. **Letters of Recommendation:** Two (2) letters of recommendation from supervisory individuals acquainted with the your experience and work with children/youth written within the last three years. *Letters must be written on the official letterhead of the referee's place of employment and be written within the year prior to the application deadline.*
5. **Minimum 2.75 Grade Point Average:** A *minimum* of a 2.75 grade point average in the last 60 semester units OR 90 quarter units attempted is required. If you do NOT meet this requirement, then you will need to submit a Petition for Exception. Download form [here](#)
6. **Fingerprint Clearance Requirement:** Evidence of *either* a Certificate of Clearance or a Valid California teaching or Current Substitute Teaching Permit. For information on how to obtain a Certificate of Clearance go to: CTC website - [Fingerprint Information](#). Livescan forms are available from the COE Student Services Center (SCC 510) or online from [CTC](#).

The California Education Code §44340 & §44341 require that all individuals receive fingerprint clearance from the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) through the Commission.

Copy of one of the options below:

- Certificate of Clearance
  - Valid Teaching Credential or Substitute Teaching Permit
7. **Basic Skills Verification:** A copy of your Basic Skills Verification indicating passage is required by one of the following:
    - Pass the CBEST (California Basic Educational Skills Test) [more info](#) *or*
    - Pass the CSET and Writing (California Subject Examination for Teachers) [more info](#) *or*
    - Pass the CSU Early Assessment Program or the CSU Placement Examinations [more info](#)
  8. **Subject Matter Verification:** Please complete one of the options below:
    - Copy of your score report(s) of passage of CSET (California Subject Examination for Teachers) in Multiple Subjects, English, Mathematics, Science, **OR** Social Science [more info](#)
    - Copy of a current and valid California credential in Multiple Subjects, English, Mathematics, Science, **OR** Social Science.
    - *Not applicable, applying for Early Childhood Special Education*

9. **Health Clearance:** The tuberculin (TB) clearance must be no older than four years at the start of the program term. The tuberculin clearance may be completed at a private physician's office, the County Health Department, or if you are currently a student at CSU Dominguez Hills, then the campus Student Health Center.
10. **U.S. Constitution Verification:** Provide a copy of the transcript where you completed this requirement with a grade of C or better and highlight the course on the transcript. *Not required for Clear or Added Authorizations.*
11. **Early Field Experience:** Verification of 45 hours of Early Field Experience ([click here for form](#)). **Note:** Early Childhood Special Education applicants' Early Field Experience must be in a general education PreK (public and/or nonpublic). *Not required for Clear or Added Authorizations.*