

College of Education
Teaching Credentials
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SACRAMENTO STATE

Application Instructions for the Teacher Preparation Program

INSTRUCTIONS: Applying for Early Childhood Special Education Added Authorization

Please **READ** all instructions carefully and thoroughly BEFORE completing the **FALL 2024** application at Calstate.edu/apply. Applicants must submit ALL of the documents described below by the deadline to be considered for admission to the Early Childhood Special Education Added Authorization program. NOTE: Applicants will be contacted for a MANDATORY interview by program faculty after submission of the application so please check all email addresses (and junk mail) regularly.

NOTE: This is an **ADDED AUTHORIZATION** and not a preliminary credential program. **ONLY** individuals who already hold an Education Specialist teaching credential (Mild to Moderate Disabilities, Mild to Moderate Support Needs, Moderate to Severe Disabilities, or Extensive Support Needs) are eligible to apply for this program.

Overview of Requirements

- A. Evidence of **current** Education Specialist: Mild to Moderate Disabilities (or Mild to Moderate Support Needs) or Education Specialist: Moderate to Severe Disabilities (or Extensive Support Needs) teaching credential.
- B. Certificate of Clearance (Security Background Check)
- C. Unofficial Transcripts from every college/university attended
- D. Two References
- E. Participate in a mandatory interview

When submitting documents to Cal State Apply, you may be required to combine multiple documents into one before uploading. If Cal State Apply asks for ANY additional question beyond those outlined here, you may submit a Word document that states "I am applying for the ECSE-Added Authorization."

Final Application Deadline:

February 1, 2024

Application Instructions

A. **EVIDENCE OF CURRENT EDUCATION SPECIALIST CREDENTIAL:** All applicants must submit verification of holding a current preliminary or clear Education Specialist Credential. Verification can be obtained from the [Commission on Teacher Credentialing](#) website. Upload were indicated in Cal State Apply.

B. **CERTIFICATE OF CLEARANCE (COC):** ALL applicants must submit verification of having been **issued** a valid clearance by the CA Commission on Teacher Credentialing (CTC) **before they will be allowed to officially start** the credential program (this is a state law).

- *Applicants who have already been issued* a clearance/permit/credential must submit a copy of the document from the [CTC website](#) showing the issuance and expiration date of a valid CA 30-day emergency permit, a valid CA Child Development Associate/Center permit, a valid CA credential, or a valid Certificate of Clearance.
- *Applicants who have NOT previously been issued* a CTC Certificate of Clearance must complete the TWO STEP PROCESS of [having fingerprints taken](#) AND [applying for the Certificate of Clearance](#). Submit proof of BOTH STEPS as part of the application process. Combine both into one file.
 - Fill out the CTC-specific [Form 41-LS](#) and get fingerprinted (click this link to learn where and how to get fingerprinted). Submit a copy of the completed Live Scan fingerprinting form, **AND**
 - [Apply online](#) for the Certificate of Clearance; select Educator Login to begin. Submit a copy of the 'Payment Receipt' page from the on-line COC application.
- Please click here for [DETAILED Certificate of Clearance Instructions](#), including samples of the documentation that is required in this application.

SUBMISSION: Upload verification as described above.

If applying for the COC, please note: If you have **any felony or misdemeanor convictions**, refer to the CTC website at www.ctc.ca.gov and click on the blue "Educator Misconduct" tab at the very top of the page, and then scroll down to the link for Self-Reported Misconduct – Applications. Review the information for "Applicant Disclosure – Online Applications." Complete and submit the "DPP Document Submission Form," along with ALL other required documents (i.e., police reports, certified court records, and miscellaneous documents), to the Division of Professional Practices at CTC for review. **The processing of your clearance application WILL BE DELAYED (possibly six months or longer) while it is being reviewed by the CTC and you cannot begin a credential program until the COC is issued.**

C. **Unofficial Transcripts:** Please download and combine unofficial transcripts from all colleges and universities attended. Include transcripts from ALL community colleges attended and colleges where credit was earned as a high school student.

SUBMISSION: Submit **one set** of ALL unofficial transcripts.

D. **REFERENCE FORMS (CONFIDENTIAL):** In a later section of the online application, you will be asked to submit email contact information for two references. If possible, one reference should be from a person who has observed you working with the age group you intend to teach. If possible, the other reference should be from an instructor (current or former) or someone who can attest to your academic competence. We realize it is not always possible to obtain references from these exact categories of individuals. These should be professional references rather than personal ones. No references from relatives will be accepted.