

College of Education

Teaching Credentials
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SACRAMENTO STATE

**Application Instructions: Early Childhood Special
Education Added Authorization Teaching Credential**

***INSTRUCTIONS: Applying for the Early Childhood
Special Education Added Authorization
Teaching Credential Program***

Please Read all instructions carefully and thoroughly BEFORE completing the application via [Cal State 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 (ECSE-AA) Credential program. NOTE: Applicants will be contacted for a MANDATORY interview after the application has closed; please check your email (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.

Application Process:

Questions:

See below for additional information.

Documents:

- A. Teaching Credential
- B. Certificate of Clearance
- C. Unofficial Transcripts
- D. *Optional: Bilingual Authorization*

Recommendations:

Submit two references: one from a person who has observed the applicant's academic competence (current or former instructor) and the other from a person who has observed the applicant working with children or youth.

NOTE: References from family members will not be accepted.

Priority Deadline:

March 1, 2025

Final Deadline:

April 15, 2025

Questions

Confirm Program

You will be asked to confirm you are applying to the ECSE Added Authorization Program.

Bilingual Authorization

Are you interested in pursuing a bilingual authorization in Spanish or Hmong? If you answer yes on Cal State Apply, you will need to complete section D of the Documents tab.

Documents

A. **TEACHING 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.

SUBMISSION: Upload verification as described above

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. OPTIONAL OTHER: Bilingual Authorization in Spanish or Hmong

Do you speak, read and write Spanish or Hmong? If so, you can earn a bilingual authorization and teach in bilingual programs!

The Bilingual Authorization can be added to the Single Subject, Multiple Subject or Education Specialist Credentials and requires”

3 Unit Course on the Culture of Emphasis

There are a variety of courses at Sac State and other institutions that could count for this. Make an appointment with Dr. Figueroa-Ramirez (figueroaramirez@csus.edu) to review your transcripts.

Bilingual Methods Course:

EDUC 175 (Spanish) OR EDUC 172 (Hmong) – Can be completed before or during the credential program.

A Language Assessment:

This will be conducted in EDUC 175 or EDUC 172.

20 Hours of Observation in bilingual programs and field experience or teaching in the target language.

SUBMISSION: Complete the [Bilingual Authorization Template](#) and upload it in *Program Materials-Documents* section of Cal State Apply.

Recommendations

REFERENCE FORMS (CONFIDENTIAL):

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.**
