

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 2023** application at Calstate.edu/apply. Applicants must submit ALL of the documents described below by the deadline date 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. Two References
- D. Official Transcripts from every college/university attended
- 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:

March 1, 2023

Application Instructions

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- 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 where 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 printout from the [CTC website](#) showing the issuance 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 do not have a current* 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. OFFICIAL TRANSCRIPTS:** One set of official transcripts from all colleges and universities attended, *other than Sacramento State*; official electronic transcripts sent directly from colleges/universities to gradtranscripts@csus.edu or official hard copy transcripts sent directly from colleges/universities to:
- Office of Graduate Studies
California State University, Sacramento
Riverfront Center, Room 215, MS 6112
6000 J Street
Sacramento, CA 95819

All official transcripts must be submitted in order to be considered for admission.

REFERENCE FORMS (CONFIDENTIAL): In a later section of the online application, you will be asked to submit email contact information for two references. These should be professional references rather than personal ones. No references from relatives will be accepted.