



**Department Application
 Education Specialist Instruction Preliminary Credential**

Instructions: Complete this application to apply for the Credential Program. Submit it to the Special Education Department Office, Sweeney Hall 204 or mail to the address above.

Decisions regarding your acceptance to the Program will be made following your admission to the University. An advisor will be assigned to you if you are accepted to the Program. If you are denied Program admission, you may appeal to the Program Coordinator.

Semester for which you are applying:

_____ Semester _____ Year

Have you previously applied to this Department?

Yes ____ No ____

SJSU ID Number: _____

Print Clearly

_____ Last Name _____ First Name _____ MI

_____ Social Security Number _____ Date of Birth

_____ Mailing Address

_____ City _____ State _____ Zip Code

(____) _____ (____) _____
 Area Code Home Phone Area Code Best daytime number to reach you

_____ Email Address (Primary) _____ Email Address (Alternate)

Credential Objective: *Check One Only*

_____ **Early Childhood Special Education Program**

_____ **Mild-Moderate Disabilities Program**

_____ **Moderate-Severe Disabilities Program**

_____ **Concurrent Teaching Credential Program: *Check One Only***

- Preliminary Education Specialist Mild to Moderate and Multiple Subject credentials
- Preliminary Education Specialist Mild to Moderate and Single Subject credentials

_____ **Early Childhood Special Education Added Authorization**

**Department Application
Education Specialist Instruction Preliminary Credential
(Continued)**

Do you hold a general education credential? Yes ____ No ____

If Yes, what type and when does it expire? _____

Do you want to be considered for an internship? Yes ____ No ____

(If Yes, you must also complete the Intern Application: Refer to last page of Checklist)

If Yes, do you have an offer of employment? Yes ____ No ____

**Subject Matter Competency: Indicate how you meet this requirement:
(Submit passing scores of all tests with Department Application packet)**

____ Multiple Subject CSET Date Met _____

____ Single Subject CSET

Subject: _____ Date Met _____

Subject: _____ Date Met _____

____ Multiple Subject Credential Expiration Date _____

____ Single Subject Credential Expiration Date _____

____ (ECSE Only) Child Development Courses: 6-9 units: Must Submit Transcript(s)

Course: _____ Dates _____

Course: _____ Dates _____

Course: _____ Dates _____

NOTICE: Students seeking admission to both a Credential Program and Masters Program must complete both applications.

Have you ever been convicted or pleaded nolo contendere for any violation of law other than minor traffic offenses? (If either of these events has occurred, this question must be answered "Yes".)

Yes ____ No ____

Penal Code Section 11166 requires medical practitioners, teachers, other education personnel, and other persons working with children to report any known or suspected instances of child abuse to a child protective agency as soon as possible. Please sign to indicate that you are now aware of this Penal Code Section and will comply with its provisions.

Candidate's Signature

Date



Pre-Professional Experience Requirement Form

All candidates are required to have at least 50 hours of experience working with children or youth, preferably in an educational environment. Use this form to document your pre-professional experience.

Instructions:

1. Print your full name in the space provided below.
2. Ask the supervisor, administrator, manager or Human Resources Department to provide the information requested, including their signature and title/position.
3. Submit completed form with your Department Application packet.

| | | |
|-----------------------|------------|----|
| Candidate's Last Name | First Name | MI |
|-----------------------|------------|----|

| | |
|------------------------|-------------------------|
| Name of School/Program | School District/Program |
|------------------------|-------------------------|

| | |
|----------------------|------------------|
| Candidate's Position | Dates of Service |
|----------------------|------------------|

Describe the nature of the pre-professional experience: _____

Supervisor//HR Verification:

I certify that the above named Candidate served successfully for a minimum of 50 hours in an instructional capacity in the school or program specified above during the dates of service indicated.

| | |
|---------------------------------|----------------|
| Supervisor/HR Print Name | Position/Title |
|---------------------------------|----------------|

| | | |
|--------------------------------|----------|---------------------------------|
| Supervisor/HR Signature | () | Area Code Telephone Number |
|--------------------------------|----------|---------------------------------|

 Verification Date



Dispositions Evaluation

Candidate's Last Name, First, MI

Program

Date

Candidates are expected to hold “professional attitudes, values and beliefs that support student learning and development” with the potential to “create caring and supportive learning environments.” (NCATE Unit Standards; 2008)

Dispositions of candidates in the Education Specialist credential and MA programs are evaluated on five occasions throughout the program. Please evaluate your dispositions expected in the program by placing a check mark in the appropriate columns.

Sign this Dispositions Evaluation form on the second page after reading the Department’s policy agreement. *(Sign on the back side of this page.)*

Yes= Acceptable performance or behaviors in this area

No = Not acceptable performance or behaviors in this area

| Reflective Practitioner | Application Self-Evaluation | |
|---|------------------------------------|-----------|
| | Yes | No |
| Professional Ethics The candidate adheres to standards of ethical conduct including academic integrity and confidentiality. | | |
| Collaboration The candidate interacts effectively with colleagues and other adults and collaborates effectively during group activities. | | |
| Commitment to Teaching The candidate values the profession of teaching. He or she exhibits a positive attitude and comments toward schools, teaching, students and parents. | | |
| Emotional Maturity The candidate responds to frustration and stress appropriately. | | |
| Professional Demeanor & Responsibility The candidate is prompt, is not unnecessarily absent, notifies appropriate individuals when absence is necessary, completes assignments on time, The candidate dresses appropriately for the situation, maintains appropriate hygiene and wears appropriate attire for teachers in the school during practicum and internships. | | |
| The candidate is poised and professional in his or her demeanor. | | |
| The candidate reports is flexible and is able to make adjustments to changing student needs and circumstances. | | |
| Professional Feedback The candidate is receptive and responsive to professional feedback incorporating suggestions into practice. | | |
| Self-Reflection The candidate reflects on and evaluates his or her own behavior and work, considers multiple perspectives of his or her own performance and recognizes his or her own difficulties or deficiencies and develops potential solutions. | | |

Dispositions Evaluation (continued)

Candidate's Last Name, First, MI

Program

Date

| Multicultural and Democracy | Application Self-Evaluation | |
|--|------------------------------------|-----------|
| | Yes | No |
| Student Focus The candidate demonstrates respect for students as valued and unique individuals. | | |
| Commitment to Diversity The candidate respects children and adults of varied cultural backgrounds, ethnicities, religions, sexual orientations, social classes, abilities, political beliefs and disabilities. | | |

| Love of Learning & Strong Foundation of Knowledge | Application Self-Evaluation | |
|--|------------------------------------|-----------|
| | Yes | No |
| Problem Solving The candidate is an active and effective problem solver in courses and in school. | | |
| Commitment to Learning The candidate indicates a curiosity and interest in learning more about students and content areas. | | |
| The candidate seeks out and takes advantage of opportunities for professional growth beyond the minimum expectations of what is required in classes. | | |

Adapted from University of Nevada, Reno; College of Education
CH; 3/1/08; revised J.Chang.spring.08; revised CH.8.25.08

Education Specialist or MA Degree Candidate:

I have read and understand that a “Yes” score for these dispositions is required to be a special education teacher, and to complete the SJSU Education Specialist and/or MA program. If I receive a “No” in the evaluation of two or more dispositions, I will receive a warning. A third “No” in any area above is grounds for disqualification from the Department of Special Education Program. Following the third “No,” I will be referred to the Department of Special Education’s Student Review Committee and a determination about my future in the program will be made and discussed with me. If it is determined that I am disqualified from the program, I understand that I can appeal this decision by writing a letter to the Department Chair that provides rationale for the appeal. This will be referred to the Student Review Committee for review and for a determination about the actions as a result of the appeal.

Candidate's Signature

Date



Department of Special Education
Connie L. Lurie College of Education, San Jose State University
Sweeney Hall 204, One Washington Square,
San Jose, CA 95192-0078
(408) 924-3700

Plagiarism Tutorial and Test

All candidates must complete the SJSU plagiarism tutorial and test prior to submitting the Department application. Please follow the directions below.

1. Read San Jose State University's policy on Academic Integrity.
<http://www.sjsu.edu/senate/S07-2.htm>
2. Complete the tutorial and test found on the following link:
<http://tutorials.sjlibrary.org/tutorial/plagiarism/index.htm>
3. Click on *SJSU Students - First Time* and register.
4. Go through and complete the tutorial and pass with a 90% or better.
5. Print a copy of the score and attach to application packet.

I have completed the Tutorial, understand what plagiarism is, and agree to follow the policy regarding plagiarism. A printed copy of my score is attached.

Candidate's Signature

Date



Education Specialist Instruction Preliminary Credential
Recommendation Letter & Form

Candidate's Name: _____
Print Last Name First MI

The candidate named above is applying for admission to the Special Education Credential Program at San Jose State University.

- 1. Please write a letter (on School or District letterhead, if applicable) that highlights this candidate's strengths and experiences related to teaching and working with students with diverse learning strengths and styles.
2. Using the Recommendation Form on the back side of this page, provide information about this candidate's skills, knowledge, and dispositions as a potential special educator. If a behavior has not been observed, circle N/O (Not Observed).
3. Please provide the requested information about yourself below.
4. Submit your written letter of recommendation attached to this Recommendation Form.

Your recommendation letter and comments on this form will help us to better evaluate this candidate's application. We sincerely thank you for your time and cooperation.

Print Your Full Name Your Signature

Your Position (Job Title, Employing Agency)

Work Address

() Area Code Telephone Number Email Address

For Special Education Office Use Only

Score: /30 points



**Education Specialist Instruction Preliminary Credential
 Recommendation Form**

Candidate's Name: _____
 Print Last Name First MI

The applicant named above is applying for admission to the Special Education Credential Program at San Jose State University. Please give us information about this candidate's skills, knowledge, and dispositions as a potential special educator, and return completed form along with your written letter of recommendation in a signed sealed envelope to the address shown above.

If a behavior has not been observed, circle Not Observed (N/O). Thank you for your cooperation.

1. To what degree does the candidate have the potential *to master the knowledge base* required to be an effective special educator?

| | | | | | |
|------------|------|--------------|--------|-------------|-----|
| 1 | 2 | 3 | 4 | 5 | N/O |
| Inadequate | Weak | Satisfactory | Strong | Outstanding | |

2. To what degree does the candidate show an ability *to learn and demonstrate the skills* necessary to be an effective special educator?

| | | | | | |
|------------|------|--------------|--------|-------------|-----|
| 1 | 2 | 3 | 4 | 5 | N/O |
| Inadequate | Weak | Satisfactory | Strong | Outstanding | |

3. To what degree does the candidate show a *commitment to ethical conduct* (honesty, fairness, responsibility, compassion, collaboration, and collegiality)?

| | | | | | |
|------------|------|--------------|--------|-------------|-----|
| 1 | 2 | 3 | 4 | 5 | N/O |
| Inadequate | Weak | Satisfactory | Strong | Outstanding | |

4. To what degree does the candidate show a *commitment to equity and social justice* (recognition of and opposition to social injustice in themselves, their institutions and professional environments)?

| | | | | | |
|------------|------|--------------|--------|-------------|-----|
| 1 | 2 | 3 | 4 | 5 | N/O |
| Inadequate | Weak | Satisfactory | Strong | Outstanding | |

5. To what degree does the candidate show a *commitment to reflective practice and life long learning* (the candidate systematically and regularly reflects on practice with an aim toward improvement)?

| | | | | | |
|------------|------|--------------|--------|-------------|-----|
| 1 | 2 | 3 | 4 | 5 | N/O |
| Inadequate | Weak | Satisfactory | Strong | Outstanding | |

6. To what degree does the candidate demonstrate *the belief that every person can learn to use his/her heart and mind well* (candidate values diversity and accepts responsibility to facilitate learning for all students)?

| | | | | | |
|------------|------|--------------|--------|-------------|-----|
| 1 | 2 | 3 | 4 | 5 | N/O |
| Inadequate | Weak | Satisfactory | Strong | Outstanding | |



**Education Specialist Instruction Preliminary Credential
 Recommendation Form**

Candidate's Name: _____
 Print Last Name First MI

The applicant named above is applying for admission to the Special Education Credential Program at San Jose State University. Please give us information about this candidate's skills, knowledge, and dispositions as a potential special educator, and return completed form along with your written letter of recommendation in a signed sealed envelope to the address shown above.

If a behavior has not been observed, circle Not Observed (N/O). Thank you for your cooperation.

1. To what degree does the candidate have the potential *to master the knowledge base* required to be an effective special educator?

| | | | | | |
|------------|------|--------------|--------|-------------|-----|
| 1 | 2 | 3 | 4 | 5 | N/O |
| Inadequate | Weak | Satisfactory | Strong | Outstanding | |

2. To what degree does the candidate show an ability *to learn and demonstrate the skills* necessary to be an effective special educator?

| | | | | | |
|------------|------|--------------|--------|-------------|-----|
| 1 | 2 | 3 | 4 | 5 | N/O |
| Inadequate | Weak | Satisfactory | Strong | Outstanding | |

3. To what degree does the candidate show a *commitment to ethical conduct* (honesty, fairness, responsibility, compassion, collaboration, and collegiality)?

| | | | | | |
|------------|------|--------------|--------|-------------|-----|
| 1 | 2 | 3 | 4 | 5 | N/O |
| Inadequate | Weak | Satisfactory | Strong | Outstanding | |

4. To what degree does the candidate show a *commitment to equity and social justice* (recognition of and opposition to social injustice in themselves, their institutions and professional environments)?

| | | | | | |
|------------|------|--------------|--------|-------------|-----|
| 1 | 2 | 3 | 4 | 5 | N/O |
| Inadequate | Weak | Satisfactory | Strong | Outstanding | |

5. To what degree does the candidate show a *commitment to reflective practice and life long learning* (the candidate systematically and regularly reflects on practice with an aim toward improvement)?

| | | | | | |
|------------|------|--------------|--------|-------------|-----|
| 1 | 2 | 3 | 4 | 5 | N/O |
| Inadequate | Weak | Satisfactory | Strong | Outstanding | |

6. To what degree does the candidate demonstrate *the belief that every person can learn to use his/her heart and mind well* (candidate values diversity and accepts responsibility to facilitate learning for all students)?

| | | | | | |
|------------|------|--------------|--------|-------------|-----|
| 1 | 2 | 3 | 4 | 5 | N/O |
| Inadequate | Weak | Satisfactory | Strong | Outstanding | |



**Education Specialist Instruction Preliminary Credential
 Recommendation Form**

Candidate's Name: _____
 Print Last Name First MI

The applicant named above is applying for admission to the Special Education Credential Program at San Jose State University. Please give us information about this candidate's skills, knowledge, and dispositions as a potential special educator, and return completed form along with your written letter of recommendation in a signed sealed envelope to the address shown above.

If a behavior has not been observed, circle Not Observed (N/O). Thank you for your cooperation.

1. To what degree does the candidate have the potential *to master the knowledge base* required to be an effective special educator?

| | | | | | |
|------------|------|--------------|--------|-------------|-----|
| 1 | 2 | 3 | 4 | 5 | N/O |
| Inadequate | Weak | Satisfactory | Strong | Outstanding | |

2. To what degree does the candidate show an ability *to learn and demonstrate the skills* necessary to be an effective special educator?

| | | | | | |
|------------|------|--------------|--------|-------------|-----|
| 1 | 2 | 3 | 4 | 5 | N/O |
| Inadequate | Weak | Satisfactory | Strong | Outstanding | |

3. To what degree does the candidate show a *commitment to ethical conduct* (honesty, fairness, responsibility, compassion, collaboration, and collegiality)?

| | | | | | |
|------------|------|--------------|--------|-------------|-----|
| 1 | 2 | 3 | 4 | 5 | N/O |
| Inadequate | Weak | Satisfactory | Strong | Outstanding | |

4. To what degree does the candidate show a *commitment to equity and social justice* (recognition of and opposition to social injustice in themselves, their institutions and professional environments)?

| | | | | | |
|------------|------|--------------|--------|-------------|-----|
| 1 | 2 | 3 | 4 | 5 | N/O |
| Inadequate | Weak | Satisfactory | Strong | Outstanding | |

5. To what degree does the candidate show a *commitment to reflective practice and life long learning* (the candidate systematically and regularly reflects on practice with an aim toward improvement)?

| | | | | | |
|------------|------|--------------|--------|-------------|-----|
| 1 | 2 | 3 | 4 | 5 | N/O |
| Inadequate | Weak | Satisfactory | Strong | Outstanding | |

6. To what degree does the candidate demonstrate *the belief that every person can learn to use his/her heart and mind well* (candidate values diversity and accepts responsibility to facilitate learning for all students)?

| | | | | | |
|------------|------|--------------|--------|-------------|-----|
| 1 | 2 | 3 | 4 | 5 | N/O |
| Inadequate | Weak | Satisfactory | Strong | Outstanding | |



**Department Application
 Education Specialist Instruction Preliminary Credential**

Things I Must Do *(Hold on to this checklist to keep track of steps you have completed.)*

We encourage you to browse through our Department website for current orientation dates, application deadlines and Department updates: <http://www.sjsu.edu/specialed>

CheckList:

Dates

- Attend a scheduled General orientation _____
- Apply **ONLINE** for admission to SJSU through Graduate Admissions
(Send all **OFFICIAL** transcripts to Graduate Admissions for evaluation) _____
- Submit Department Application _____
- Submit Pre-professional Experience Requirement Form _____
- Submit three (3) Recommendation letters and Forms _____
- Submit the Dispositions Evaluation Form *(Your signature required)* _____
- Submit the Plagiarism Tutorial & Test form with a copy of
your passing score of 90% or better. _____
- Submit your current resume _____
- Submit a Statement of Purpose about your interest in becoming
an Education Specialist *(Statement should be no longer than one page)* _____
- Submit CBEST scores _____
- Submit proof of meeting Subject Matter Competency requirement. _____
- Submit a copy of your Certificate of Clearance (issued through CTC) _____
- Submit U.S. Constitution verification (transcripts or test certificate) _____
- The Department staff will contact you to schedule applicant interview _____
- Intern Option:** *Checklist continued on back side of this page.*

CheckList:

Dates

Intern Option: Additional Requirements

- Attend a scheduled Intern orientation _____

- Must have 120 pre-service hours of instruction (or the semester or quarter equivalent), which includes foundational preparation in pedagogy, including classroom management and planning, reading/language arts, specialty specific pedagogy, human development, and teaching English Learners. _____

- Submit proof of subject matter competency _____
 - For M/M, M/S, or DHH; CSET, SSAT scores or a Multiple Subject or Single Subject credential w/o conditions.
 - For ECSE; Child Development Units and field experience with typically developing young children birth-8years old.

- Attend Intern Institute in the summer. (Check website for dates) _____

Upon acceptance to Program, submit required Intern Documents for Department Chair's review and approval. (Forms can be downloaded from our website and printed:

http://www.sjsu.edu/specialed/prospective_students/forms

- Intern Program Application _____
- Intern Agreement Form _____
- Consent Form _____
- Supervision Course Application _____

Upon acceptance to Intern Option:

- Apply for the intern credential in the SJSU Credentials Office with the *Intern Agreement Form* and application packet from Credentials Office. _____