

Special Education Credential Application Packet (SECAP)

Preliminary Education Specialist Credential
Mild/Moderate Disabilities
Moderate/Severe Disabilities

This application is for credential candidates who already hold any of the following:

- **Multiple Subjects Credential**
- **Single Subjects Credential**
- **Education Specialist credential**

All other Ed Specialist candidates complete the [Program Admissions Packet](#) (available online or from the Credential Analyst).

For additional information, please contact the Credential Analyst for ES Programs
PHONE: 909-869-2306
LOCATION: Building 6 – Room 203



Welcome and Introduction

Welcome to Cal Poly Pomona, the College of Education and Integrative Studies (CEIS), and the Department of Education. Thank you for your interest in our Special Education programs. Consistent with the University's mission, our programs reflect a polytechnic focus on learning by doing, student success, and appreciation for differences and diversity. Be assured that we are both pleased and proud to have you join our Department of Education community of learners. We encourage you to become fully active participants in the program so that you can glean as much from your experiences at Cal Poly Pomona as possible.

For complete information on policies and procedures for the Education Specialist Credential Programs, please consult the [Education Specialist Handbook](#).

NOTE: Although the Department makes every effort to advise and inform students, it is, nevertheless, the responsibility of all applicants and program participants to read and stay informed about all guidelines and deadlines regarding the credential programs. Please refer to the online University Catalog, department bulletin boards, application materials, e-mail announcements, Education Specialist Handbook, Clinical Practice materials, and other university and department brochures and publications for additional and updated information. The Cal Poly Pomona Electronic Catalog, published on the Web, constitutes the university's official document of record, hereafter referred to as the [University Catalog](#). Students are responsible for the information contained in the University Catalog. Failure to read and understand the deadlines and regulations will not exempt a student from whatever consequences may occur.

YOUR CAL POLY EMAIL IS THE OFFICIAL METHOD USED BY THE DEPARTMENT AND THE UNIVERSITY TO COMMUNICATE WITH STUDENTS. CHECK YOUR EMAIL OFTEN.

Cal Poly Pomona is currently on the quarter system (Fall, Winter, Spring, Summer). Beginning Fall 2018, the University is converting to **SEMESTERS**. All courses will be semesters (Fall, Spring), and there will be some revisions to program and course requirements. Students will receive full credit for all courses taken at Cal Poly Pomona under the quarter system. Students are advised to contact their Advisor for more information.

So You Want to be a Special Educator!

Being a special education teacher is a very unique profession. You will have the responsibility of educating our most important resource --- our children. Parents, families, and caregivers will rely on you to recognize and foster the talents within their children, and to adapt and modify curriculum and instruction to meet students' individual needs.

Everyone has high expectations of teachers, and at Cal Poly Pomona, we have high expectations of those who choose to begin programs in special education. As we work toward guiding you to meet the state credential requirements, we ask ourselves: Would we want you to be teaching our children? That is a high standard. It is the same standard you should hold for yourself. Become the special educator you would for want your own children and family!

Education Specialists preparing to work with students who have disabilities must be skilled at creating, developing, and implementing individualized adaptations and accommodations to facilitate access to learning in a wide variety of environments. This includes access to the core curriculum, specialized curricula, learning and transition strategies, and the use of current and adaptive technologies. At Cal Poly Pomona, these credentials also authorize you to provide instruction for English language development and specially designed academic instruction in English in grades 12 and below and in classes organized for adults. An Added Authorization in Bilingual Education is also offered.

The names of the credential you are seeking may not seem that clear by the state defined title. Learn the correct title of the credential you are seeking. In California, the *Education Specialist* credential is required for teachers in special education and authorizes the holder to work with grades K-12 and up to the age of 22. Within this credential, there are seven¹ different authorizations (specialty areas). Cal Poly Pomona offers two of those authorizations:

- Education Specialist – Mild/Moderate Disabilities
- Education Specialist – Moderate/Severe Disabilities

¹ Deaf/Hard of Hearing; Early Childhood Special Education; Language & Academic Development; Mild/Moderate; Moderate/Severe; Physical/Health Impairments; Visual Impairments

Two-Level Credential Structure

The Commission on Teacher Credentialing (CTC) issues a two-level special education teaching credential. A five-year Preliminary Education Specialist Credential is the first document issued after an individual has met basic credential requirements. The Clear Credential is issued once all credential requirements have been completed. Cal Poly offers only the Preliminary Education Specialist Credentials. The design of the Cal Poly programs are in accordance with the CTC [Education Specialist Teaching and Other Related Services Credential Program Standards](#) (including revised Teacher Performance Expectations) as adopted by the Commission in 2014.

Preliminary Credential

The *Preliminary Education Specialist Credential* program provides training that emphasizes the core skills and knowledge needed by all special educators, and a cross-section of unique competencies needed to serve students within each credential area. Preliminary Credential programs include coursework and field experience in both special education and general education. Candidates must also satisfy the statutory requirement to learn alternative methods for reading instruction, including passing the RICA (Reading Instruction Competency Assessment) exam. The RICA is not required of individuals who already hold a valid California teaching credential which was issued based upon possession of a bachelor's degree and completion of a teacher preparation program including student teaching.

Clear Credential

Following receipt of the Preliminary Credential, all candidates need to complete Clear Credential preparation in special education ***within five years of the date of issuance of the Preliminary Credential.*** The Clear Credential is intended to enable new teachers to apply their Preliminary credential preparation to the demands of professional positions while also fostering advanced skills and knowledge. There is a focus on induction and professional growth, with each candidate designing (in collaboration with the employer) a Professional Induction Plan. This plan must include any academic requirements plus individualized studies and consultations to address the new teacher's needs. The Clear Credential must be renewed every five years.

Mild/Moderate and Moderate/Severe Disabilities

Preliminary Education Specialist Credential - Mild/Moderate Disabilities

This credential authorizes the holder to teach in grades K-12 (and up to the age of 22). Generally speaking, the Preliminary ES Mild/Moderate credential covers students with the following disabilities:

- Autism
- Learning disabilities
- Mild disabilities (unspecified)
- Mild or moderate intellectual disabilities
- Other health impairments (e.g., Attention Deficit Hyperactivity Disorder (ADHD))
- Serious emotional disturbance (SED)
- Specific learning disabilities

Preliminary Education Specialist Credential - Moderate/Severe Disabilities

This credential authorizes the holder to teach in grades K-12 (and up to the age of 22). Generally speaking, this credential covers students with the following disabilities:

- Autism
- Moderate intellectual disabilities
- Multiple handicaps (MH)
- Profound intellectual disabilities
- Serious emotional disturbance (SED)
- Severe disabilities
- Severe intellectual disabilities
- Severe developmental delays (SDD)

Students with disabilities are educated in a variety of settings, ranging from least restrictive to most restrictive. With an Education Specialist credential, you may find yourself working in any of the following:

- Inclusive general education classes
- Resource Specialist Program (RSP)
- Special day classes (SDC)s
- Special schools, including nonpublic non-sectarian schools and agencies (as defined in Education Code Sections 56365 and 56366)
- Correctional facilities, including juvenile detention facilities
- Home, Residential, and Hospital settings
- Developmental Centers and other congregate living facilities

College and Department Contact Information

For questions/assistance regarding credentials, contact the Credential Analyst, Bldg. 6-203, 909-869-2306 or see the Department of Education [website](#).

College of Education and Integrative Studies

Administrative Support: Ms. Stephanie Rascon, 909-869-2307, strascon@cpp.edu, Bldg. 6-215

Interim Dean: Dr. Nancy Hurlbut, 909-869-2307, nhurlbut@cpp.edu

Interim Associate Dean: Dr. Teshia Roby, 909-869-2307, teshiaroby@cpp.edu

Department of Education

Administrative Support: Ms. Kelly Mitchell, 909-869-2358, klmitchell@cpp.edu, Bldg. 6-220

Chairperson: Dr. Jann Pataray Ching, 909-869-2320, patarayching@cpp.edu, Bldg. 94-247

Education Specialist Credential

Coordinator: Dr. Barbara E. Bromley, 909-869-2326, bbromley@cpp.edu, Bldg. 94-268

Intern Credential

Director: Mr. Mario Gottuso, 909-869-4721, mgottuso@cpp.edu, Bldg. 6-201

Bilingual Authorization

Coordinator: Dr. Myriam Casimir, 909-869-4776, mcasimir@cpp.edu, Bldg. 6-112

Credential Services

Education Specialist Credential Analyst: Ms. Geri (Bowser) Hunt, 909-869-2306, gabowser@cpp.edu, Bldg. 6-203

Clinical Practice Office

Ms. Tami Patterson (tpatterson@cpp.edu), 909-869-2309, Bldg. 6, Room 201

Education Specialist Program Advisors

For advisement regarding Education Specialist credentials:

Student Last Names Beginning with:	Advisor	Phone	Email	Office
A – G	Dr. Barbara Bromley	909-869-2326	bbromley@cpp.edu	94-268
H – O	Dr. Joanne Van Boxtel	909-979-5576	jmvanboxtel@cpp.edu	94-271
P – Z	Dr. Heather Wizikowski	909-869-4595	hewizikowski@cpp.edu	94-270

For advisement regarding the Master’s degree with an emphasis in Special Education:

M.A. Advisor	Dr. Heather Wizikowski	909-869-4595	hewizikowski@cpp.edu	94-270
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University Services

The University offers a full range of support services staffed with fully qualified individuals who are readily available to students including:

- [Admissions and Outreach](#) – admission requirements, transfer information. Bldg. 98-T2 , 909-869-5299. For an application to the University, go online to www.csumentor.edu.
- [Career Center](#) – assists students with career planning, student employment and with job search activities upon graduation. There is an extensive library of resources to assist students with research in different career areas. Bldg. 97-100, 909-869-2342.
- [Credential Analyst](#) – provides a variety of services to support students as they pursue their educational goals. A Credential Analyst is available to provide credential requirement advisement, reviews all credential applications, and issues recommendations based on the California Commission on Teacher Credentialing regulations. Bldg. 6, 2nd floor, 909-869-4400.
- [Disability Resource Center](#) – provides support services to students who have documented disabilities, including physical or functional limitations, serious medical conditions, as well as those with learning or emotional disabilities. Bldg. 9-103, 909-869-3333.
- [Office of Financial Aid and Scholarships](#) – offers a variety of financial aid programs to assist students with college costs, including scholarships, grants, loans, and forgivable loans. Bldg. 98-T3, 909-869-3700.
- [Violence Prevention & Women’s Resource Center](#) – crisis intervention, advocacy. Bldg. 95, 909-869-3112.
- [Registrar's Office](#) – enrollment, registration, transcripts. Bldg. 98-R2-20, 909-869-3000.
- [Student Health and Counseling Services](#) – provides basic services to students with illnesses, injuries, or other health-related issues. Bldg. 46-110, 909-869-4000.
- [Test Center](#) – is responsible for all university and state academic mandated testing such as the Graduate Writing Test. This office also provides registration information for entrance tests such as the CBEST and GRE. Bldg. 98-P2-004, 909-869-3353.
- [University Writing Center](#) – The Learning Resource Center serves all Cal Poly Pomona students regardless of program or major. There is no charge. The Center offers one-on-one tutoring for any writing assignment, and Graduation Writing Test (GWT) assistance. Library, room 2919, 909-869-3502.

SPECIAL EDUCATION CREDENTIAL APPLICATION PACKET (SECAP)

(to be completed by candidates holding a MS, SS, or ES credential)

Program Admissions Information

The process of earning a teaching credential includes the following basic steps for admission:

1. Admission to the University - Cal Poly Pomona
2. Admission to the specific credential program – Education Specialist (separate application)
3. Admission to the Intern program (optional – click [here](#) for more information)
4. Admission to Clinical Practice (separate application)
5. Credential recommendation

Qualifications: Evaluation of student qualifications as a credential applicant includes:

1. Personal Adjustment: Evidence of satisfactory personal adjustment, habits, interests and attitudes as shown by evaluation instruments, observations, interviews, and faculty ratings.
2. Physical Fitness: Evidence of good physical health.
3. Scholarship: Must meet appropriate GPA at the time of admission, and must maintain a GPA of 3.0 in all classes attempted including Clinical Practice. Credential coursework grades lower than a “C” may not be applied towards completion of credential requirements. Additionally, an earned grade of Credit “CR” is required in each block (quarter) of Clinical Practice to earn a University recommendation for a teaching credential. During Clinical Practice, candidates receiving a grade of B or higher will convert to Credit “CR”. Grades lower than B- will be converted to No Credit “NC”.
4. Professional Attitude: Documents evidence of ability and willingness to work with pupils, parents and school personnel through successful experiences working with children and youth/or other school related activities.

The University sponsorship of the Credential Applicant is a voluntary act that is offered only when the student has successfully completed (in the judgment of the University) all the professional preparation requirements and qualifications.

Steps for SECAP Applicants

Complete steps 1-8, then schedule your Program Interview (step 9) and bring everything with you. If you need assistance or have questions, contact the Credential Analyst, 909-869-2306, gabowser@cpp.edu.

Because SECAP candidates need only 6-7 additional courses, plus Clinical Practice (CP), once you are admitted to the University, you should register for your courses right away. Be sure to submit the Clinical Practice application to the Credential Office before the deadline for the quarter in which you plan to do CP.

1. **University Admission** (if you are not currently enrolled at Cal Poly Pomona): available online from <http://www.csumentor.edu>. All University admission policies and procedures apply, as stated above. If you are a current student, contact the Credential Analyst for Change of Degree Objective information.
2. **Orientation:** (Valid for 1 year). Prior to the SECAP admissions deadline, all candidates must attend a Mandatory Education Specialist Credential Orientation. The orientation schedule is posted on the Credential Programs [website](#).
3. **SECAP Application** – See next 2 pages. Also available [online](#) or in the Credential Analyst’s office (Bldg. 6-203).
4. **Student Program Plan:** Candidates should download the appropriate program plan from the website below and bring it to the Admissions Interview. Click [here](#) for program plans.
5. **Recommendations:** (Valid for 1 year). Two recommendations (signed and on letterhead) are required. One recommendation must be completed by a University or College Professor who has been your instructor and one by a professional who has directly observed your work/interaction. Former Cal Poly students with a file in the Credential Office less than 2 years old need not turn in additional letters of support.
6. **Current Resume** (including current and past professional experience).
7. **One copy** of your Multiple Subjects, Single Subjects, or Education Specialist Credential (if seeking a second Education Specialist credential).
8. **Copy of current TB clearance** – current negative TB test (offered at Student Health Center) or chest x-ray is required. TB clearance is valid for four years and must remain valid throughout Clinical Practice.
9. **Program Admissions Interview:** (Valid for 1 year). Candidates are responsible for contacting your Faculty Advisor for an interview. Bring items 3, 4, 5, 6, 7, and 8 with you. Please schedule your interview well in advance of admissions deadlines to ensure that your advisor is available.

Student Last Names Beginning with:	Advisor	Phone	Email	Office
A – G	Dr. Barbara Bromley	909-869-2326	bbromley@cpp.edu	94-268
H – O	Dr. Joanne Van Boxtel	909-979-5576	jmvanboxtel@cpp.edu	94-271
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SPECIAL EDUCATION CREDENTIAL APPLICATION PACKET (SECAP) APPLICATION FORM FOR ADMISSION

QUARTER APPLYING FOR _____ YEAR _____ Bronco ID _____

_____ MILD/MODERATE _____ MODERATE/SEVERE

LAST NAME FIRST MIDDLE INITIAL

Street City State Zip Code

Day Phone: () _____ Alternate/Message Phone: () _____

E-Mail: _____

ARE YOU PLANNING TO SEEK A MASTER'S DEGREE IN EDUCATION?

_____ YES _____ NO

LIST POST-SECONDARY EDUCATIONAL INSTITUTIONS ATTENDED (ATTACH OFFICIAL SEALED TRANSCRIPTS FROM THESE INSTITUTIONS)

INSTITUTION DATES ATTENDED CITY/STATE DEGREE EARNED

TEACHING CREDENTIALS HELD (ATTACH PHOTOCOPY OF EACH CREDENTIAL)

_____ MULTIPLE SUBJECTS _____ SINGLE SUBJECTS _____ EDUCATIONAL SPECIALIST(specify): _____

_____ OTHER _____

Duplication of Material Policy: Any documents submitted to the Credential Services Office for inclusion in a student file, such as SECAP Application, transcripts, examination scores, letters of recommendation etc., become the property of the College of Education and Integrative Studies. It is strongly advised that candidates photocopy all materials prior to submission and maintain a copy for their records.

Email Communication Statement

I understand that email is the **OFFICIAL MEANS** of communication between the University/College and students. I understand that communications sent to my Cal Poly email address **cannot be forwarded** to a personal email account.

Signature

Date

Special Education Application Program (SECAP)

Processing Fee Form

Please complete the information listed below and attach a check for \$25.00 payable to Cal Poly Pomona to the bottom of the form.

If you pay online via BroncoDirect, please provide the verification receipt which is emailed to your Cal Poly Pomona email address.

If you are not utilizing the online payment option via BroncoDirect, please staple your check or money order, where indicated, below.

Please indicate your payment method:

Online Payment via BroncoDirect Check/Money Order

Please indicate your program type:

Mild/Moderate Moderate/Severe

Date: _____ **Bronco ID Number:** _____

Last Name **First** **Middle** **Email Address**

Address **City/State/Zip** **Phone**

Attached is my check or money order for \$25.00 payable to Cal Poly Pomona to cover program application processing.

STAPLE CHECK HERE