



Credential Services Office
Gevirtz Graduate School of Education



Education Specialist Credential Program

Program Description: The University of California, Santa Barbara offers a Preliminary Level I Education Specialist: Moderate/Severe Credential. The California authorization for this Credential includes: autism, deaf-blindness, moderate to severe mental retardation, multiple disabilities, and serious emotional disturbance and authorizes serving individuals in kindergarten, grades one through twelve, and in classes organized primarily for adults through age 22. The Credential authorizes teaching in the area of specialization listed on the credential in Special Day Classes, special schools, home/hospital settings, correctional facilities, non-public school and agencies, and resource rooms.

Preliminary Credential: In California, the Education Specialist: Moderate/Severe Level I Credential Program is the first of a two-tier credential structure. Students who complete all requirements with an offer of employment are recommended by UCSB for the Preliminary Level I Moderate/Severe Credential valid for five years. Then during their first year of employment students enroll in a Level II Education Specialist: Moderate/Severe Credential Program. Students have five years to complete the Level II Program and apply for their Professional Clear Credential.

Certificate of Eligibility: Students who complete the Level I Program without an offer of employment will be recommended for *Certificate of Eligibility*. The Certificate has no expiration date and authorizes candidates to seek employment in their field of specialization.

Master's Degree: At UCSB, the Moderate/Severe Credential Program is offered concurrently with an optional Master's Degree in Education (M.Ed.). The M.Ed. is a professional degree for students planning on a career in schools. The M.Ed. Portfolio Project is an inquiry exploring a self-selected essential issue in education. The Moderate/Severe Credential/Master's Degree is a post-baccalaureate program. Applicants must have the bachelor's degree awarded by the time the program begins in June.

One-Year Program: The Moderate/Severe Credential is a one-year full-time program beginning in June and concluding the following June. The Master's Degree continues into the second summer and ends in July/August. Students unable to complete the M.Ed. in summer have four years to return to complete the M.Ed requirements.



UCSB Credential Services Office

How to Apply to the Program

Step 1: Advising

The Credential Services Office in Phelps Hall 2517 is the central administrative office for students obtaining an Educational Specialist Credential. Credential advisers in this office provide information on specific requirements for application and admission to the Educational Specialist Credential Program. The Credential Office maintains the files for credential applicants and students.

Credential Information Meetings Available Throughout the Year:

Credential Information Meetings are available throughout the year for those interested in applying to the Education Specialist Credential Program. These one-hour meetings provide important information regarding the application and admission process and the structure of the credential program. For a schedule of these meetings, contact the Credential Services Office at (805) 893 – 2084 or (805) 893 – 2036 or refer to the website at: <http://education.ucsb.edu/tep/infomtg.html>. Since it may take one year to complete the entire application process, applicants are encouraged to attend one of these meetings as soon as possible.

Advising Appointments:

Applicants who cannot attend one of the credential information meetings should contact the Credential Services Office at (805) 893-2036 for advisement regarding program prerequisites and the application process. Advisors are available to answer your questions on a walk-in basis, by appointment, or by telephone (805) 893-2084. The application process begins August 15, 2007 and ends February 15, 2008. Admissions occur throughout the year and applicants are encouraged to apply early.

How to contact the Credential Services Office:

Address: Credential Services Office
Gevirtz Graduate School of Education
Phelps Hall 2517, University of California, Santa Barbara
Santa Barbara, CA 93106-9490

Office Hours: 8 am to 12 Noon and 1 pm to 5 pm

Telephone: (805) 893-2084 or (805) 893-2036

Credential Analyst: (805) 893-2036

Email: tepapp@education.ucsb.edu

Website: <http://education.ucsb.edu/program/credentials.html>



□ ***Step 2: Complete the Electronic Application***

Electronic Application Deadline:

Early Application: November 15, 2007

Final Application Deadline: February 15, 2008

Applicants apply by Electronic Application to the Education Specialist Credential Program through the UCSB Graduate Division. The Graduate Division, 3117 Cheadle Hall receives the following:

1. Electronic Application
2. \$60.00 Application Fee Payment (by Credit Card or Check)
3. GRE or MAT Scores

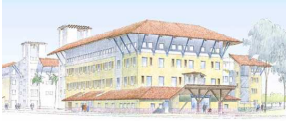
1. Electronic Application Process: Go to <https://www.graddiv.ucsb.edu/eapp/>. Scroll to the end of the page and “begin a new application”. Write down your username and password for future reference and to review your application materials after you apply.

- Your program is the Teacher Education Program
- Indicate your application is for Summer 2008
- Select either Education Specialist or Education Specialist/Master’s Degree in Education
- Email Account: Use an account which you check frequently
- Your LOGIN and PASSWORD are necessary for future application reference

If you have problems with the application, refer to the online application preparation guide or email the Graduate Division at app@graddiv.ucsb.edu

2. There is a \$60 application fee payable by credit card (Visa and MasterCard only), check, or International Money Order. For credit card payment, please follow the directions at the end of the electronic application. Make your check or money order payable to *UC Regents*. Write your name and date of birth on the check and mail to:

Graduate Admissions
Graduate Division
3117 Cheadle Hall
University of California, Santa Barbara, CA 93106-2070



Step 3: ESC Credential Program Application

After you complete the Electronic Application for the Education Specialist Credential Program you will receive an email confirmation. The email will include an electronic Gevirtz School ESC Credential Program Application. The ESC Credential Program Application is also available at <http://www.education.ucsb.edu/tep/esc-app.pdf>.

The ESC Credential Program Application includes general information regarding the state and university requirements necessary for the applicant credential file. Complete the application form and send as soon as you complete the Graduate Division Electronic Application to the Credential Services Office in Phelps Hall 2517 or send it electronically to tepapp@education.ucsb.edu. Your application is considered incomplete unless we have received the ESC Credential Program Application Form.

Step 4: Scheduling an Interview

Applicants must attend an interview to be considered for admission to the ESC Credential Program. After you have applied to the program and returned the ESC Credential Program Application, contact the Program Coordinator, Joanne Singer at jsinger@education.ucsb.edu to schedule an interview or at (805) 963-5898. If the applicant does not attend an interview, the application will be considered incomplete.

Alternative Screening Interview: The on-campus interview is the preferred and recommended process. However, applicants who live outside the Santa Barbara County region and need to travel a distance may request an alternative interview which includes a videotape of a teaching lesson and a telephone interview. Request an alternative interview only if it is not possible to come to UCSB. Contact the Office (805) 893-2084 if you will be requesting an alternative-screening interview.

Step 5: University Admission Requirements

The following university prerequisites are required for admission to the Credential Program and must be completed by the timelines specified in the advising document. Applicants who have questions regarding these requirements should contact the Credential Services Office at (805) 893-2084.

University Admission Requirements Include:

- Two Official Transcripts
- Three Letters of Recommendation
- 2 Copies of Statement of Purpose
- 60 Hours of Pre-Professional Experience
- GRE or MAT scores

The transcripts, letters of recommendation, and statement of purpose are sent to:

Student Affairs Office - Phelps Hall 1180
Gevirtz Graduate School of Education
UCSB, CA 93106-9490

1. Official University Transcripts: Applicants should send two copies of their official transcripts from all post-secondary educational institutions attended, including community colleges, summer sessions, and extension programs. **A minimum 3.0 GPA is required for admission.** The GPA will be evaluated when the official transcripts arrive. Official Grade Point Average calculations are based on the junior and senior year. If admitted before the BA Degree is awarded, the minimum GPA 3.0 must be maintained. The 3.0 GPA is a University admission requirement.

Applicants with a GPA below a 3.0: Given the large number of applicants, admission with a GPA below a 3.0 is rare. We do not discourage applicants with below a 3.0 GPA from applying, but strongly encourage all applicants to apply to other programs to allow multiple options. Recommendation for admission with a below 3.0 GPA must be approved by a faculty committee in the Gevirtz Graduate School of Education and by the Graduate Division. Applicants with a below 3.0 GPA need to wait until this committee meets in spring to receive an admissions decision. Applicants may want to contact the Credential Services Office for additional information to provide supporting documentation for their file.

2. Letters of Recommendation: Applicants should send 3 letters of recommendation. Each letter must be accompanied by the cover sheet available at <http://www.graddiv.ucsb.edu/eapp>. The section *This Part to be Completed by Applicant*, as well as the lower section pertaining to waiver of rights of access, should be filled out before the form is given to the recommenders. At least one letter of recommendation should be from a faculty instructor and one or two from the pre-professional experience. You can send more than three letters of recommendation but at least three are necessary to be considered for admission.

3. Statement of Purpose: Applicants should send two copies of their Statement of Purpose. Attach the Graduate Division Coversheet from <https://www.graddiv.ucsb.edu/admissions/forms/>. The Graduate Division will not accept the Statement of Purpose unless it includes the coversheet. Your statement of purpose should be written to include the guidelines below. (*Do not follow the*

guidelines included in the Graduate Division cover sheet; the Teacher Education Program does not require a resume or vita or personal contributions or achievements.)

Guidelines for Writing a Statement of Purpose

**YOUR STATEMENT OF PURPOSE SHOULD BE 1-3 PAGES TYPED
AND INCLUDE A DISCUSSION OF THE FOLLOWING:**

- Your motivation to become a teacher.
- Personal qualities that you will bring to the teaching profession.
- Experience working with moderate/severe disabilities.
- Experience and interest in working with diverse student populations, personal achievements or contributions you want to include in your Statement of Purpose.
- Any autobiographical information you would like to include.

4. Pre-Professional Experience

Pre-professional experience working in a school is required before entering the program. Applicants who have experience working with moderate/severe disabilities should document this experience and bring it to their screening interview. For applicants who do not have experience the Pre-Professional Program at UCSB is available for all applicants and is designed to provide field experience for applicants and undergraduates interested in entering the teaching profession. Applicants from institutions other than UCSB can document their experience with course work from their school that includes Pre-professional work in the schools. If you need Pre-professional Experience please contact the Pre-Professional Coordinator at (805) 893-3976.

5. Applicants take the **Graduate Records Examination (GRE) or the Miller Analogies Test (MAT)**. Take the GRE through the Educational Testing Service (<http://www.gre.org>) or call 1-800-GRE-CALL. To register for the MAT contact the Career Services Office at (805) 893-6004. MAT scores may not be more than five years old. Tests should be taken in time for results to be received for admission consideration. The Graduate Division does not have a general minimum GRE score for applicants. ETS should be instructed to report scores to UCSB. Use the following codes: UCSB Institution Code: 4835. The GRE or MAT scores will be sent to the Graduate Division. Applicants who have previously taken the GRE or MAT should send scores to the Graduate Division. These scores are only one of the sources that support your application for admission.

Step 6: State Admission Requirements

In California, specific state certification requirements must be completed for final admission to the Education Specialist Teaching Credential Program. These requirements must be completed according to specific timelines outlined in this handbook. Though Applicants can apply to the program (Steps 1-5) before completing the state requirements, the state tests and clearances should be completed as soon as possible and before the program begins in summer.

- * CSET (Multiple Subject Subtests)
- * Basic Skills Test = CBEST or equivalent exam
- * Certificate of Clearance
- * CPR Certification
- * TB Clearance
- * BA Degree: Regional Accreditation

CSET: Multiple Subjects Subject Matter Exam

Applicants to the ESC program must take and pass the CSET (California Subject Examination for Teachers) Multiple Subjects Exam. The CSET Multiple Subjects Exam requires passing 3 subtests that include multiple-choice and constructed-response items.

Subtest (Test Code)	Domains
I (101)	Reading, Language, and Literature History and Social Science
II (102)	Science Mathematics
III (103)	Physical Education, Human Development, Visual and Performing Arts

Please refer to the CSET website at <http://www.cset.nesinc.com> for more information. Test dates are: September 15, 2007, November 3, 2007, January 12, 2008: Retake Only: March 15, 2008. For Retake Only, *with permission from Admissions Committee*: May 17, 2008. Registration bulletins are available at the CSET website: <http://www.cset.nesinc.com>. Practice CSET Multiple Subjects tests area: http://www.cset.nesinc.com/CS_testguide_opener.asp. Since it may take one year to pass all three subtests, applicants are encouraged to take the test as early as possible, preferably by November 3, 2007 but no later than January 12, 2008. Send the passing test score report to the Credential Services Office in Phelps Hall 2517.

Please note: Applicants who take but don't pass CSET by March 15, 2008, may receive a conditional admission status. If admitted applicants do not pass the CSET by March they may be advised to reapply the following year. Exceptions must be approved by the Admission Committee and may require an applicant to extend the program into the next year.

Basic Skills Requirement (CBEST)

Applicants must pass a Basic Skills Examination by taking either the CBEST, the California Basic Education Skills Test to demonstrate proficiency in basic reading, writing, and mathematic skills **or** an equivalent basic skills examination approved by the California Commission on Teacher Credentialing. Options include:

- 1) Passage of CBEST (California Basic Education Skills Test): CBEST bulletins are available at <http://www.cbest.nesinc.com> or in the Credential Services Office.
- 2) Passage of the revised CSET: Multiple Subject Examination (CSET: Multiple Subjects Test 101, 102, 103) plus the CSET Writing Skills Test Code: 142 Expository Writing and Expressive Writing. CSET bulletins are available at <http://www.cset.nesinc.com>. ESC applicants who take and pass the CSET Writing Skills plus tests 101, 102, 103 will **NOT** need to take the CBEST.
- 3) Passage of an out-of-state basic skills examination that has been approved by the Commission. (Contact the Credential Services Office at (805) 893-2036 if you think you have passed an equivalent basic skills exam in another state.)

Applicants must take the Basic Skills Examination Requirement by February 2008 and pass before the program begins in June 2008. Send the passing verification card or score report to the Credential Services Office to document that you passed the Basic Skills Test.

CPR

CPR is required and offered in the summer during the Credential Program. If you have taken a CPR course the certification must be valid while you are in the Credential Program. If you have completed a current CPR course bring your card to the Credential Office. The American Red Cross offers the Community CPR and American Heart Association offers the Heart saver Course. If you do not have a current card when you begin the program, a CPR course will be available in the summer 2008.

TB Clearance

Students need a TB clearance that will be administered by the UCSB Student Health Services in August 2008. If you have a TB test completed by your physician please **do not** send the results to the Credential Services Office. Bring the results to the TB Testing scheduled with the UCSB Student Health Services in July. TB tests older than one year will not be accepted by the UCSB Office of Student Health Services.



Certificate of Clearance

Each applicant sends a Certificate of Clearance application to the California Commission on Teacher Credentialing (CCTC) in Sacramento. The CCTC grants permission to student teach on the basis of this data. An applicant whose legal record contains anything more serious than minor traffic violations should contact the Commission. Any questions of personal qualifications must be resolved before beginning the program. If you have received a Certificate of Clearance or Emergency Permit before January 1, 2006 (or within 5 years after 1/01/06), you do not need to reapply. Each applicant is responsible for submitting the application to the CCTC before March 1, 2008. Applicants should apply as early as possible to allow the time necessary for the Certificate of Clearance to be processed. The Clearance must be on file in the Credential Services Office before student teaching begins.

How To Apply For Your Certificate of Clearance

1. Make an appointment with a Live Scan operator to have your fingerprints taken. See the attached list for local operators. Your prints will be sent electronically to the Department of Justice (DOJ) and the FBI. Both organizations will send the clearance responses to the CCTC. You can obtain a Live Scan Form from the Credential Services Office in Phelps Hall 2517 or print the 41-LS "Request for Live Scan Service" (PDF file) available online at the CCTC website <http://www.ctc.ca.gov/credentials/forms.html>.
2. The following fees will be collected by the Live Scan operator – Fingerprint fees (DOJ = \$32.00/ FBI = \$24.00 Total = \$56.00) – in addition to the fee collected by operator, which varies.
3. One week after the Live Scan has been submitted and processed, go online to the CCTC website: www.ctcc.ca.gov. Click on the link at the left *Look up a Credential* and then click on the link *Direct Application – Non-Recommendation Only*. Complete the Application Information. Pay the Certificate of Clearance application fee to the CCTC by credit card.
4. It will take 2 weeks to a month to process the clearance. Check the progress of your Certificate of Clearance application by the link *Look up a Credential*, and then enter your social security number and birth date.
5. Keep a copy of all your Certificate of Clearance application materials. The Certificate of Clearance must be on file before the credential program begins. The Credential Services Office in Phelps Hall 2517 will keep the documentation that your Clearance has been approved.



U.S. Constitution

Applicants must complete either: (1) a three quarter course covering the U.S. History and U.S. Constitution with a grade of C, Pass or better, or (2) a U.S. Constitution exam at an approved institution. If your baccalaureate degree is from a California State University, please contact the Credential Services Office as the requirement may have been met with the degree. Political Science 12 is the approved UCSB course. Course substitutions must include a course description.

Course Descriptions for Substitutions: Political ideas, institutions and processes of American Government, and the roles of Congress and the President in policy formation and of the Supreme Court in interpreting the constitution.

Other course options include:

- Political Science 101: American Government and Politics – SBCC
- Political Science 103: American Government – Allan Hancock College
- Political Science 1: American Government – Ventura Community College
- U.S. Constitution Exam – California Lutheran University

BA Degree

Applicants must have a baccalaureate degree in an academic subject from a regionally accredited college or university. The baccalaureate degree should be awarded no later than spring 2008 since the graduate level ESC Teaching Credential/M.Ed. begins in summer 2008. Students who have their degree awarded in summer 2008 may still be admitted to the post-baccalaureate teaching credential program but should request information from the Credential Services Office regarding dual enrollment procedures. Dual enrollment allows undergraduates to be enrolled in graduate level courses. Students completing summer degrees should note that the units taken in summer might be counted by an employing school district as undergraduate units. Applicants may request a degree check at the Registrar's Office to determine that degree requirements will be complete by spring 2008. Contact the Credential Services Office at (805) 893-2084 if you are planning to graduate in summer and have questions regarding dual enrollment.

Regional Accreditation

The BA (or BS) degree must be awarded in an academic subject from one of the following regional accrediting agencies: *Middle States Association of Colleges and Schools; The Northwest Association of Schools and Colleges; New England Association of Schools and Colleges, Inc./Commission on Institutions of Higher Education; Southern Association of Colleges and Schools/Commission on Colleges; Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities.*

If your baccalaureate degree is from another country you will need a transcript evaluation from one of the California Commission on Teacher Credentialing state approved agencies listed at the website: www.ctc.ca.gov/credentials/leaflets/c1635.html to determine baccalaureate degree equivalency. If your degree is from another country please contact the Credential Services Office (805) 893-2036 before you apply to the program.

Applicants with a teaching credential from another state should contact the Credential Services Office for information on how to apply for a California Teaching Credential.



Financial Aid and Cost of the Program

Financial Aid is available for students in the ESC Credential Program. Due to this being a graduate program, students are only eligible for loans and work-study. Students must file a FAFSA in order to be eligible for financial aid. Students that have received a Cal Grant during their undergraduate enrollment may be eligible for a fifth year benefit of their Cal Grant while in the Teaching Credential Program. Students should contact the California Student Aid Commission to apply. Other grant and scholarship funding may be available through the Graduate Division. For more information about financial aid please visit our website at www.finaid.ucsb.edu and the Teacher Education Program at <http://education.ucsb.edu/tep/support.html>.

All United States citizens and permanent residents must complete and submit the FAFSA: <http://www.fafsa.ed.gov> by March 2, 2008. The following chart represents the cost of attendance figures that the UCSB Financial Aid Office will use for the 2007-2008 academic year and is subject to change without notice. Some of these figures are fixed (such as student fees, non-resident tuition, and on-campus room and board) and some are averages:

2007-2008 Estimated Student Budget (12 months)
(Subject to change without notice)
Graduate California Resident Off-Campus

Student Fees	\$7,440
Summer Fees (estimate for 2 sessions)	\$3,000
Other Graduate Fees	\$629
Books and Supplies	\$1,513
Rent (estimate)	\$12,098
Food	\$2,513
Utilities	\$516
Telephone	\$337
Transportation	\$1,487
Health Care Allowance	\$2,034
Personal Expenses	\$1,717
Total (estimate)	\$33,284

Credential Costs May Also Include:

Credential Fee	\$55
Certificate of Clearance (available in office)	\$56 (FBI = \$32/DOJ = \$24) + \$27.50
Fee collected by Live Scan Operator	Varies
CSET Exam	\$74.00 per subtest
CBEST Exam	\$41
RICA Exam	\$140+
Official Transcript (all attended colleges)	Varies
TB Clearance	\$22