



Special Education Credential Programs

Dear Special Education Credential Program Applicant,

Now that you are ready to apply to your special education program, please ensure that **a complete application is uploaded in one PDF file to the submission portal**. For detailed information on the application items please refer to the [SPED Credential Application and Admission Guidelines](#). To assist you in compiling a complete application, please use the checklist below.

- Special Education Program Application ([Application](#))
- Receipt for \$30.00 Credential Service fee - Credential applicants only ([Directions on how to purchase](#))
- Autobiography ([See pg. 6 of Application and Admission Guidelines for Instructions](#))
- Three recommendations – sent to the program admission advisor from your recommenders ([Form](#))
- Subject Matter Competency (Information on options: [SMC website](#))
- Fingerprint/Background Clearance ([Certificate of Clearance or another CTC approved permit](#))
- Tuberculosis (TB) Clearance ([Acceptable documents](#))
- Mandated Reporter Training Certificate ([Training for School Personnel](#))
- Letter of good standing (Only required if attended another institution's credential program)

Failure to follow submittal directions may be cause for application rejection or delay. Remember to merge your documents into one PDF file. There is free PDF merge software that you can use: [I Love PDF](#) or [PDF Merge](#). The file should be named your **Last Name_First Name_CSUBID**.

Upload your application to the submission portal for your campus:

[Bakersfield Campus](#)

[Antelope Valley Campus](#)

Please be advised that meeting the requirements for program admission consideration does not guarantee program admission. Priority admission consideration is given to applicants meeting 100% of the requirements.

What happens after you submit your application:

- Applications are reviewed after the program deadline(s) and applicants will be notified regarding the status of their application.
- Applicants being considered for candidacy will be contacted to schedule their program interview.
- Applications are sent to the Admission Committee for review.
- Applicants are notified of the Admission Committee's decision. Decisions by the Admission Committee's evaluation is final.

Are you currently employed as a Teacher of Record? No Yes

If yes, District/Site: _____

Do you hold a teaching credential? No Yes If yes, what state: _____

Please provide a copy of your credential with your application.

Education/Work Experience

Please list the last three years of relevant experience.

Experience/ Work Title	Institution/Organization	Briefly describe your experience	Length of time (mo/yr)

References:

Please list the names of the three individuals who will be completing the required recommendation form.

1. _____

2. _____

3. _____

Rights and Responsibilities of Students (University Honesty Policy)

The principles of truth and integrity are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor these principles and in so doing will protect the integrity of all academic work and student grades. Students are expected to do all work assigned to them without unauthorized assistance and without unauthorized assistance and without giving unauthorized assistance. Faculty have the responsibility of exercising care in the planning and supervision of academic work so that honest effort will be encouraged and positively reinforced.

There are certain forms of conduct that violate the university's policy of academic integrity. Academic Dishonesty (Cheating) is a broad category of actions that involve fraud and deception to improve a grade or obtain course credit. Academic dishonesty (cheating) is not limited to examination situations alone but arises whenever students attempt to gain an unearned academic advantage. Plagiarism is specific form of academic dishonesty (cheating) which consists of the misuse of published or unpublished works of another by claiming them as one's own. Plagiarism may consist of handing in someone else's work as one's own, using paragraphs, sentences, phrases words or ideas written by another without giving appropriate citation, or using data and/or statistics compiled by another without giving appropriate citation. Another example of academic dishonesty (cheating) is the submission of the same, or essentially the same, paper, or other assignment for credit in two different courses without receiving prior approval from the instructors of the affected courses.

When a faculty member discovers a violation of the university's policy of academic integrity, the faculty member is required to notify the CSUB Dean of Student Life and CSUB Student Conduct Coordinator and the student(s) involved. A course grade of 'F' may be assigned, or another grade penalty may be applied at the discretion of the course instructor. Additional academic sanctions are determined by the student conduct coordinator. Academic sanctions may include disciplinary probation, suspension, permanent expulsion from the university or from the California State University system, administrative hold on the release of records, and withholding a degree. Disciplinary probation shall be noted on the student's formal academic record only for the duration of the probationary period. Disciplinary suspension and expulsion are a part of the student's permanent record.

Teacher Candidate Acknowledgement, Release of Liability, and Promise Not to Sue

As a student in the California State University, Bakersfield School of Social Sciences and Education, and as a prospective participant in a field review for teacher candidates, I acknowledge and agree to abide by the following:

- I understand, as a condition of my acceptance into a Special Education Program, California State University, Bakersfield, its employees, and agents, will be taking visual/audio images of me during my time in a teacher education program. Visual/audio images are any type of recording, including photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips, or accompanying written descriptions. CSUB will not materially alter the original images. I agree that CSUB owns the images and all rights related to them. The images will be used for evaluation of my instruction and demonstration of my fieldwork and course components. I waive any right to inspect or approve the finished images or any printed or electronic matter that may be used with them.
- I additionally grant permission to California State University, Bakersfield, its employees, and agents to take and use visual/audio images of me. Visual/audio images are any type of recording, including photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips, or accompanying written descriptions. CSUB will not materially alter the original images. I agree that CSUB owns the images and all rights related to them. The images may be used in any manner or media without notifying me, such as university sponsored websites, publications, promotions, broadcasts, advertisements, posters, and theater slides, as well as for non-university uses. I waive any right to inspect or approve the finished images or any printed, or electronic matter that may be used with them.
 - I prefer to opt-out of posting my image to a social media website.
- I release CSUB, and its employees, and agents including any firm authorized to publish and/or distribute a finished product containing images, from any claims, damages, or liabilities which I may ever have in connection with the taking of use of the images, or printed materials used with the images.
- I am familiar with California Education Code 51512, which states that, “The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and

the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person, other than a pupil, who willfully violates this section shall be guilty of a misdemeanor.”

- I will follow the privacy conventions and permission requirements of my program and the school district where I have my field review.
- I am responsible for preparing a Student Release Form for every student and adult in the classroom(s) involved in my field review, including obtaining and collecting permission from the parents/legal guardians of each child in the classroom, and (as necessary) the Administrator Release Form. I will hold all release forms until I have been granted a preliminary teaching credential by the California Commission on Teacher Credentialing.
- I may not videotape or record, or cause to be videotaped or recorded, any student whose fully executed release I have not obtained prior to the videotape/recording being made.
- I must delete or destroy any videotapes or other recordings made by or stored on my personal device(s) as soon as the purpose for which they were created and collected (i.e. field review) is complete.
- I must delete or destroy any videotapes or other recordings stored in common storage (e.g., cloud-based storage, flash drives, memory sticks, etc.) as soon as the purpose for which they were created and collected (i.e. field review) is complete.
- I may not use any videotape or other recordings of my teaching made during my field review, whether created by me or another person for any purpose other than for the field review.
- I hereby grant California State University, Bakersfield the full, unrestricted rights to the use of any and all materials written and submitted by me in conjunction with the teaching performance assessment (the “Materials”), in any form, including edited versions, in presentations, over the internet, broadcast cable, satellite transmissions, and media that are unknown at this time, for instructional purposes worldwide.
- In consideration for participating in the field review, on behalf of myself and my next of kin, heirs and representatives, I release from all liability and promise not to sue the State of California, the Trustees of the California State University, California State University Bakersfield, and their employees, officers, directors, volunteers, and agents (collectively, “University”) from any and all claims, including claims of the University’s negligence, resulting in any economic or noneconomic

injury I may suffer because of my participation in the field review, including but not limited to any third party claims arising out the use of videotaping or recording.

I am 18 years of age or older and competent to sign this release. I understand the legal consequences of signing this document, including (i) releasing the University from all liability; and (ii) promising not to sue the University.

I understand that this document is written to be broad and inclusive as legally permitted in the State of California. I agree that if any portion is held to be invalid or unenforceable, then I will continue to bound by the remaining terms. I have read this release before signing, I understand its contents, and I freely accept the terms.

Sign Here

Teacher Candidate Signature

Teacher Candidate Printed Name

Date

Application Acknowledgement

By clicking this box, I acknowledge that I have reviewed the Application and Admission Guidelines and have attached my supporting documents to this application. I read and understand the Rights and Responsibilities of Students and the Teacher Candidate Acknowledgement, Release of Liability, and Promise Not to Sue which are part of this application and agree to abide by those terms and conditions.

I understand that meeting the admission requirements does not guarantee admission to a credential program at California State University, Bakersfield. That my request for admission will be reviewed and evaluated by the Special Education Program and any decision resulting from this evaluation will be final. If I am granted admission to the education specialist credential program, I accept that does not guarantee recommendation for a preliminary credential.

I am aware that if accepted into a teaching credential program there are certain responsibilities and requirements that must be met for me to complete my program, including maintaining a positive and professional attitude that reflects the professional standards and dispositions of teacher candidates, when and where I might complete field experiences, and that program requirements may change with new legislation and/or California Commission on Teacher Credentialing (CCTC) requirements. I

realize that I have the responsibility of knowing and understanding my program requirements, and any failure on my part to follow the requirements may result in a delay or extension of my program.

I hereby submit my application for admission to the Education Specialist credential program at California State University, Bakersfield. I certify that, to the best of my knowledge all information contained in this application and on any supporting documentation submitted with this application is true and accurate. I authorize the appropriate committee to inquire or seek any additional information it should require.



Teacher Candidate Signature

Teacher Candidate Printed Name

Date



SPECIAL EDUCATION CANDIDATE ATTESTATION FORM: ATTESTATION OF COMPLETED RELEASE FORMS

You must obtain the signed Administrator Release Form or the signed Student Release Forms from the parents/legal guardians of all children and from any adults who appear in your videotapes or photos submitted as part of your CSUB credential coursework. Keep copies of the Release Forms on file until your preliminary credential has been granted by the California Teaching Commission. Your signature below verifies that you have followed all of the necessary procedures.

No videos may be recorded prior to collection of the Release Forms and submission of this Attestation Form to CSUB.

I hereby affirm that I have followed the privacy conventions and permission requirements of my program and school district. I certify that I have secured and am holding on file signed copies of all necessary permission forms from all responsible individuals.

Candidate Name (print)

CSUB ID number

Sign Here 

Candidate Signature

Date