

Special Education Credential Application Packet (SECAP)

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

This application is for credential candidates who already hold any or all 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 Services Office).

For additional information, please contact the
[Credential Services Office](#)
College of Education and Integrative Studies
PHONE: 909-869-4400
LOCATION: Building 5 – Room 228
HOURS: Monday through Friday 8 AM to 5 PM

SPECIAL EDUCATION CREDENTIAL APPLICATION PACKET (SECAP)

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

Steps for SECAP Applicants

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.
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 Office [website](#).
3. **SECAP Application** – See next 2 pages. Also available [online](#) or in the Credential Services Office (Bldg. 5-228).
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. **Sealed transcripts** (for credential program) from all universities besides Cal Poly.
9. **Program Admissions Interview:** (Valid for 1 year). Candidates are responsible for contacting their Education Specialist 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. Click [here](#) for list of Advisors.

Because SECAP candidates need only 4-5 additional courses, plus Clinical Practice, once you are admitted to the University, you should register for your courses right away. You may complete the SECAP application prior to or during your first quarter of coursework. 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.

College of Education and Integrative Studies
California State Polytechnic University, Pomona

**SPECIAL EDUCATION CREDENTIAL APPLICATION PACKET (SECAP)
APPLICATION FORM FOR ADMISSION**

QUARTER _____ YEAR _____ OF APPLICATION

_____ MILD/MODERATE

_____ MODERATE/SEVERE

Bronco ID Number _____

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 _____

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.

Date: _____

Emphasis: Mild/Moderate

Moderate/Severe

To: Cashier's Office

From:

Last Name

First

Middle

Street Address: _____

City/State/Zip Code: _____

Bronco ID Number: _____

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

STAPLE CHECK HERE