



Level II Education Specialist Credential Handbook

California State Polytechnic University Pomona
College of Education & Integrative Studies
Department of Education
Rev. 8/2013



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Level II Education Specialist Credential

Overview

The Cal Poly Pomona Level II Education Specialist (ES) Credential (Mild/Moderate and Moderate/Severe areas of emphasis) is an advanced professional training program for candidates who have a Level I ES credential. Through required and elective coursework and non-university activities, the Level II Education Specialist program is designed to foster collaboration and shared responsibility among the candidate, university advisor (TED 545 Professional Induction Seminar instructor), and the employer (e.g., district or county office of education). The design of the curriculum at this advanced level extends the coursework and fieldwork that candidates began at the Level I credential and simultaneously addresses the individual needs of the developing professional teacher. Level II coursework expands and enhances the candidate's knowledge base and skills in the following areas: data-based decision making; assessment; advanced behavioral and environmental supports; current and emerging research and best practices; curriculum and instruction; collaboration/consultation/advanced communication skills; leadership and management; transition and transition planning. The design of the program is in accordance with the [California Commission on Teacher Credentialing \(CTC\) *Standards of Quality and Effectiveness for Education Specialist Credential Program*](#) as revised July, 2008. The Commission requires that candidates complete Level II **within 5 years** of the date of issuance of the Level I credential. Candidates must be employed for **at least 2 years after the date of issuance** of a Level I credential to be granted a Level II credential.

NOTE: The CTC is phasing out the Level II program and replacing it with the "Clear Education Specialist Credential". Candidates who complete a Level I program now have a choice of whether to move into a Level II program or move into a Clear program. Level II programs are generally offered through universities. In order to be admitted to a Level II program, employment as a teacher is required. Additional requirements include university coursework, and 2 years' teaching experience with the Level I. Clear credential programs are offered by both universities and school districts (including county offices of education). University coursework and professional development activities are usually required. There is no 2-year teaching requirement in order to earn the Clear ES credential. Candidates are advised to carefully consider each option before deciding whether to pursue either the Level II or the Clear.

Level II Phase-Out Dates:

- **The last date to be admitted to Cal Poly Pomona's Level II program is December 31, 2014.**
- **All Level II candidates must complete their entire Level II program by January 31, 2019.**

College and Department Contact Information

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

College of Education and Integrative Studies

Dean: Dr. Peggy Kelly, 909-869-2307, pkelly@csupomona.edu, Bldg. 6-215

Administrative Support: Mr. Kevin Malone, 909-869-2307, klmalone@csupomona.edu, Bldg. 6-215

Department of Education

Chairperson: Dr. Dorothy MacNevin, 909-869-2311, dmacnevin@csupomona.edu, Bldg. 6-219.

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

Education Specialist Credential

Coordinator: Dr. Barbara E. Bromley, 909-869-2326, bbromley@csupomona.edu, Bldg. 6-108

Intern Credential

Coordinator: Ms. Beth Djonne, 909-869-4721, badjonne@csupomona.edu, Bldg. 6-201

Bilingual Authorization

Coordinator: Dr. Myriam Casimir, 909-869-4776, mcasimir@csupomona.edu, Bldg. 94-289

Credential Services

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

[Clinical Practice Office](#), 909-869-2309, Bldg. 6-103

Special Education Advisors

For advisement regarding Education Specialist credentials:

Dr. Barbara Bromley	909-869-2326	bbromley@csupomona.edu	Bldg. 6-108
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For advisement regarding the Master's degree with an emphasis in Special Education:

Kelly Mitchell	909-869-2358	klmitchell@csupomona.edu	Bldg. 6-220
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Admission to Cal Poly Pomona's Level II Program

Prerequisites for Admission

1. Successful completion of the requirements for the Level I Education Specialist Credential and either:
 - a. actual receipt of the Level I credential, or
 - b. a Certificate of Eligibility for the credential issued by the recommending university that will be valid during the interim between completion of Level I program requirements and actual receipt of the state-issued credential.
2. Verification of employment in a special education position (indicated by signature of employing district's H.R. department) that is likely to have sufficient duration for the Level II credential program to be completed. (Day-to-day substitute positions do not satisfy this requirement).
 - a. The CTC requires that Level I holders must be admitted to a Level II program within 120 days of employment upon completion of the Level I credential.

Steps for Admission

1. Graduate admission to the University¹. The University Application is available online at <http://www.csumentor.edu>.
2. Attend a Cal Poly Level II/MA Orientation session (see Cal Poly [website](#) for dates/times).
3. Submit the Level II Application (completed in TED 545).

Special Assistance and Retention

In order to be retained in the Education Specialist Level II Credential program, candidates must maintain a 3.0 GPA. Candidates in need of additional support are guided to appropriate services and/or additional courses.

¹ Applicants who fail to register for the quarter for which they have been accepted to the university will have their admission eligibility canceled. A new university application must then be filed. Students who have been absent without prior approval (i.e., filing an approved Leave of Absence) for more than two quarters must apply for readmission.

Important University Policies

All university policies are published in the university catalog. It is your responsibility to consult the catalog should you have any questions.

Students with Disabilities

The Disabilities Resources Center (DRC) provides support services to students with documented special needs. The DRC has been designated as the campus authority to verify disabilities and to prescribe specific accommodations for students with documented disabilities. If you need DRC support, you must register with the center to be able to obtain services. Please see the DRC website for further information – <http://dsa.csupomona.edu/drc/>

Student Rights and Responsibilities

All members of the university faculty and staff have a primary mission of helping students to make progress toward a degree or credential. Nevertheless, each student is individually responsible for meeting all university requirements and deadlines, as presented in the current Cal Poly Pomona University Catalog and any other announcements of the university, center or department in which he/she is enrolled.

The University intends that every member of the campus community be afforded a work and study environment free of discrimination based on race, color, religion, national origin, sex, sexual preference, marital status, pregnancy, age, disability or veteran status. All persons are to be protected from abusive or harassing behavior.

Information regarding student rights and responsibilities and grievance procedures can be found in the “Statement of Student Rights, Responsibilities, and Student Grievance Procedures,” copies of which are available in the Office of Judicial Affairs. – *Source: Cal Poly Pomona Course Catalog*. Please refer to the Office of Judicial Affairs website for additional information <http://dsa.csupomona.edu/judicialaffairs/>

Please note, a good faith effort to settle an issue of concern must be made before a formal grievance can be filed. Even after filing, efforts to resolve the dispute by informal means should continue.

Please consult with the Department Chair’s Office as a first step in resolving any dispute. The next point of appeal would be the Associate Dean’s Office, followed by the Dean of CEIS. In the event the matter is not resolved at this level, the Office of Judicial Affairs should be contacted.

Level II Education Specialist Credential Course Requirements

Take TED 545 in your *first* quarter of the program (must be employed). Take TED 591S during your *last* quarter of the program. All other courses may be taken in any order. Courses are not offered every quarter – see the Year Round Schedule on the ES [website](#). As the Level II program is being phased out, some of the Core and Elective courses may no longer be offered. See the next page or contact the Credential Analyst, Mrs. Geri Hunt (Bldg. 6-203) for information on current approved course substitutions.

Mild/Moderate Credential		Moderate/Severe Credential	
Units Core Level II Courses		Units Core Level II Courses	
2	TED 545 Professional Induction Seminar	2	TED 545 Professional Induction Seminar
4	TED 589 Advanced Behavioral & Environmental Supports	4	TED 589 Advanced Behavioral & Environmental Supports
4	TED 559 Advanced Seminar in Mild/Moderate Disabilities	4	TED 530 Advanced Study of Moderate/Severe Disabilities
Units General Level II Courses		Units General Level II Courses	
3	KIN 441 School Health Education (online - F, W, Sp, Su)	3	KIN 441 School Health Education (online - F, W, Sp, Su)
3&1	GED 400/500 & GED 400L/500L Foundations of Ed. Computer Literacy (F, W, Sp, Su)	3&1	GED 400/500 & GED 400L/500L Foundations of Ed. Computer Literacy (F, W, Sp, Su)
Units Electives (choose one – see Cred. Office for substitutions)		Units Electives (choose one – see Credential Office for substitutions)	
4	TED 554 Advanced Reading Seminar in Mild/Mod Dis.	4	TED 554 Advanced Reading Seminar in Mild/Mod Dis.
4	TED 584 Organization & Management of Sp Ed Programs	4	TED 584 Organization & Management of Sp Ed Programs
4	TED 588 Introduction to Assistive Technology Or Non-University Activity	4	TED 588 Introduction to Assistive Technology Or Non-University Activity
Units Exit Course		Units Exit Course	
4	TED 591S Leadership in Special Education – Service Learning	4	TED 591S Leadership in Special Education – Service Learning
25	Total Minimum Units	25	Total Minimum Units

REMEMBER: If you took KIN 441 or GED 400/400L or GED 500/500L as part of a Multiple or Single Subjects credential, then you do not need to take them again. You must successfully complete a minimum of two years of full-time teaching (after the issue date of your Level I Credential) in order to be recommended for the Level II Credential. The Level II Credential is good for 5 years and must be renewed every 5 years.

Level II Course Equivalencies

Use the chart below to find equivalent courses for old Level II courses which are no longer offered. TED 545 and TED 591S will still be offered and have no equivalent courses. Contact Mrs. Geri Hunt in the Credential Office (6-203) for the most current information. **NOTE:** Courses may not be counted twice (e.g., you cannot use EDS 507 for both the elective and as equivalent to TED 559)

Course #	Course Title	Level II equivalent	Use for Level II elective?	Use for M.A.?
EDS 504	Positive Classroom & Behavior Management	TED 589	No	Yes
EDS 507	Research & Legal Foundations in Sp. Ed.	TED 559 TED 530	Yes	Yes
EDS 512	Diag. & Remediation of Reading Difficulties	TED 559 TED 530	Yes	Yes
EDS 520	Teaching Math to Students w/ Disabilities	TED 559 TED 530	No	Yes
EDS 526	Home/School/Community Collab. in Sp. Ed.	[none]	Yes	Yes
EDS 531	Introduction to Autism Spectrum Disorders	[none]	Yes - Mild/Mod only	Yes
EDS 532	Teaching Students w/ Autism Spectrum Dis.	[none]	Yes - Mild/Mod only	Yes

Level II Education Specialist Course Requirements

Mild/Moderate Level II Requirements	Moderate/Severe Level II Requirements
TED 545 Professional Induction Seminar	TED 545 Professional Induction Seminar
TED 589 Advanced Behavioral/Environmental Supports	TED 589 Advanced Behavioral/Environmental Supports
TED 559 Advanced Seminar in Mild/Moderate Disabilities	TED 530 Advanced Study of Moderate/Severe Disabilities
KIN 441 School Health Education	KIN 441 School Health Education
GED 400/400L (or 500/500L) Foundations of Ed Computer Literacy	GED 400/400L (or 500/500L) Foundations of Ed Computer Literacy
Elective (choose one): TED 554 Advanced Reading Seminar in Mild/Moderate Dis. TED 584 Organization & Management in Special Ed TED 588 Introduction to Assistive Technology	Elective (choose one): TED 554 Advanced Reading Seminar in Mild/Moderate Dis. TED 584 Organization & Management in Special Ed TED 588 Introduction to Assistive Technology
TED 591S Leadership in Special Ed – Service Learning	TED 591S Leadership in Special Ed – Service Learning

Level II Policies and Procedures

State CTC Policies Regarding Level II

- You must be employed in a teaching position prior to admission to a Level II program.
- You must have a valid Level I Credential or a Certificate of Eligibility prior to admission to a Level II program.
- Within the first 120 days of employment for a new teacher, you must be assigned a Support Provider. [This occurs in TED 545].
- You must successfully complete a minimum of two years of full-time teaching (after the issue date of your Level I Credential) in order to be recommended for the Level II Credential.
- You must complete a Level II program prior to the Expiration Date of your Level I Credential.

Cal Poly Pomona Policies Regarding Level II

- Attendance at a Level II [Orientation](#) is mandatory (provided in TED 545).
- You are required to take TED 545 during your *first* quarter of Level II coursework, or within 120 days of employment. You must be employed to take TED 545.
- You are required to take TED 591S during your *last* quarter of Level II work.
- TED 545 and TED 591S **must** be taken at Cal Poly Pomona.
- In order to receive the recommendation of Cal Poly Pomona for a Level II Credential, all required courses must be completed, with an overall GPA of 3.0 or better.

Students entering Cal Poly Pomona's Level II program:

1. Must be admitted to the University (www.csumentor.edu)
2. Must complete the Level II Program Application during TED 545.
3. Enroll in Level II Coursework:
 - Enroll in TED 545 in your first quarter. Turn in your Level II application as part of the course.
 - Other courses except TED 591S (the exit/last class) can be taken in any order. Pay close attention to the quarters these courses are offered.
 - Candidates may not enroll in TED 545 and TED 591S during the same quarter.
4. If planning to enroll in the M.A. program, contact the Graduate Programs Support Coordinator, Kelly Mitchell, (klmitchell@csupomona.edu) for more information.

Induction Plan

All Level II candidates will complete an Individualized Induction Plan (IIP) as a course requirement in TED 545 (Professional Induction Seminar). The IIP is a state-mandated plan for the support and professional development of each beginning teacher. The IIP must be developed **within 120 days of employment** upon completion of the Level I credential. The candidate, university advisor, and district-based Support Provider will identify proper points of alignment between the IIP and district-based induction activities.

Level II Portfolio

All Level II candidates are required to create a portfolio of evidence which documents meeting CTC Standards for the Level II credential. Candidates are introduced to the portfolio requirements in TED 545; the final portfolio is evaluated in TED 591S.

Non-University Activities

Instead of taking the Elective course, Cal Poly Pomona allows candidates to substitute other professional development activities sponsored by organizations other than colleges or universities. These activities must meet the quality assurances of the Level II Standard related to Inclusion of Non-University Professional Induction Plan (i.e., summer institutes, short courses offered at conferences, BTSA activities, and/or semester or year-long in-service programs offered by county offices, SELPAs or districts). The application to substitute professional development activities for the Level II Elective is on pages 16-18 of this Handbook – complete all pages and signatures, then submit to the Coordinator of the Ed Specialist program.

Program Dismissal

Continued unsatisfactory performance in professional education courses, field experience, clinical practice, and/or unsatisfactory personal adjustment or professional attitude can lead to dismissal from the program. When necessary, the University has the responsibility to remove a candidate from a classroom immediately. Unsatisfactory performance is determined by faculty and/or field experience personnel. If dismissal from the program appears imminent, candidates are notified in writing and advised of appeal and grievance procedures.

Assessment of Candidate Competence

A continuous cycle of formal and informal assessment of candidate competence characterizes the Level II program. The assessment process fulfills the requirements of the CTC [Standards of Quality and Effectiveness for Education Specialist Credential Program](#) and ensures that the assessment system, both during the program and at the conclusion, is systematic, fair, uses multiple measures and multiple sources, and is tied directly to the curriculum. Within each Level II course, candidates are assessed according to guidelines established by the CTC.

Through courses, candidates have numerous opportunities to demonstrate their written and verbal language proficiency. Traditional measures of course requirements, course examinations, work samples, and classroom observations are used extensively during the university coursework component of the Level II program. The Induction Plan and Portfolio for the support and professional development of the teacher addresses the candidate's goals and strategies for achieving those goals.

Recommendation for the Credential

Before receiving the University recommendation for a Level II Education Specialist Credential, candidates must demonstrate satisfactory completion of state standard areas. In each course, these areas are designed to be accomplished within the course framework, as well as the Level II Portfolio. Instructors provide opportunities for students to gain and demonstrate competence in the designated areas. In order to receive the recommendation of Cal Poly Pomona for a Level II Education Specialist Credential, all required courses must be completed, with an overall GPA of 3.0 or better.

LEVEL II PROGRAM MATRIX

The following matrix provides a ***comprehensive view of the Level II Standards*** and their alliance with the Cal Poly Pomona Professional Level II curriculum. The matrix also indicates whether a specific course provides an introduction to content, continued application, or proficiency, and whether the standard is a major emphasis within a course.

COURSE PREFIX	TED	TED	TED	TED	TED	TED	TED	TED
COURSE NUMBER	545	589	559	530	554	588	584	591S
CATEGORY I: PROGRAM DESIGN & CANDIDATE COMPETENCE								
Standard 9: Design of the Professional Ed. Specialist Program	3	3	3	3	3	3	3	3
Standard 10: Support Activities & Support Provider Qualifications	3							3M
Standard 11: Nature & Inclusion of Non-University Activities	3							
Standard 12: Assessment of Candidate Competence	3		3					3M
Standard 19: Teaching English Learners	2	2	3	3	3	2	3	3
CATEGORY II: LEVEL II MILD-MODERATE STANDARDS								
Standard 13:Data-Based Decision Making		3M	3M		3			3
Standard 14:Advanced Behavioral, Emotional, Environmental Supports		3M						
Standard 15: Current & Emerging Research and Practices		2	2		2	2	2	2
Standard 16:Transition and Transition Planning		2	2				2	
Standard 17:Development of Specific Emphasis		3	3		3	2	2	3
Standard 18:Assessment of Students		3M	3M		3M	2	2	
Standard 19:Curriculum and Instruction			3M		3M	2	2	2
Standard 20:Collaboration and Consultation					2	2	2	3M
LEVEL II - MODERATE SEVERE								
Standard 13:Data-Based Decision Making		3M		3M		3		
Standard 14:Advanced Behavioral, Emotional, Environmental Supports		3M						
Standard 15: Current & Emerging Research and Practices		2		2		2	2	2
Standard 16:Transition and Transition Planning							2	
Standard 17:Development of Specific Emphasis		3		3		3	2	3
Standard 18:Advanced Communication Skills		3M				3	2	3M
Standard 19:Leadership and Management Skills				3				3M
1- Content introduced and applied 2- Continued application and practice 3- Proficiency required M - Major emphasis								

Program Checklist

The following checklist of program requirements is provided to guide Cal Poly Pomona Level II candidates to program completion. Please remember, *it is the candidate's responsibility to complete this program within 5 years of issuance of the Level I Credential, and to meet the program's requirements, expectations, and timelines as outlined in the CTC [Standards of Quality and Effectiveness for Education Specialist Credential Program](#) and in this Handbook.*

1. _____ Graduate admission to the University (www.csumentor.edu).
2. _____ Possession of a Level I Education Specialist Credential or Certificate of Eligibility.
3. _____ Attendance at a Level II/Master's Special Education [Orientation](#) session.
4. _____ Completion of health education course (KIN 441) or equivalent (Equivalent: _____).
5. _____ Completion of computer technology course (GED 400 & GED 400L OR GED 500 & GED 500L) or equivalent (Equivalent: _____).
6. _____ Current (within past year) Verification of Employment Form ([CL 777.1](#)).
7. _____ Application for Admission to Cal Poly Level II Program, including the Induction Plan (obtained and completed in TED 545) and \$25.00 application processing fee.
8. _____ If you are requesting any course substitutions from another university, complete an [Evaluation/Class Equivalency](#) form, available from the Credential Analyst (Bldg. 6-203). Attach a copy of transcripts *along with a copy of the catalog course description for the year taken*. Submit these materials to the Credential Analyst in 6-203.
9. _____ COMPLETION OF LEVEL II COURSE OF STUDY:

Course	Equivalent Course (if relevant)	Quarter completed	Grade
TED 545 Prof. Induction Seminar			
TED 589 Adv. Beh/Env Supports			
TED 559 Adv. Sem. Mild/Mod OR TED 530 Adv. Sem. Mod/Sev			
Elective:			
TED 591S Leadership in Sp Ed			

10. _____ Completion of a **minimum of 2 years** successful teaching experience in a full-time position in public or private school of equivalent status, while holding the Level I Education Specialist Credential. This verification of 2 years successful teaching experience must be in writing on district letterhead. Submit it to the Credential Analyst (Bldg. 6-203, 909-869-2306).
11. _____ When you have finished all requirements, contact the Credential Analyst (Bldg. 6-203) to process and file for your Level II Education Specialist Credential.

Frequently Asked Questions About The Level II Program

- 1. I have a Level I Credential and am employed in a district that offers the Ed Specialist Clear credential. Can I do the Clear program through my district instead of the Level II?**

Yes. CTC allows those with Level I Credentials to complete either a Level II program or an Ed Specialist Clear program.

- 2. I already completed a Clear program for my Multiple or Single Subjects credential. Do I have to do another program for my Clear Ed Specialist credential?**

Yes. If you are employed, check with your district to see if any previous work can be applied to the ES Clear program.

- 3. I have my Preliminary Multiple and Single Subjects credential and my Level I Ed Specialist credential. Can I clear them both at the same time, in the same program?**

This depends on the district where you work and whether they offer a combined program to clear both a Multiple/Single Subjects Credential and an Ed Specialist credential. Consult your district for further information. If you are completing an Ed Specialist Level II credential through Cal Poly Pomona, you cannot also clear a Multiple/Single Subjects credential through this program.

- 4. May I officially be admitted to the Cal Poly Pomona Level II Education Specialist Program if I am unemployed?**

No. According to the Title 5 regulations, Level II applicants must hold the Level I credential and must be employed. BUT ... see #5, below.

- 5. May I start Level II courses at Cal Poly Pomona if I am unemployed?**

Yes, you may enroll in Level II courses, but you must have the instructor's approval before enrollment. Prerequisites may apply.

- 6. May I do a Level II program in a different area of concentration than my Preliminary Level I credential?**

No. The Level II program must be in the same area of emphasis as your Preliminary Level I Credential. For example, if your Level I is a Mild/Moderate Credential, then you must do a Level II Mild/Moderate program.

- 7. May I do a Level II program if I'm teaching in a general education classroom?**

Yes, but according to Title 5 regulations, certain conditions apply. An outline of these conditions and necessary procedures that the Level II applicant must follow are described in the letter to General Education Administrators found on page 18 in this Handbook.

8. May I substitute courses from other universities in place of the Cal Poly Pomona Level II required courses?

Yes. You may substitute some Level II coursework from other universities. Your request for substitution must be in writing on the [Evaluation/Class Equivalency](#) form available from the Credential Analyst (Bldg. 6-203). A catalog description of the requested course substitution and an unofficial transcript must accompany the request. Submit all documents to the Credential Analyst.

9. What is the GWT?

The Graduate Writing Test (GWT) is required for admission to the Department of Education Master's Degree program at Cal Poly. If you are only planning to get a credential and not go on for the Master's, then you may get the GWT waived by contacting the Cal Poly [Test Center](#) (909-869-3353); CLA Building (98) P2-004. If you anticipate pursuing a Master's Degree in Education, then you should make arrangements to take the GWT prior to beginning the MA courses.

10. Can I get a Master's degree as part of my credential program?

The Department of Education offers the M.A. in Education degree with several emphasis options, including an emphasis in Special Education. Many of the required Education Specialist Credential courses will apply toward the M.A. Information on this is presented in the M.A. Student Guide and [website](#).

11. Once I complete all the coursework, how do I actually *apply* for the Level II credential?

Contact the Credential Analyst, Bldg. 6-203, 909-869-2306.

12. Do I have to get my Level II credential at Cal Poly?

No, you can get your Level II credential at any university that offers a Level II program. However, many courses in Cal Poly's Level II program can be applied toward our M.A. degree in Education. You also have the option of getting a Clear Ed Specialist program instead of the Level II (Cal Poly Pomona is not offering the Clear ES at this time).

13. What other California universities have approved Ed Specialist Level II and Clear programs?

The most recent list of approved Level II university programs is available from the California Commission on Teacher Credentialing (www.ctc.ca.gov).

Approval of Non-University Activities

The Professional Induction Plan may include other professional development activities sponsored by organizations other than colleges or universities, and composing up to 25% or one quarter of the total Professional Level II program (i.e., the Elective course) which will be agreed upon by the credential holder, the employer, and the university Coordinator the of Level II Education Specialist Credential programs. These activities must meet the quality assurances of the Level II Standard related to Inclusion of Non-University Professional Induction Plan (i.e., summer institutes, short courses offered at conferences, BTSA activities, and/or semester or year-long in-service programs offered by county offices, SELPAs or districts).

CTC Criteria for Non-University Level II Activities

Non-university activities (e.g., in-services, workshops, or other professional training) may be used to waive the elective in the Level II program. In order to be eligible for an approved non-University activity, the activity must meet the following criteria. All non-university activities must be:

- delivered by qualified individuals;
- designed in a sequential manner;
- developmental in scope;
- based upon a conceptual framework;
- closely match the number of contact hours required by the university course being waived;
- approved by the Coordinator of Special Education.

Non-University Activities must be pre-approved by your administrator and the Education Specialist Program Coordinator.

Directions for requesting credit for non-university activities:

1. Submit pages 16-17 and copies of brochures, descriptions, evidence of actual time and quality of activity to Dr. Bromley.
2. After completing the approved non-university activities, submit the signed *Verification of Completion of Approved Non-University Activities* (p. 18) and documentations to Dr. Bromley.

Form for Approval of Non-University Activities

Submit pp. 16 & 17 and copies of brochures, descriptions, evidence of time and quality of activity to the Coordinator. After completing approved non-university activities, submit the signed *Verification of Completion of Approved Non-University Activities* (p. 18) and documentation to the Coordinator.

Student's Name: _____ Bronco ID Number: _____

Mailing Address: _____

Home Phone Number: _____ Work Phone Number: _____

Email: _____

1. Area of Specific Emphasis: ☐ Mild/Moderate ☐ Moderate/Severe

2. Elective course you wish to waive: ☐ TED 554 ☐ TED 584 ☐ TED 588

2. Unifying theme for activities: _____

3. Rationale for the Request (Explain how these activities will be applied directly to your teacher professional development in your specific area of emphasis):

4. Description of activities (Be sure to demonstrate that the activities are sequential, developmental, and based on a conceptual framework. Include information regarding activity goals, outcomes, and evaluation methods. Use a separate sheet of paper if necessary):

5. Timeline for completing activities (indicate duration of the activity and completion date)

6. District/Program Administrator's Signature of Approval for this request:

Signature

Date

Printed Name

Title

7. Attach copies of brochures, descriptions, evidence of actual time and quality of activity.

8. Education Specialist Program Coordinator's Signature of Approval for this request:

Barbara E. Bromley, Ph.D.

Date

Verification of Completion of Approved Non-University Activities

For Level II Candidates

Level II Candidate's Name: _____

Mailing address: _____

Home Phone Number: _____ Work Phone Number: _____

Email: _____

Bronco ID Number: _____

1. Area of Specific Emphasis: ☐ Mild/Moderate ☐ Moderate/Severe

2. Unifying theme for activities:

3. Exact date and times of activities:

4. District/Program Administrator's Signature verifying completion of activities:

Signature

Date

Printed Name

Title

5. Education Specialist Programs Coordinator's Signature verifying completion of activities:

Barbara E. Bromley, Ph.D.

Date



CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Memorandum

To: General Education Administrators

From: Dr. Barbara Bromley, Coordinator
Education Specialist Credential Programs

Re: Level II Completion for Cal Poly Pomona Concurrent Program Candidates in General Education Assignments

According to Section 80048.3 of Title 5, California Code of Regulations, pertaining to Special Education, Cal Poly Pomona Concurrent Teacher Preparation Program graduates (those earning both a Single Subjects or Single Subjects and an Education Specialist credential) may complete their Professional Level II Education Specialist Program while employed in general education. This general education position is described in the Title 5 Regulation as “a position not requiring the Education Specialist Instruction Credential but where duties include providing direct instruction to special education students.” The Level II applicant must verify the following.

1. The Verification of the Offer of Employment as an Education Specialist form (CL 777.1) must be completed by the employer;
2. The possession of a non-special education credential that authorizes employment in the position;
3. Although a general education position, the duties of the position are equivalent in nature to special education duties. A teaching position can be considered equivalent to a special education position, including a position such as teacher in a general education classroom where special education students are included, but not including positions such as curriculum consultant or administrator. A letter from the employing school district, county office, or Special Education Local Planning Area must verify the general education assignment, including a description of the duties and explanation of the assignment, and why the position does not require an Education Specialist Instruction Credential;
4. The Coordinator of the Education Specialist Credential Program at the college or university in which the applicant is enrolled must verify that experience is appropriate for the requested education specialist category (whether Mild/Moderate Disabilities or Moderate/Severe Disabilities) of the Preliminary Education Specialist Instruction Credential.

Thank you for your assistance.