



Department of Special Education & Interventions
Professional Program Admissions Checklist

Spring Due Date: February 10th

Fall Due Date: September 10th

Central's School of Education uses Student Learning & Licensure (SL&L) for applying to the Professional Program for Teacher Certification. Please use the following checklist to guide your Professional Program application process and to ensure that your application is complete.

PART I – Dean's Office Requirements*

**If you have questions about Part I requirements, please contact Assistant Dean Donna DeCarlo at decarlod@ccsu.edu or 860-832-2127.*

1. Student Learning & Licensure (SL&L)

- You will receive a link from Assistant Dean Donna DeCarlo to an application in **Student Learning & Licensure (SL&L)**.

2. Application

- Applicant completes directly in **Student Learning & Licensure (SL&L)**.

3. Two Recommendations

- From those who can best assess your potential as a special education teacher (not a relative).
- Use this form: [Recommendation Form](#) and have the completed recommendation **returned directly to you.**
 - Applicant is responsible for uploading completed recommendations to Student Learning & Licensure (SL&L).

4. Statement of Understanding

- Applicant completes directly in Student Learning & Licensure (SL&L).

5. Official Transcripts

- The transcripts submitted through Graduate Admission **DO NOT transfer** to Student Learning & Licensure (SL&L).
- Applicant is responsible for uploading transcripts to Student Learning & Licensure (SL&L) from ALL institutions.

6. Basic Skills Test Scores**

- Be sure to have all test scores **SENT DIRECTLY TO YOU.**
 - **DO NOT** send them to Central.

The basic skills testing requirements may be met in any one of the following ways:

1. A Praxis Core waiver issued by the CT State Department of Education prior to 2/1/2017;
2. **SAT scores that include a writing score;**
 - a. If you took the **SAT before 2006**, it **does NOT** include a writing score, so you will need to

take the **Praxis Core in Writing**.

b. If you took the **SAT AFTER 2006**, your score **includes writing**, so it is sufficient.

3. **ACT scores that include a writing score;**

4. **Scores on Praxis Core reading, writing, and mathematics tests;**

5. **SAT scores** (that do not include a writing score) **PLUS a Praxis Core in Writing score;**

a. If you took the **SAT BEFORE 2006**, **THIS is you 😊**.

6. **ACT scores** (that do not include a writing score) **PLUS a Praxis Core in Writing score;**

7. GRE scores that include a writing score and meet the institutional waiver standard*;

8. GRE scores that do not include a writing score but meet the institutional waiver standard* **PLUS a Praxis Core writing score;** or

9. PAA scores that meet the institutional waiver standard* **AND a Praxis Core writing score.**

*See [SAT, ACT, Praxis Core Academic Skills Test, GRE, PAA or an official waiver letter](#) for additional detailed information about basic skills test scores.

Applicants must submit credible evidence of the basic skills test(s) taken, the testing date(s), and the scores earned. We will accept any combination of the following forms of evidence:

- official test score report(s) showing test, score(s) earned, and date of testing;
- a Banner web printout showing SAT or ACT scores and test date; or
- a copy of the high school transcript showing SAT or ACT scores and test date.

If your scores will not arrive by the submission deadline, your application can still move forward 😊. Please contact Assistant Dean Donna DeCarlo at decarlod@ccsu.edu or 860-832-2127 to let her know.

Next Steps:

- The above materials will be reviewed by the Dean's office **after** the submission deadline.
- Once you are approved to move onto the interview portion of the application, the Department of Special Education & Interventions will reach out to you to schedule Part II – Special Education & Interventions Department Requirements.
 - **This typically occurs a few weeks after the submission deadline.**

PART II – Special Education & Interventions Department Requirements

Interviews are conducted **VIRTUALLY**. You will be asked to:

1. Participate in a Group Interview where you will:

- a. Respond to questions posed by department faculty.
- b. Complete an Exit Slip immediately upon completion of the interview.

2. Complete an On-Demand Essay Assessment

- a. When invited for the interview, you will receive access to an article to allow you to prepare.
- b. At the end of the interview, you will be given the writing prompt and deadline for submission.
 - **Block out time the day of the interview to complete the on-demand essay.**