



**Department of Special Education & Interventions  
Professional Program Admissions Checklist**

CCSU's School of Education and Professional Studies (SEPS) uses **Taskstream** 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.

**Spring Due Date: February 10<sup>th</sup>**

**Fall Due Date: September 10<sup>th</sup>**

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**PART I – Dean's Office Requirements**

- Click here for instructions on how to submit application materials through Taskstream:

[Taskstream Instructions for Professional Program Application](#)

- **Program: Special Education K-12 - Due** \_\_-\_\_-\_\_ (Day-Month-Year)
- **Code: APPSPED**

**Materials**

1. **Application** – Complete in Taskstream
2. **Two Recommendations** – From those who can best assess your potential as a special education teacher. See SPED Professional Program Recommendation Form:  
<https://www.ccsu.edu/sped/forms.html>.
  - a. Candidate is responsible for uploading completed recommendations to Taskstream.
3. **Statement of Understanding** – Complete in Taskstream.
4. **Official Transcripts** – From all institutions attended.
  - a. Candidate is responsible for uploading transcripts to Taskstream.
5. **Basic Skills Test Scores** – Documentation of scores on the [SAT, ACT, or Praxis Core Academic Skills Test or an official waiver letter](#) based on the GRE or PAA (uploaded to Taskstream). Documentation of scores includes 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:
  - a. official test score report(s) showing test, score(s) earned, and date of testing;
  - b. a Banner web printout showing SAT or ACT scores and test date; or
  - c. a copy of the high school transcript showing SAT or ACT scores and test date.

### *Next Steps:*

- The above materials will be reviewed by the Dean's office after the submission deadline.
  - Once 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.
    - This typically occurs a few weeks after the submission deadline
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## **PART II – Department Requirements**

- The Department of Special Education & Interventions conducts all interviews **virtually**.

## **Interview Information**

### **1. Participate in a Group Interview where you will:**

- Respond to questions posed by department faculty.

### **2. Complete an On-Demand Essay Assessment**

- You will read an article and respond to a writing prompt.
- Upon completion of the interview, you will be given instructions about this assignment.