



**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 10th

Fall Due Date: September 10th

PART I – Materials Submission to [Taskstream](#)

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. **Verification of Experience** – See SPED Verification of Experience in Schools Form:
<https://www.ccsu.edu/sped/forms.html>. Candidate is required to complete:
 - a. 30 hours with students with disabilities in special or general education settings.
 - b. 10 hours in general education settings.
 - c. Uploading completed form to Taskstream.
6. **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:

- All of 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.
 - This typically occurs a few weeks after the submission deadline
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PART II – Interview Information

The Department of Special Education & Interventions conducts all interviews **virtually**. You will be asked to:

1. **Prepare & Upload A Micro-Teaching Lesson to Blackboard**
 - You will record a 5-minute instructional lesson on a **non-academic** topic, activity, or skill of your choosing.
2. **View Colleagues Micro-Teaching Lessons prior to the interview**
3. **Participate in a Group Interview where you will:**
 - Provide feedback to colleagues on their micro-teaching lessons.
 - Respond to questions posed by department faculty.
 - Complete an Exit Slip
4. **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.