



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

CCSU's School of Education and Professional Studies (SEPS) uses **Taskstream** (<https://login.taskstream.com/pub/Enroll/>) 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

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.

Once your application materials are reviewed and approved by the Dean's office, you will be contacted regarding:

7. **Micro-Teaching Lesson** – you will record a 5-minute instructional lesson on a non-academic topic, activity, or skill of your choosing.
8. **Group Interview** – with other applicants and department faculty.
9. **On-Demand Essay Assessment** – you will be provided with an article ahead of time.