

PROFESSIONAL CLEAR LEVEL II EDUCATION SPECIALIST CREDENTIAL

Prior to beginning Level II, and during the semester of student teaching:

1. Complete a Preliminary Induction Plan in student teaching seminar
 2. If you have never attended SFSU, or if you have not been enrolled for two consecutive semesters, complete a university Graduate Application (Graduate Division, ADM 254, 415-338-2234) Check application deadlines on our website. www.sfsu.edu/~spedcd
 3. Follow the Level II sequence and submit Level II documents for the following deadlines:
Fall semesters: First Friday, December **Spring semesters: First Friday, May**
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YEAR I - INDUCTION YEAR

SEMESTER ONE: (Within 120 days of employment as a Level I Preliminary Education Specialist teacher.)

- A.** Enroll in *SPED 740: Induction Plan Development & Implementation*. Complete the following:
1. Identify District Support Provider authorized in your credential and complete data form.
 2. Meet with Advisor and develop an Induction Plan (2 pages); acquire signatures by a university advisor and district Support Provider.
 3. Begin Level II Portfolio that includes the following sections:
 - Induction Plan, Employment Verification, and Support Provider Data Sheet;
 - Induction Plan Review Record
 - Objective statements and reflections of accomplishments
 - Course work documentation (unofficial transcripts, syllabi and work samples)
 - Non-IHE Activity documentation
- B.** If desired, begin Level II course work and non-IHE activities as outlined by program area.
- C.** By semester deadline, submit one (1) copy of the following to the Department of Special Education. Retain original documents for subsequent semesters.
- Induction Plan (2 pages)
 - Employment Verification
 - Support Provider Data Sheet
 - Induction Plan Review Record

Meet with your District Support Provider and university Advisor to have your professional Portfolio evaluated and the above listed documents authorized prior to submitting for SPED 740 grading.

SEMESTER TWO:

- A.** Continue with Level II coursework, non-IHE and portfolio activities. Enroll in SPED 740 only if you intend to complete the Level II program in the second semester. Exit documentation is listed below.
- B.** Obtain a district observation of your teaching (may be on letterhead stationary, or school's evaluation form). Meet with your District Support Provider and university Advisor to evaluate your Portfolio, reflect changes and updates on documents, and obtain signatures as needed.
- C.** By semester deadline, submit one (1) copy of the following to the Department of Special Education. Retain original documents for subsequent semesters.
- Induction Plan (2 pages)
 - District Observation (one of two)
 - Induction Plan Review Record
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YEARS 2 - 5

- A.** Continue with Level II course work in credential area, non-IHE activities, and portfolio activities. Meet with a District Support Provider and university Advisor, and obtain signatures as needed.
- B.** Complete additional courses to clear the Level II Education Specialist Credential:
- Health Education (H ED 630, H ED 635 or other HED course approved by other campus);
 - CPR (online course not acceptable) – must cover infant, child and adult CPR; and
 - Technology (ITEC 601, or approved substitution technology course).

EXIT SEMESTER:

1. Enroll in *SPED 740: Induction Plan Development & Implementation*.
2. Complete the following requirements and submit one (1) copy to the Department of Special Education before the semester deadline. A grade will be provided for SPED 740. You retain original documents.
 - Induction Plan (2 pages)
 - Induction Plan Review Record
 - District Observation (2nd of two)
 - Unofficial Transcripts
 - All Non-IHE Activities documentation
 - CAP Form
3. Apply for the Award of the Professional Level II Education Specialist Credential with the Credentials Services Teacher Preparation Center, BH 244, (415) 405-3594. <http://www.sfsu.edu/~cstpc/>