



May 31, 2018

Dear Applicant:

We are delighted to have you apply to our new Education Preparation for Inclusive Classrooms (EPIC) Credentials Program. Please note the following:

We are currently accepting applications until all openings are filled. Please do try to submit all documents at time of application, however, in order to reserve your potential spot, pay the application fee and start submitting application materials now even if you don't yet have ALL of the required documents. If you are waiting to receive documents from senders, please upload them to CAESAR as you receive them.

- **All EPIC Applications and requested documents must be submitted *online* at [http:// caesar.sccoe.org/](http://caesar.sccoe.org/); please see attached instructions and read carefully.**
 - A \$75 (non-refundable) application fee must be submitted with your application; Credit card payments can be completed online through Caesar at <http://caesar.sccoe.org/>. Checks are payable to: **SCCOE - EPIC** and can be mailed or brought to:
 - Santa Clara County Office of Education
 - Credentialing Programs c/o Brenda Mariano-Paz
 - 1290 Ridder Park Drive MC 255B
 - San Jose, CA 95131
- When applying to our program, please use your full and legal name (no nicknames)
- Fill out all sections of the profile, including the medical, emergency and employment sections
- Upload all requested documents

Once all application materials have been received and reviewed, the EPIC program office will contact Preliminary candidates via the email provided on the application to schedule an admissions interview.

For any questions regarding application instructions, payments or transcripts, or for any other inquiries regarding the EPIC program, please contact our office at:

Mailing address: Santa Clara County Office of Education Credentialing Programs 1290 Ridder Park Drive San Jose, CA 95131 408-453-6522	EPIC Credentialing Programs Office Contacts: Assistant Director: MAK Kegelmeyer mak.kegelmeyer@sccoe.org 408-453-4256 Program Assistant: Celina Rose Gutierrez Celina_gutierrez@sccoe.org 408-453-6522
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Please continue reading for application documentation requirements on page 2.



1290 Ridder Park Drive • MC 255-B • San Jose, CA 95131 •
(408) 453-4259



Below are the required documents you will need to upload to CAESAR.

A checklist is provided for your convenience.

Application Document Requirements for Preliminary Credential Program Candidates:

- One page typed *Statement of Intent* (12 font, double spaced) expressing your goal(s) in seeking an education specialist teaching credential in the area of Early Childhood Special Education or Moderate/Severe disabilities. The template can be found at EPIC.SCCOE.ORG
- Submit a copy of CBEST, with all three scores (no exceptions)
- Mail in all official college transcripts (Bachelors of Arts or Bachelors of Science required). Please mail original transcripts to:
 - Santa Clara County Office of Education
 - Credentialing Programs, c/o Brenda Mariano-Paz
 - 1290 Ridder Park Drive, MC 264, San Jose, CA 95131.
- Submit an unofficial copy of transcripts to CAESAR if you don't have originals when you apply. **Mail the official transcripts once you receive them.**
- Copy of CSET Results for AT LEAST one subtest, whether or not passed (*Moderate/Severe applicants only*). *If you have not yet completed the CEST requirement, you may submit proof (such as a receipt of scheduled test), if you are scheduled to take the test in the near future.*
- Two Letters of Recommendations; one letter must be from a supervisor. *Please make sure the letters are dated within the past three years and signed by recommender.*
- Proof of completion of a Child Development Course. *If you have not yet met this requirement, a Child Development course guide is available at EPIC.sccoe.org. Please submit evidence of a course in progress if you are planning on taking this course prior to program start in order to meet this requirement for provisional acceptance.*
- Proof of completion of a US Constitution Course or the equivalent or proof of completion of the exam at www.USConstitutionexam.com
- CPR certification: *Please note, this requirement does not need to be met at time of application. If accepted into a program, applicant must complete certification by end of winter quarter of year one.*

Application Document Requirements for Clear Induction Program Candidates

- Copy of your current credential
- Proof of Employment, or offer of employment, under the credential that you are enrolling to clear
- For applicants with a **Level 1 credential**, you must submit proof of completion (copies) for Health Education & Computer Education Courses prior to completion of the program (Please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl808c.pdf> for CTC requirements)



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