

EDUCATOR PREPARATION PROGRAMS

Education Preparation for Inclusive Classrooms (EPIC)

Application Requirements Checklist- Mild Moderate/Moderate Severe

- B/A or B/S-Official Transcript
 - Mandatory requirement for acceptance into program
- US Constitution Course or Exam
 - Mandatory requirement for acceptance into program
- CBEST Exam
 - Recommended at time of application submission but not required
- CSET Exam
 - Recommended at time of application submission but not required
- Letter of Intent
 - Mandatory requirement for acceptance into program
- Letter of recommendation-Supervisor
 - Mandatory requirement for acceptance into program
- Letter of recommendation-Other
 - Mandatory requirement for acceptance into program
- Verification of Employment
 - Mandatory requirement for acceptance into program for E1A1 grant applicants only
- Cardiopulmonary resuscitation (CPR)
 - Recommended at time of application submission but not required

Apply here: EPPScholar.sccoe.org

See below for information regarding a specific requirement

B/A or B/S-Official Transcript

Official Transcript Verification description:

The credential approved programs in the Education for Inclusive Classrooms (EPIC) program offered by Educator Preparation Programs (EPP), require eligible candidates to have obtained a B/A or B/S per Education Code §44225(a)(1)(A), which defines “possession of a baccalaureate degree from a regionally accredited institution” as one of the basic requirements for a preliminary teaching credential. Title 5 of the California Code of Regulations §80435 defines what should be submitted with applications for credentials, certificates, and permits to verify coursework or



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baccalaureate requirements. Educator Preparation Programs will request official transcripts for verification purposes pursuant to the regulations determined by the California Commission on Teacher Credentialing (CTC).

How submit proof of the Official transcript verification requirement

- Paper transcripts can only be accepted as official if it is delivered to us in the original envelope sent by the institution, and in its original delivery state (unopened and with security seals intact).
 - Mail official transcripts to:

Educator Preparation Programs c/o Celina Gutierrez
Santa Clara County Office of Education 1290 Ridder Park Dr. MC 232 San Jose, CA 95131

- Electronically transmitted transcripts must be received from the degree granting institution, either directly or through a vendor used by the institution, or from a 3rd party other than the applicant.
 - Digital secure official transcripts can be emailed to:

EPP@sccoe.org

Subject Line: Official Transcript Verification.

- Foreign transcripts must be evaluated from an approved CTC organization, and delivered to our program either through mail delivery or electronically transmitted
 - [See here for list of approved organizations.](#)

Unofficial transcripts can be accepted provisionally to verify enrollment if applicant has indicated at time of application submission that they [the applicant], is in the process of or has already order an official transcript be delivered either through mail delivery or electronic submission as determined in the description above.

For more information about transcript requirements per CTC regulations, please visit the Commission website at ctc.ca.gov.

US Constitution Course or Exam

How to meet this requirement

- This requirement can be met if applicant has completed one of the following



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- A. Completed a course (at least two semester units or three-quarter units) in the provisions and principles of the United States Constitution (typically US History 1 and 2, and/or American Government/Politics), at a regionally accredited college or university. Applicant can submit official transcripts to verify.
- B. Pass an examination in the provisions and principles of the U.S. Constitution given by a regionally accredited college or university. Applicants can complete this exam at <https://usconstitutionexam.com/>. Please upload your exam results upon completion. Find out more about the US Constitution requirement at CTC.CA.Gov.

How submit proof of meeting this requirement

- Applicants who hold a BA/BS from a CSU or UC, **have met this requirement**. To verify this, please upload a copy of your unofficial transcripts.
- If you have completed the exam, please upload a copy of your completed exam certificate

CBEST Exam

This requirement is not mandatory for the application; however, it is strongly advised that applicants attempt to complete this requirement prior to enrolling or soon after applicant has been accepted into the program. This requirement **will need** to be met within the applicants first year in the program to become intern eligible within the specified timeframe.

How to meet this requirement

- This requirement can be met if applicant has completed the following
 - Passed all three subtests of the CBEST exam.
 - Applicants can sign up for this exam at <https://www.ctcexams.nesinc.com/>

How submit proof of meeting this requirement

- If you have completed and passed all three subtests the exam, please upload a copy of your completed exam certificate
 - Please do not upload copies of failed exams in place of this requirement

CSET Exam



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This requirement is not mandatory for the application; however, it is strongly advised that applicants attempt to complete this requirement prior to enrolling or soon after applicant has been accepted into the program. This requirement **will need** to be met within the applicants first year in the program to become intern eligible within the specified timeframe.

How to meet this requirement

- This requirement can be met if applicant has completed the following
 - Passed all three subtests of the CSET exam (Multiple subject exams suggested)
 - Applicants can sign up for this exam at <https://www.ctcexams.nesinc.com/>

How submit proof of meeting this requirement

- If you have completed and passed all three subtests the exam, please upload a copy of your completed exam certificate
 - Please do not upload copies of failed exams in place of this requirement

Letter of Intent

All applicants need to fill out this letter of intent form.

How to meet this requirement

- This requirement can be met if applicant has uploaded the following
 - Letter of Intent form- [Please use this template here](#)

Letter of Recommendation-Supervisor

How to meet this requirement

- This requirement can be met if applicant has uploaded the following
 - A letter of recommendation from most recent supervisor that is signed and dated by recommender

Letter of Recommendation- Other

How to meet this requirement



EDUCATOR PREPARATION PROGRAMS

Education Preparation for Inclusive Classrooms (EPIC)

- This requirement can be met if applicant has uploaded the following
 - A letter of recommendation from a non-family member that can speak of the applicant's character. This letter needs to be signed and dated by recommender. Suggestions of recommenders are colleagues, college professors, other managerial staff, or employers

Verification of Employment

This requirement is mandatory for applicants applying for the Earn One Add One grant

How to meet this requirement

- This requirement can be met if applicant has uploaded the following
 - A verification of employment from current employer. The verification can be in the form of an official letter that is signed and dated by employer and indicates applicant's employment placement, or a contract that is signed and dated by the district.

Cardiopulmonary resuscitation (CPR)

This requirement is not mandatory for the application; however, it is strongly advised that applicants attempt to complete this requirement prior to enrolling or soon after applicant has been accepted into the program. This requirement **will need** to be met within the applicants first year in the program to become intern eligible within the specified timeframe.

How to meet this requirement

- This requirement can be met if applicant has uploaded the following
 - A verification of having completed a certification program in Cardiopulmonary resuscitation in adult/child/infant CPR
 - The certification can be completed through in-person CPR course or online (in-person course preferred)
 - See below for some suggestions of where you can meet this requirement
 - [National CPR Foundation \(online certification\)](#)
 - [Red Cross](#)
 - [American Heart Association](#)

EDUCATOR PREPARATION PROGRAMS

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Please contact our program office at epp@sccoe.org with any questions about the application process

