



Dear Applicant:

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

We are currently accepting applications for the fall of 2019. We will accept applications until August 1st, or until all openings are filled, whichever comes first. Please get all of your application materials submitted in a timely fashion. Even if you only have some of the required documents, it is advised you start the process as soon as you apply. You may still apply and upload the documents you do currently have in your possession while you wait for your other application materials to arrive.

All EPIC Applications must be created online at <http://caesar.sccoe.org/>; additionally, all required documents must be uploaded to Caesar to be reviewed by our admission staff. ***Please do not email us application documents.*** Please see the attached user guide with instructions on how to create an application. You can find the Caesar user guide on our website at EPIC.sccoe.org.

A \$75 (non-refundable) application fee must be submitted with your application.* Preferable payment method is through credit or debit card. Credit or debit card payments can be submitted through Caesar on <http://caesar.sccoe.org/>. Additionally, you can call our office at 408-453-4258 to make a payment over the phone. Please have your credit or debit card ready. We will also accept checks.

Please make checks payable to: SCCOE – EPIC. They can be mailed or brought to:

Educator Preparation Programs, c/o Brenda Mariano Paz
1290 Ridder Park Drive MC 232, San Jose, CA 95131.

**Please note: once you create your application, you will have to go into your payments section on Caesar to pay your application.*

Below are the required documents you will need to upload on your application to reach completion.

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 tests validating passing scores (no exceptions)
- Mail in all official college transcripts (Bachelors of Arts or Bachelors of Science required).

Please mail original transcripts to:
Educator Preparation Programs, c/o Celina Gutierrez,
1290 Ridder Park Drive, MC 232, San Jose, CA 95131.



- You may upload an unofficial copy of transcripts onto Caesar if you don't have originals when you apply. Mail the official transcripts once you receive them.
- Please note that if you received your degree in another country other than the United States, it will need to be evaluated by an organization approved by the CCTC. The approved organizations can be found here:
<https://www.ctc.ca.gov/docs/default-source/leaflets/cl635.pdf?sfvrsn=6>.

- Copy of CSET results for AT LEAST one subtest, whether or not passed.
 - This requirement is for Moderate/Severe candidates only
- Two signed Letters of Recommendations; one letter must be from a supervisor.
 - Please make sure your letters are signed and dated 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 for your convenience. Please feel free to review it to find local and online options for meeting this requirement.
- Proof of completion of a US Constitution Course or the equivalent or proof of completion of the exam at www.USConstitutionexam.com

Application Document Requirements for Clear Induction Program Candidates

- Copy of your current credential
- Verification of current employment
- Proof of completion (copies) for Health Education & Computer Education Courses if you have a **Level 1 credential**
(Please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl808c.pdf> for CTC requirements)

Once **all** application material is submitted, you will receive next step instructions via email.

If you need additional assistance during the application process, or have any further questions, please feel free to contact Celina Gutierrez at 408-453-6522 or via email at Celina_gutierrez@sccoe.org.