### Status  Program Requirements

_____ Submit Application for Admission to the M.S. in Teaching, Learning and Leadership, Special Education option at [http://gradcollege.okstate.edu](http://gradcollege.okstate.edu)

_____ Submit Application for Admission to OSU’s Professional Education Unit as a Special Education candidate @ [http://tinyurl.com/osuprofedapp](http://tinyurl.com/osuprofedapp)

_____ Retain Full Admission to OSU’s Professional Education Unit. See OSU’s Office of Professional Education [https://education.okstate.edu/peu](https://education.okstate.edu/peu)

_____ Maintain Graduate College Academic Standing Minimum Grade Requirements per the current OSU catalog [www.okstate.edu/registrar/Catalogs/Catalog.html](http://www.okstate.edu/registrar/Catalogs/Catalog.html)

_____ Adhere to all program requirements, guidelines, policies and procedures included in the Special Education Program Handbook

_____ Passing scores on Certification Exams for Oklahoma Educators (sign up at [http://www.ceoe.nesinc.com](http://www.ceoe.nesinc.com)):
  - OGET
  - OSAT-Mild-Moderate Disabilities

_____ Pass the Comprehensive Exam for the M.S. in TLL/SPED degree

_____ Successfully complete the SPED Professional Portfolio (Purchase LiveText at OSU Bookstore or at [http://livetext.com](http://livetext.com) $115):
  - Complete the following coursework

#### Phase One (Boot Camp) Requirements Leading to OSU Recommendation for Provisional Certificate

**Nontraditional students who complete an OSDE approved Boot Camp before beginning the OSU SPED program must submit their Boot Camp completion letter when applying to the OSU Special Education program. OSU will only provide a Boot Camp completion letter for students who successfully complete all required Boot Camp coursework at OSU.**

_____ Complete Boot Camp Coursework (10 hours needed: 3.0 GPA with no grade below “C”)
  - SPED 5623 Characteristics of Mild-Moderate Disabilities
  - SPED 5743 Planning and Instruction in Special Education
  - SPED 5883 Classroom and Behavior Management
  - SPED 5620 Practicum with Exceptional Learners (1 hour)

_____ Special Education Core Requirement Hours Needed

_____ Receive Letter of Completion from OSU PEU Office to submit to the OK SDE with application for one-year provisional certificate (renewable up to two times.) Letters will be issued after final grades are posted.

#### Phase Two Requirements Leading to OSDE certification through the Non-Traditional Route to Special Education Certification

Students pursuing the nontraditional route must request an annual progress letter to include with their annual renewal application for their one-year provisional certificate (renewable up to two times). Students should request an annual progress letter from the Special Education program coordinator. Letters will only be provided to students who successfully complete a minimum of 6 hours within the 12 months prior to the letter request. Only coursework completed at OSU will be included in the letter provided by OSU. The OSDE refers to the yearly progress letter as a plan of study. The yearly progress letter is NOT the plan of study OSU students submit to the Graduate College.

#### Status  Special Education Core Requirements (12 hours needed: 2.50 GPA with no grade below “C”)

- SPED 5683 Models of Instruction in the Inclusive Classroom
- SPED 5673 Improving Literacy Skills of Individuals with Disabilities OR approved reading course (Must pass OK Reading Test)
- SPED 5743 Planning and Instruction in Special Education
- SPED 5150 Seminar in Special Education

#### Status  Area of Emphasis (Mild/Moderate 15 hours needed up to six hours can be approved elective courses): 2.50 GPA with no grade below “C”)

- SPED 4723 Transition into Adulthood for Individuals with Disabilities
- SPED 5123 Characteristics & Teaching Methods for Students with Autism Spectrum Disorders
- SPED 5620 Practicum with Exceptional Learners
- SPED 5623 Characteristics of Students with Mild/Moderate Disabilities
- SPED 5783 Assessing Students with Disabilities
- SPED 5883 Classroom and Behavior Management
- SPED 5993 Culturally Responsive Teaching in Special Education

Placement in field experiences or clinical practice (student teaching) is not guaranteed. Exhibiting professional dispositions, approval by program faculty, and acceptance by a school are all factors in eligibility for placements.
Special Education Core Requirements

Area of Emphasis (Mild/Moderate) SPECIALIZATION GPA: ______

TOTAL HOURS NEEDED GRAD RETENTION/CUMULATIVE GPA: ______

Apply for certification through the OK State Department of Education http://sde.ok.gov (This path does not lead to an OSU recommendation for certification; instead, you apply directly to the OK SDE for your certificate.)

Students should read information at https://education.okstate.edu/sped/cert regarding becoming a “highly qualified” special education teacher.

The student appeal process and other policies are available on the Professional Education website. Office of Professional Education, 325 Willard Hall Stillwater, OK 74078-0431, 405.744.6252, Fax: 405.744.1834 http://www.okstate.edu/peu

The following signature indicates the student has read and understands this checklist:

Name: ___________________________ Date: ___________________________

Office of Professional Education
325 Willard Hall
Stillwater, OK 74078
405-744-6252

Special Education Program Coordinator:
Dr. Penny Cantley
Email: penny.cantley@okstate.edu
405-744-9505

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