Admission Requirements &
Instructions for Completing the Special Education Program Application

Admission Requirements

1. Certification Central (CC) is an enroll anytime program with no deadlines. After you submit the completed application, you will be notified of our admission decision within 1 week.

2. You must have earned a Bachelor's degree in any field from an accredited institution.

3. Your cumulative GPA (or junior/senior year) must be a minimum of 2.75. You will verify this with your transcripts. For the application, you can submit unofficial transcipts. If accepted into CC's program, you will submit official transcripts prior to starting.

4. You must pass a recent FBI background check (no older than 3 months) or submit a copy of your current ND's Educator Professional License (expired license can't be accepted). Regarding the background check, start this application early as you are going to need to ensure you have a completed background check. Such a check can take weeks to complete. Use the following link to request an FBI Background check. Be sure to read through the instructions carefully. http://www.fbi.gov/about-us/cjis/identity-history-summary-checks Attach the receipt of a cleared background check in your application.

5. You need 3 professional letters of recommenation that speak to your experiences or interests in the field of special education. Please avoid submitting references from friends and family. You will collect these letters then submit them when you complete the application.

6. Update your resume, as you will be uploading this in your application.

7. You will write 2 essays as part of your application package. These essays should be written in one document and answer the following (please use headings):

   - Essay 1: Explain your experiences or interests in working with individuals with disabilities and what you learned from these experiences.
   - Essay 2: Certification Central's program is fully online and self-paced with virtual coaching sessions. Explain how this program is a good fit for you.

Application Directions

1. Click here to access the special education program application
   https://certificationcentral.education/sped-full-licensure-program-application/
2. Before beginning the application please do the following:
   a. When submitting your transcripts, please combine them into 1 file as part of the application. Remember, this transcrips can be unofficial for the application process.

   b. When submitting your 3 professional letters of recommendation, please combine them into 1 document as part of the application.

   c. Ensure your essays are in 1 document and include the following headings: **Essay 1, Essay 2.**