



Special Education Licensure Program

Admission Requirements, Decisions, & Instructions

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/discipline 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 transcript(s). For the application, you can submit unofficial transcripts. If accepted into CC's program, you will submit official transcripts prior to starting.
4. You must pass a Criminal History Record 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, do this right away as the process can take a while. Use the following link to download and print the Non-Criminal Justice Request for Criminal History Record Information. The top part is already filled out. Be sure to read through the instructions carefully and include the \$15 fee.
<https://certificationcentral.education/wp-content/uploads/2024/04/BCI-Background-check-request-form.pdf>
The criminal history report will be mailed directly to Certification Central, and we will notify you of receipt. It typically takes 7-10 business days to process.
5. You need 3 professional letters of recommendation 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. Finally, identify two professional goals.

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- 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.

Admission Decisions

After reviewing your application, an admission decision will be made to include one of the following:

1. **Full Admission to the Program:** This means you will have access to all training modules in the program with no restrictions.
2. **Provisional Admission to the Program:** This means you will be permitted to take one training module. You must complete this module with a rating of Connecting (3.0) then you will earn full admission to the program.
3. **Denied Admission to the Program:** This means you did not meet the requirements of the program. You will be provided with the reason for the denial.

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 transcript(s) 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.**