

**INSTRUCTIONS FOR COMPLETING
THE COLLEGE OF EDUCATION APPLICATION
Statewide Program
Post-Baccalaureate in Special Education (PB-SPED) Program
Mild/Moderate Disabilities**

Application Deadline November 1, 2007, for Fall 2008 Admission

Background Information:

The College of Education Department of Special Education (SPED) is offering a Statewide Post-Baccalaureate Program which leads to eligibility for a license to teach in SPED. The admission requirements for this program are listed below. Please read carefully before completing your application. If you have any questions or concerns, call the Office of Student Academic Services (OSAS) at (808) 956-7849 or contact us via e-mail osas@hawaii.edu. We look forward to hearing from you.

Thank you for your interest in this program. All of the documents required for admission must be received (not postmarked) by November 1, 2007, for Fall 2008 admission in order for an applicant to be considered for admission to the College. **Only applicants who have submitted the COE Application with all supporting materials and documentation will be given consideration for admission.** You will be notified as soon as possible by mail.

Admission Requirements:

- Bachelor degree from an accredited institution (any field)
- 2.75 cumulative grade point average (GPA)
- Evidence of successful completion of the PRAXIS PPST/C-PPST Test
- Minimum of 40 hours of current (within the past 5 years) group leadership involvement (field experiences) with students
- Successful completion of a personal admissions interview

APPLICATION PROCEDURE:

1. Submit the COE application by November 1, 2007, for Fall 2008 admission to:

College of Education
Office of Student Academic Services
1776 University Avenue, Everly Hall, Room 126
Honolulu, HI 96822

2. Submit a Fall 2008 University of Hawai'i System Application Form (SAF) to UHM's Office of Admissions and Records (A&R) by November 1, 2007, to:

Admissions & Records
Queen Lili'uokalani Center for Student Services
2600 Campus Road, Room 001
Honolulu, HI 96822

The **Fall 2008 SAF** may be downloaded from August 2007, at:

<http://www.hawaii.edu/academics/admissions/contacts.html>

When writing certificate/degree information on Page 11 of the SAF, applicants should list **PCERT** as their certificate/degree and **SPED** (Special Education) as their major.

3. Arrange to have official transcripts from **all** post-secondary institutions (except UH System) sent directly to A&R. **Official transcripts sent to A&R must be received by November 1, 2007, for Fall 2008 admission.**
4. Schedule interview. (See instructions below.)
5. Fulfill the admission test requirement(s). **Successful passing test scores must be received by the University of Hawaii at Mānoa by November 1, 2007, for Fall 2008 admission.** Only official test results sent to the University of Hawaii by the Educational Testing Service (ETS) will be accepted. Student copies of test results will not be accepted.

The applicant may take the C-PPST (Reading, Writing, Math) at the UH-Mānoa Testing Center by calling (808) 956-3454 or (808) 956-3455, to schedule an appointment time. The tests are administered Monday through Saturday at either 8:00 a.m. or 12:30 p.m. Please note that the latest you will be able to take the tests at UH-Mānoa is October 1, 2007, for the scores to be received by November 1, 2007.

INTERVIEW INSTRUCTIONS:

Only applicants who have successfully completed all admissions requirements will be able to schedule Personal Admissions Interviews. If you are uncertain about the status of your application, you may call or visit OSAS.

Personal Admissions Interviews will begin November 26, 2007, for Fall 2008 admission. **Applicants must reserve a date and time for an interview by calling OSAS neighbor island advisors between November 13, 2007 and November 23, 2007.**

Stipends: Stipends are available. Stipends require a 3-year commitment to serve as a special education teacher in the DOE. Please contact the Special Education department at (808) 956-7956, for additional information.

If you have any questions, please contact:

- Maui, Molokai, Lanai Tom Benjamin (808) 984-3526 or tbenjami@hawaii.edu
- Kauai Scott Robinson (808) 241-7122 or scottdr@hawaii.edu
- Big Island COE Office of Student Academic Services (808) 956-7849
or osas@hawaii.edu

All documents must be received (not postmarked) by November 1, 2007, for Fall 2008 admission program starting in May 2008.

The University of Hawaii at Mānoa is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, and veteran status. This policy covers admission and access to, and participation, treatment and employment in the University's programs, activities, and services. For more information on equal opportunity and affirmative action policies and complaint procedures, contact:

Students: Alan Yang, Dean of Students, 956-3290 (V/T)

Employees: Mie Watanabe, EEO/AA Director, 956-7707 (V/T), email: eeo@hawaii.edu

Disability Services: Ann Ito, KOKUA Program Director, 956-7511 (V/T), email: kokua@hawaii.edu

International Students: Linda Duckworth, International Student Services Director, 956-8613,
email: issmanoa@hawaii.edu