



VCU School of Education

[M.Ed. in Special Education, General Education Concentration](#) for [Certificate in Special Education K-12 Teaching](#) alums

[Certificate in Special Education K-12 Teaching](#) completers are able to transfer up to 25 credit hours (grades of B or better) of coursework toward the [M.Ed. in Special Education-General Education concentration program](#). This means that you may only need 12 graduate credit hours (4 courses) and fulfill other program and state requirements (e.g., e-portfolio, comprehensive exam) to complete the master's degree in special education. To be eligible for this certificate-to-M.Ed. transfer, you must apply within **7 years** of when you began your certificate. We recommend you apply in the final semester of your certificate program to seamlessly continue on to the M.Ed. program. **This transfer opportunity is applicable only to the general education concentration at VCU/SOE.**

Application Deadlines: [Fall/Summer \(March 15\)](#), [Spring \(Nov. 1\)](#) – [Late applications will be reviewed on a case-by-case basis.](#)

Step 1: **Create Your Application Account:** Go to the [graduate admissions website](#) website and below “Graduate Programs”, choose “2024 Applications” then “Application for all other graduate programs”.

Step 2: **Statement of Intent:** VCU requires that prospective students provide a written statement of purpose for all graduate program applicants. This can be 2 pages, double spaced and you can utilize the same statement of intent that you submitted for your Certificate Program Application.

Step 3: **References:** Since you have submitted **three letters of reference** for your certificate application, two of your past recommendations can be used in your new application if you completed your program since 2019.

If you would like to use two past references for your new application:

- 1) Enter **TWO references from your past application** (name and email) that you would like used in your new application. **PUSH SAVE, not submit** and email soeogs@vcu.edu with your name, email, and that you are a past certificate student who would like two of your references (list them please), manually added from your past application to your new M.Ed. application.
- 2) Enter the name and email for your current certificate coordinator to submit your third reference.

Note: *If you completed your program before 2019, you may need to upload two new letters of recommendation. You may also choose to identify two new references (in addition to the current certificate coordinator) for your M.Ed. application as well.*

Step 4: **Transcripts:** If you have completed the certificate within the last seven (7) years, and you submitted your

official transcripts in that application, please list your academic history as that will alert our teams to manually add your past transcripts to your M.Ed. application.

Step 5: **Submit application fee and push submit**: You have the option to submit without the application fee yet your application will not be moved forward for review until the application fee is submitted.

Step 6: **Receiving and accepting your admissions decision**: Your official admissions letter will come from VCU graduate admissions and you will **accept your offer through your VCU admissions online portal**. This will allow the system to create a formal account that will allow you to register.

Please contact us at with any questions throughout the process: soeinfo@vcu.edu and/or soeogs@vcu.edu.

M.Ed. in Special Education, Certificate Completer Frequently Asked Questions

Electronic Portfolio

You are required to complete an electronic portfolio as a part of your final program evaluation in the masters of education program. The e-Portfolio will reflect teacher candidates' expertise in lesson/intervention planning, student/child assessment, academic creativity, and professional progress that will be developed over the program of study. The e-Portfolio requires that you have your "Key Assignments" from the courses that you took while in the [certificate](#) program. If you do not have the "key assignment" for a particular course then you may be required to re-do it in order to have the 3-credit hours for that course to transfer. Once you have applied to the master's program, the program coordinator will ask you about the whereabouts of your key assignments. **It is advised that you search for past key assignments upon admission to the program.**

Student Teaching

SEDP 700 is required and considered your **student teaching**. If you are currently working in the classroom as a full-time special education teacher, you **are** eligible to complete your student teaching in your current classroom. **Translation = you do not have to quit your jobs to do the semester-long student teaching.**

Final Comprehensive Exam

There is a final multiple-choice comprehensive exam also required for completing the program. This exam broadly assesses your knowledge through a sampling of questions representing each of the core special education content courses in the program of study. You should discuss this with your M.Ed. coordinator and advisor after you are accepted into the program.

Teacher Preparation and Externship Application: Exams

Certificate students complete the Admission to Teacher Preparation process (and submit their VCLA scores) as part of the cert program (in the semester prior to completing the practicum course). If you have not completed these assessments, you may be required to take the [Virginia Communication and Literacy Assessment](#) (VCLA) for admissions to Teacher Preparation. Discuss this with your M.Ed. coordinator and advisor after you are accepted into the program.

Praxis Teaching Reading: Elementary (5205) test assessment is not due with your externship application; it is due by the completion of your externship, SEDP 700, and is required for licensure. Praxis 5205 is absolutely required in order to obtain the endorsement; you must submit passing Praxis scores (159). This is a VDOE licensure requirement. Please visit [this website](#) for test information and registration for Praxis (5205).

Remaining Master's Program Courses

You will work with the M.Ed. coordinator and advisor to identify the remaining courses needed to satisfy program requirements.

Student Status

After you are admitted to the Master's program, you have up to six years to complete the Master's degree. To be eligible to graduate upon completion of the Master's program of study, you must meet the minimum GPA requirement of a 3.0.

Financial Aid

Following admission to the M.Ed. program and once you are enrolled in courses, you may be eligible for financial aid. You must be enrolled in at least 5 graduate credit hours in a semester to be eligible for financial aid. Estimate your program expenses using the [Graduate Tuition Calculator](#). These School of Education specific [financial aid](#) and [tuition resource](#) pages may also be useful.

Please contact the M.Ed. program coordinator with any questions throughout the application process.