

AMERICAN ACADEMY
of
SPECIAL EDUCATION
PROFESSIONALS (AASEP)



APPLICATION HANDBOOK

for

***CERTIFICATES OF ADVANCED
PROFESSIONAL DEVELOPMENT***

&

***BOARD CERTIFICATION IN SPECIAL
EDUCATION (B.S.C.E.)***

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Overview of AASEP

The American Academy of Special Education Professionals (**AASEP**) establishes a sense of community among special education professionals throughout the United States. **AASEP** dedicates its efforts and resources to the enhancement of the academic, psychological, physical, and social needs of infants, toddlers, children, adolescents, and young adults receiving services for their special needs. Membership in the Academy is available to college and university professors, school administrators, educational evaluators, professionals, psychologists, psychiatrists, medical doctors, directors of special education services, directors of early intervention agencies, infant-toddler service coordinators, transition service coordinators, speech and language pathologists, occupational and physical therapists, and all other professionals in the field of special education.

AASEP strives to advance and encourage the professional development of its members through networking, research, publications, and membership benefits. It is the vision of the Academy to promote a community of professionals who can work together and learn from each other. Achievement of this vision requires a goal oriented, dedicated, and commitment focused organization whose mission is to attain optimal academic, psychological, physical, and social success for infants, toddlers, children, adolescents, and young adults receiving services for their special needs.

Mission Statement of AASEP

The mission of the American Academy of Special Education Professionals (**AASEP**) is to establish a sense of community among special education professionals throughout the United States. Achievement of this vision requires a goal oriented, dedicated, and commitment focused organization whose mission is to attain optimal academic, psychological, physical, and social success for infants, toddlers, children, adolescents, and young adults receiving services for their special needs.

Code of Ethics

Preamble--Statement of Purpose

The Code of Ethics of the American Academy of Special Education Professionals (**AASEP**) established principles and guidelines to enhance practice and inspire professional excellence. Members of **AASEP** must recognize a responsibility to children with special needs, their parents, the community, to other professionals, and to themselves.

AASEP adheres to the idea that a commonly held set of principles can aid in the individual exercise of professional judgment. The Code of Ethics speaks to the core values of the profession.

The term "Academy Members" as used throughout represents all members of the American Academy of Special Education Professionals

The following Six Principles adopted by the American Academy of Special Education Professionals (**AASEP**) are not laws, but standards of ethical behavior and conduct. Adherence to this Code of Ethics is a binding condition of membership in The American Academy of Special Education Professionals

Principle I: Academy Members nurture the academic, psychological, physical, and social potential of children with special needs

I-A. Academy Members promote growth in all students through the integration of academic, psychological, physical, and social learning.

I-B. Academy Members respect the inherent dignity and worth of the children with whom they work

I-C. Academy Members help children with special needs to value their own identity, learn more about their disabilities, and help them reflect on their own learning and connect it to their life experience.

Principle II: Academy Members apply their professional knowledge to create a professional and supportive environment for children with special needs

II-A. Academy Members apply their professional knowledge to promote student success.

II-B. Academy Members develop and implement programs based upon a strong understanding of human development and learning theory.

II-C. Academy Members advocate for necessary resources for students to achieve their highest level of success

II-D. Academy Members strive to ensure access to needed information, services, and resources for children with special needs.

Principle III: Academy Members commit to their own learning in order to develop their professional development.

III-A. Academy Members recognize that professional knowledge and development are the foundations of their practice.

III-B. Academy Members know their subject matter and respect the reciprocal nature of learning between themselves and the children with whom they work.

III-C. Academy Members engage in a variety of individual and collaborative learning experiences essential to develop professionally, drawing on and contributing to various forms of educational research to improve their own practice.

III-D. Academy Members practice within their areas of competence and develop and enhance their professional expertise.

III-E. Academy Members pursue knowledge of new developments and maintain competence in their respective fields through education, training, or supervised experience.

Principle IV: Academy Members respect, support, and collaborate with colleagues and other professionals in the interest of children with special needs with whom they work.

IV-A. Academy Members encourage and support their colleagues to build and maintain high standards.

IV-B. Academy Members respect fellow professionals and work to maintain a collegiality with the individuals in their respective professions.

IV-C. Academy Members shall not maliciously injure the professional reputation or practice of colleagues.

IV-D. Academy Members shall not make false or malicious statements regarding a colleague's competence, performance, or professional capabilities.

Principle V: Academy Members collaborate with parents of children with special needs and community, building trust and respecting confidentiality.

IV-A. Academy Members cooperate with community agencies in using resources and building comprehensive services in support of children with special needs.

V-B. Academy Members partner with parents of children with special needs and other members of the community to enhance programs for children with special needs.

V-C. Academy Members understand how cultural diversity, family dynamics, gender, and community shape the lives of the individuals with whom they collaborate.

IV-D. Academy Members understand that relationships between and among people are an important vehicle for change.

V-E. Academy Members respect the private nature of the special knowledge they have about children and their families and use that knowledge only in the students' best interests.

Principle VI: Academy Members advance the intellectual and ethical foundation of the learning community.

VI-A. Academy Members recognize the obligations of the trust placed in them.

VI-B. Academy Members are confidantes, mentors and advocates for growth and development.

VI-C. Academy Members recognize that they are role models for children, youth and the public.

VI-D. Academy Members are continually aware of the mission, values, ethical principles, and ethical standards of AASEP, and practice in a manner consistent with them.

VI-E. Academy Members always seek to maintain the highest level of professionalism, integrity, and competence when working with children, youth parents, professionals, and all other members of society.

AASEP Certificates of Advanced Professional Development

An *AASEP* Certificate of Advanced Professional Development is a voluntary choice on the part of the candidates. The candidate for a Certificate of Advanced Professional Development wishes to demonstrate a commitment to excellence to employers, peers, administrators, other professionals, and parents. A Certificate of Advanced Professional Development establishes an advanced knowledge in a specific area of special education which will enhance the candidate's work with exceptional children.

A Certificate of Advanced Professional Development represents a professional's qualifications in a specific field of professional practice in special education. It demonstrates the individual's knowledge and expertise and signifies his or her commitment to continued excellence in professional practice.

While a Certificate of Advanced Professional Development is not a degree, it is an indication of the willingness of the professional to advance their base of knowledge and commit themselves to advance the field of special education.

Benefits of Certificates of Advanced Professional Development

There are numerous reasons why professionals in the field of special education should attain *AASEP* Certificates of Advanced Professional Development:

- Signifies expertise, experience and commitment to continuing education and professional development.
- Lends credibility and prominence to the profession
- Exemplifies a dedication to the field of special education, above and beyond what is required
- Enhances marketability in one's professional career
- Distinguishes individuals as leaders both in the field and the community
- Provides the perception of excellence and a competitive edge
- Exemplifies a dedication to continued excellence in professional practice

Eligibility Criteria for AASEP Certificates of Advanced Professional Development

To be eligible to enroll for an *AASEP* Certificate of Advanced Professional Development the candidate must meet the following criteria:

I. Possession of a minimum of a Bachelors degree or better from any of the following:

- United States or Canadian institution of higher education fully or provisionally accredited by a regional, state, provincial or national accrediting body
- An institution of higher education located outside the United States or Canada that, at the time the applicant was enrolled and at the time the applicant graduated, maintained a standard of training equivalent to the standards of training of those institutions accredited in the United States.

II. The Bachelor level degree or higher attained by the candidate must be in a field involved with students with special needs. These include (but are not limited to) the following:

- Adaptive Physical Education Teachers
- Administrators of Special Education
- Art Therapists
- Audiologists
- Counselors
- Dance Therapists
- General Education Teachers
- Guidance Counselors
- Inclusion Teachers
- Music Therapists
- Nurses
- Occupational Therapists
- Para-educators
- Physical Therapists
- Psychologists/ School Psychologists
- Recreation Therapists
- Social Workers
- Special Education Teachers
- Speech and Language Therapists

Courses Offered for AASEP Certificates of Advanced Professional Development

There are five courses available that can be completed to attain an *AASEP* Certificate of Advanced Professional Development. These include:

COURSE #1: REVIEW OF THE MAJOR PRINCIPLES OF SPECIAL EDUCATION

COURSE # 2: PRINCIPLES of IEP DEVELOPMENT

COURSE # 3: UNDERSTANDING ASSESSMENT IN SPECIAL EDUCATION

COURSE # 4: UNDERSTANDING RESPONSE TO INTERVENTION (RTI)

COURSE # 5: SPECIAL EDUCATION ELIGIBILITY

The candidate may take any or all courses to attain a Certificate of Advanced Professional Development. If the candidate wishes he/she may apply for *AASEP* Board Certification in Special Education upon the successful completion of Courses 1 through 5 above.

Course Materials

For each of the five **Certificates of Advanced Professional Development**, the candidate will have online access* to the following:

- An outline of the policies and procedures for completion of the course
- Course content (*Also available in a binder - Optional*)
- 100 multiple choice review questions (50 of which will be used on the examination)
- Directions for taking the 50 question multiple choice examination

** (All course materials are also available in a PDF format for offline viewing and printing)*

Course Requirements for AASEP Certificates of Advanced Professional Development

Upon completion of each Certificate of Advanced Professional Development, a candidate must take a 50 question multiple choice examination to denote his or her competency on the area of professional development being assessed.

Preparation for Examinations

In order to adequately prepare for each of the five **Certificates of Advanced Professional Development** examinations, the candidate has access to all course materials, 100 multiple choice review questions on the content of the course. The 50 questions on the examination are selected from the 100 that the candidate already has had an opportunity to review in the course area.

Passing Scores for Each Examination

A passing score on the 50 question examination is 80%. A candidate has the opportunity to take an examination up to three different times.

Fee for AASEP Certificate of Advanced Professional Development

Our ability to provide the Certificate of Advanced Professional Development at a fee far less than other professional groups is also due to our extensive use of an online environment to present the certificate course materials, thereby avoiding the costs of producing printed materials along with the associated shipping and handling costs. For those individuals who prefer a hard copy book for study, we do provide the opportunity to purchase a certificate course binder.

In addition to an online presentation of the certificate course materials, each course is also available as a PDF file for downloading and printing offline in the comfort of your own home or office. Members of the American Academy of Special Education American Academy of Special Education Professionals (AASEP) and **National Association of Special Education Teachers (NASSET)** are entitled to discount pricing for all certificate courses.

	Member**	Non-Member
Course Fee (Each) -	\$95.00	\$125.00
Certificate Course Binder – (Optional)	\$35.00	\$45.00
Application Fee – No Charge	N/C	N/C

** Members of the **American Academy of Special Education Professionals (AASEP)** and the **National Association of Special Education Teachers (NASSET)**

AASEP Professional Board Certification in Special Education (B.C.S.E.)

AASEP Professional Board Certification in Special Education (B.C.S.E.) is a voluntary choice on the part of the candidate. The candidate for Board Certification wishes to demonstrate a commitment to excellence to employers, peers, administrators, other professionals, and parents. From the standpoint of the Academy, board certification will demonstrate the highest professional competency in the area of special education. Board Certification in Special Education establishes a much needed standard for professionals, across disciplines, who work with exceptional children. It is the mission of the Academy to have all of our members achieve Board Certification in Special Education.

AASEP Professional Board Certification in Special Education represents a professional's qualifications in a specific field of professional practice in special education. It demonstrates the individual's knowledge and experience and signifies his or her commitment to continued excellence in professional practice. In addition, it increases visibility, builds credibility, and validates expertise with those outside the profession.

AASEP Professional Board Certification in Special Education exemplifies the highest accomplishment one can attain from the Academy. Board Certification does not replace state licensing. While state licensing systems set entry-level standards for special education professionals, Board Certification from the Academy establishes advanced standards for professionals in the field.

Benefits of Becoming Board Certified in Special Education

There are numerous reasons why professionals in the field of special education should attain *AASEP* Professional Board Certification in Special Education:

- Signifies expertise, experience and commitment to continuing education and professional development
- Places those among an elite group of professionals who meet the rigorous professional development standards required by *AASEP*
- Lends credibility and prominence to the profession
- Exemplifies a dedication to the field of special education, above and beyond what is required
- Enhances marketability in one's professional career
- Distinguishes individuals as leaders both in the field and the community
- Provides the perception of excellence and a competitive edge
- Exemplifies a dedication to continued excellence in professional practice
- Represents the highest mark of professionalism

Eligibility Criteria for AASEP Professional Board Certification in Special Education

To be eligible to attain *AASEP* Professional Board Certification in Special Education, the candidate must meet the following criteria:

I. Possession of a minimum of a Master's degree from any of the following:

- United States or Canadian institution of higher education fully or provisionally accredited by a regional, state, provincial or national accrediting body
- An institution of higher education located outside the United States or Canada that, at the time the applicant was enrolled and at the time the applicant graduated, maintained a standard of training equivalent to the standards of training of those institutions accredited in the United States.

II. The graduate level degree (Masters or higher) attained by the candidate must be in a field involved with students with special needs. These include (but are not limited to) the following:

- Adaptive Physical Education Teachers
- Administrators of Special Education
- Art Therapists
- Audiologists
- Counselors
- Dance Therapists
- General Education Teachers
- Guidance Counselors
- Inclusion Teachers
- Music Therapists
- Nurses
- Occupational Therapists
- Para-educators
- Physical Therapists
- Psychologists/ School Psychologists
- Recreation Therapists
- Social Workers
- Special Education Teachers
- Speech and Language Therapists

Courses Required for AASEP Professional Board Certification in Special Education (B.C.S.E.)

There are five **Certificates of Advanced Professional Development** that must be completed to attain *AASEP* Professional Board Certification in Special Education.

- COURSE #1:** REVIEW OF THE MAJOR PRINCIPLES OF SPECIAL EDUCATION
- COURSE # 2:** PRINCIPLES of IEP DEVELOPMENT
- COURSE # 3:** UNDERSTANDING ASSESSMENT IN SPECIAL EDUCATION
- COURSE # 4:** UNDERSTANDING RESPONSE TO INTERVENTION (RTI)
- COURSE # 5:** SPECIAL EDUCATION ELIGIBILITY

Course Requirements for AASEP Professional Board Certification in Special Education (B.C.S.E.)

Upon completion of each **Certificate of Advanced Professional Development**, a candidate must take a 50 question multiple choice examination to denote his or her competency on the area of professional development being assessed.

Course Materials

For each of the five required **Certificate of Advanced Professional Development**, the candidate will have online access* to the following:

- An outline of the policies and procedures for completion of the course
- Course content (*Also available in a binder - Optional*)
- 100 multiple choice review questions (50 of which will be used on the examination)
- Directions for taking the 50 question multiple choice examination

** (All course materials are also available in a PDF format for offline viewing and printing and optional binder at additional cost)*

Preparation for Examinations

In order to adequately prepare for each of the 5 required **Certificates of Advanced Professional Development** examination, the candidate has access to all course materials, 100 multiple choice review questions on the content of the course. The 50 questions on the examination are selected from the 100 that the candidate already has had an opportunity to review in the course area.

A passing score on all five examinations leads to AASEP Professional Board Certification in Special Education (B.C.S.E.)

Passing Scores for Each Examination

A passing score on the 50 question examination is 80%. A candidate has the opportunity to take an examination up to three different times.

Credentials for Candidates to use upon Completion of AASEP Professional Board Certification in Special Education

Upon completion of all requirements for AASEP Professional Board Certification in Special Education, successful candidates attain the title of Board Certified Diplomate. Professionals may use the respective Academy Credentials, B.C.S.E.(Board Certified in Special Education) after their educational degree (e.g., M.S., B.C.S.E or Ph.D., B.C.S.E.) denoting their achievement.

For example, a Board Certified Diplomate from AASEP may use the following credentials:

Sally J. Smith, M.S., B.C.S.E
Board Certified in Special Education
Diplomate, American Academy of Special Education Professionals

Fee for AASEP Professional Board Certification in Special Education

Currently, there are very few programs that lead to Board Certification in the field of Special Education. Those that do exist, all cost thousands of dollars (e.g., National Board Certification from the NEA; National Board for Professional Teaching Standards).

At AASEP, we have the vast resources, materials, abilities, and expertise to provide Professional Board Certification in Special Education at a much lower fee than any other organization or association in the country.

The fee for each of the 5 required **Certificates of Advanced Professional Development** course is only \$95 (*Members*) or \$125 (*Non-Members*), making the total fee for the entire Board Certification process only \$475 (*Members*) or \$625 (*Non-Members*).

Also, unlike all other programs, there is also no application fee involved.

Our ability to provide the Professional Board Certification in Special Education at a fee far less than other professional groups is also due to our extensive use of an online environment to present the certificate course materials, thereby avoiding the costs of producing printed materials along with the associated shipping and handling costs. For those individuals who prefer a hard copy book for study, we do provide the opportunity to purchase a certificate course binder.

In addition to an online presentation of the certificate course materials, each course is also available as a PDF file for downloading and printing offline in the comfort of your own home or office. Members of the American Academy of Special Education Professionals (AASEP) and **National Association of Special Education Teachers (NASET)** are entitled to discounted pricing for all certificate courses.

	Member**	Non-Member
Course Fee (Each) -	\$95.00	\$125.00
Certificate Course Binder – (Optional)	\$35.00	\$45.00
Application Fee – (No Charge)	N/C	N/C

** Members of **American Academy of Special Education Professionals (AASEP)** and **National Association of Special Education Teachers (NASET)**

Recertification for Successful B.C.S.E. Professionals

All candidates who complete the Board Certification process must recertify annually with the American Academy of Special Education Professionals. The goal of recertification is to ensure that B.C.S.E. professionals maintain the highest level of competence and continue to remain current in the field of special education. The B.C.S.E. professional does not need to take any further examinations or perform any professional duties for recertification. The annual recertification fee for B.C.S.E. professionals is \$75.00.