

Writing & Submitting a Narrative for the Special Education Training Requirement

Your narrative **must** be affirmed and/or validated by the signature of a supervisor who is familiar with your employment experience. Your narrative **will need** substantially more detail than the example below. At least one page will need to be written for each skill

Five Skills Required for the Special Education Training Requirement

- _ Knowledge of the exceptional needs of the disabilities defined under the Special Education Act. These are caused by physical, sensory, or intellectual impairment, inappropriate behavior, learning disabilities, and/or speech/language impairment;
- _ Knowledge of the major characteristics of each disability in order to recognize its existence in children;
- _ Knowledge of various alternatives for providing the least restrictive environment for children with disabilities;
- _ Knowledge of methods of teaching students with disabilities in the regular classroom; and
- _ Knowledge of pre-referral alternatives; referral systems; multidisciplinary team responsibilities; the individualized education plan process, and the placement process.

Format to Use When Writing the Narrative

The following is an abbreviated example of an acceptable format for writing a narrative which will verify the SPED skills that have been met through **employment** experience. The narrative for each skill should be approximately **one typed page**.

First skill: Knowledge of the exceptional needs of the disabilities defined under the Special Education Act. These are caused by physical, sensory, or intellectual impairment, inappropriate behavior, learning disabilities, and/or speech/language impairment;

I have taught in three different schools over the last fourteen years and during that time I have seen all the disabilities in one form or another, and the various ways schools have attempted to address them. In my own classes I have learned "on the job" how to work effectively with students with mental limitations, learning disabilities and behavior disturbances. While I am not an expert in this area, I have achieved the competency and confidence needed to teach special needs students and to work with special education teachers. I have gained great understanding of these children and their families and siblings.

Second skill: Continue with each skill as indicated above.

Sign your name and include your **social security number**.

REQUIRED VERIFICATION AND SIGNATURE

Having personal knowledge of (NAME) **employment** experiences, I hereby verify that the above statements are true to the best of my knowledge.

SIGNATURE WITH TITLE OR RELATIONSHIP