

California State University
Northridge

MICHAEL D. EISNER

COLLEGE OF EDUCATION

Credential Office

Single Subject Credential Program

Next Steps Presentation

INTRODUCTION

You are in the home stretch toward earning your preliminary credential,
congratulations!

Now it is time to discuss what comes next.

❖ Topics we will review in this presentation include:

- How To Apply For Your Preliminary Credential
 - The Preliminary Credential
 - Adding Authorizations
 - How To Obtain The Clear Credential
 - Advanced Degree Opportunities
 - The Employment Search
-

APPLYING FOR YOUR PRELIMINARY CREDENTIAL

❖ The Credential Request

- The Credential Request is the form that initiates this process.
- Submit your Credential Request at the beginning of your last semester of coursework, provided CSUN coursework in progress is all you have left to complete.

Credential Request Form (Submit Online at the following link)

<http://www.csun.edu/eisner-education/credential-office/program-completion-process>

Important: If you have not already submitted verification of completion of CPR Certification (adult, child & infant) to the Credential Office, please submit this verification prior to initiating the Credential Request.

❖ Process

- After receiving your Credential Request, the CSUN Credential Office will check documents to verify that, with the exception of coursework in progress, you have completed the program. We will send you an email to this effect. At the end of the semester, once your student teaching assignment has been completed, grades have been posted, and the Teacher Performance Assessment (PACT) has been verified as met, we will recommend to the California Commission on Teacher Credentialing for the issuance of your teaching credential.
 - Once your credential has been recommended online you will receive an email from the CTC requesting that you **complete the application process and pay the required fee.**
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APPLY FOR YOUR PRELIMINARY CREDENTIAL

Important: Before beginning this procedure, be sure to set your web browser to “Always accept pop-ups” from the Commission’s website or turn off your pop-up blocker.

Follow the link provided in the email.

Log in to your personal profile on the secure Educator Page using your SSN and date of birth.

The screenshot shows the 'Teacher Credentials' application page on the CA.gov website. The page has a header with the CA.gov logo and 'COMMISSION ON TEACHER CREDENTIALS'. Below the header, there are tabs for 'Agency Home', 'Search', and 'Educator Page'. The main content area is titled 'Personal Information' and contains a form with fields for 'Social Security Number' and 'Date of Birth'. A red asterisk indicates a required field. Below the form, there is a 'Next' button. The page also includes a 'Privacy Policy' link and a 'Terms of Service' link.

Verify your personal information on your Profile page. If necessary, you can edit this information here before moving to the next step. When finished, click Next.

The screenshot shows the 'Verify Information' step of the application process. The page has a header with the CA.gov logo and 'COMMISSION ON TEACHER CREDENTIALS'. Below the header, there are tabs for 'Agency Home', 'Search', and 'Educator Page'. The main content area is titled 'Verify Information' and contains a form with fields for 'Last Name', 'First Name', 'Middle Name', 'Email', 'Work Phone', and 'Home Phone'. The form also includes a 'Verify Information' button and a 'Next' button. The page also includes a 'Privacy Policy' link and a 'Terms of Service' link.

Your personal Educator Page provides a view of your document history. Under the heading (5) "Recommend," click on the arrow in the left column to highlight the document your program sponsor or other agency has submitted

Back


Note: If you have questions about the information displayed below, please click [here](#) for a listing of Commission contacts

Last Name: THREE
First Name: TRAINING

Last Known County of Employment: AMADOR COUNTY
OFFICE OF EDUCATION

Note: Please verify County of Employment is current.

Note: Information on Adverse and Commission Actions is available for this educator if a flag is displayed.

Middle Name: APPLICATION Adverse and Commission Actions Indicator:  3
Fingerprint Process Complete: N

Note: If the fingerprint process does not display as "Complete", please refer to the [Fingerprint Information](#) on our website

1 Document Application Adverse and Commission Actions 4

10

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	Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Grade	Special Grade
>	801210013	Career Substitute Teaching Permit	Emergency	Valid	5/1/2013	6/1/2014	5/1/2013		
>	801200012	30-Day Substitute Teaching Permit	Emergency	Valid	4/3/2012	5/1/2013	3/1/2010		
>	P5TC2Trng	Multiple Subject Teaching Credential	Preliminary	Valid	10/19/2011	11/1/2016			
>	801200011	30-Day Substitute Teaching Permit	Emergency	Valid	4/1/2011	4/1/2012	3/1/2010		

5 Recommends

Complete Return Application to Authorized Agency Click the "Document Title" to view detailed information. Select "Yes" next to the Document Title and either "Complete", or "Return Application to Authorized Agency"

Select	Document Title	Term	Application Status	Issue Date	Return Reason
6 > No	Multiple Subject Teaching Credential	Preliminary	Awaiting Payment	10/19/2011	7
> No	Multiple Subject Teaching Credential	Clear	Awaiting Payment	5/26/2012	

Click the drop down box and select "Yes"

8 Renewals

Renew Select "Yes" next to the Document Title and click "Renew"

No Records

Select	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Pick Base Credential	Special Grade
9 > No	30-Day Substitute Teaching Permit							
> No	Certificate of Clearance							

9 Web Applications

Create New Complete Click "Create New" to start. If applicable, select "Yes" next to the Document Title and click "Complete" to continue.



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Select	Document Title	Application Status
11 > No	30-Day Substitute Teaching Permit	Pending
> No	Certificate of Clearance	Pending

NOTE: If your recommending agency has submitted an application for a document but it does not appear on this screen, contact them immediately for assistance.

DO NOT ATTEMPT TO COMPLETE A WEB APPLICATION IN PLACE OF A RECOMMENDATION! This will only cause delays in receiving your document.

Select “Complete” to continue the application process

COMMISSION ON
TEACHER CREDENTIALING
Ensuring Educator Excellence

[Home](#) | [FAQ](#) | [Glossary](#)

[Agency User](#) | [Search](#) | [Educator Page](#)

Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Grade	Special Grade
> 801210013	Career Substitute Teaching Permit	Emergency	Valid	5/1/2013	6/1/2014	5/1/2013		
> 801200042	30-Day Substitute Teaching Permit	Emergency	Valid	4/3/2012	5/1/2013	3/1/2010		
> PST127mg	Multiple Subject Teaching Credential	Preliminary	Valid	10/19/2011	11/1/2016			
> 801200011	30-Day Substitute Teaching Permit	Emergency	Valid	4/1/2011	4/1/2012	3/1/2010		

Recommendations

[Complete](#) | [Return Application to Authorized Agency](#)

Click the "Document Title" to view detailed information. Select "Yes" next to the Document Title and either "Complete", or "Return Application to Authorized Agency" with the Return Reason.
 1 - 1 of 2

Select	Document Title	Term	Application Status	Issue Date	Return Reason
> No	Multiple Subject Teaching Credential	Preliminary	Awaiting Payment	10/19/2011	
> <input checked="" type="radio"/> Yes	Multiple Subject Teaching Credential	Clear	Awaiting Payment	5/26/2012	

Renewals

[Renew](#)

Select "Yes" next to the Document Title and click "Renew"
 No Records

Select	Document Title	Term	Status	Term Dates	Expiration Date	Original Issuance Date	Click Here to Renew	Special Grade
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CONTINUED

- Answer the “Professional Fitness Questions”
- Pay with a Visa or MasterCard - \$100.00 (If you have a fee credit with the CTC, the amount will be less.)

❖ Granting

- The CTC does not mail a hard copy of your credential document. Credentials are available for viewing and printing on the CTC website: www.ctc.ca.gov. Click “Search for an Educator” to access your credential.
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THE PRELIMINARY CREDENTIAL

- ❖ Your preliminary credential is a **license to teach in a California public school.**
 - ❖ The preliminary credential is **valid for five years.**
 - ❖ Be sure to **read your credential document thoroughly.** Pay special attention to the following:
 - **Authorization Codes**
 - ☐ State the instructional services you are authorized to provide
 - ☐ State the population of students to whom you are authorized to provide instruction
 - **Renewal Code**
 - ☐ States the requirements needed to earn the Clear credential
 - **Expiration Date**
 - ☐ You must meet the renewal code requirement prior to this date
-

ADDING AUTHORIZATIONS

Expanding your authorization may increase your employability

- ❖ Holders of valid Single Subject Credentials are allowed to add subject areas to their existing credentials and to obtain additional teaching credentials without completing an additional full teacher preparation program.

There are four types of “Added Authorization”

- **Added Authorization of an Additional Teaching Credential**
 - **Subject Matter Authorization**
 - **Supplementary Authorization**
 - **Bilingual Authorization**
-

ADDING AUTHORIZATIONS

Added Authorization of an Additional Teaching Credential

- ❖ At this time, the holder of a valid (SB 2042) Single Subject Credential may, through **Added Authorization**, qualify for a **Multiple Subject Credential** with the completion of the following requirements:
 - A three semester unit **methodology course** directly related to teaching in a self-contained classroom. At CSUN this would be either EED 565M, EED 565S or EED 575.
 - Verification of having passed the **CSET Multiple Subjects exam**.
 - Coursework in **developing English language skills for the beginning reader**. EED 520 is the CSUN course that would meet this requirement.
 - Passage of the Reading Instruction Competence Assessment (RICA).

Detailed information regarding this type of authorization can be found at the following link: <http://www.ctc.ca.gov/credentials/leaflets/cl621a.pdf>

ADDING AUTHORIZATIONS

Added Authorization of an Additional Subject Authorization

- ❖ At this time, the holder of a valid (SB 2042) Single Subject Credential may, through **Added Authorization**, qualify to add another single subject authorization to their credential with the completion of the following requirements:
 - A three semester unit, subject specific, **methodology course** directly related to teaching in a departmental setting. At this time, at CSUN this would be SED 525 (subject specific).
 - Verification of completion of the **subject matter** requirement either through CSET or a CTC approved subject matter program.

Detailed information regarding this type of authorization can be found at the following link: <http://www.ctc.ca.gov/credentials/leaflets/cl621a.pdf>

ADDING AUTHORIZATIONS

Subject Matter Authorization

- ❖ At this time, the holder of a valid (SB 2042) Single Subject Credential may, through **Subject Matter Authorization**, qualify to add an introductory or specific subject to their existing credential.
 - Introductory Subject Matter Authorization allows teaching in a class where the curriculum is for grades 9 and below, however, the students in the class may be in grades K–12.
 - Specific Subject Matter Authorization allows teaching in preschool, grades K–12 and in classes organized primarily for adults.
 - Subject Matter Authorizations are **No Child Left Behind** compliant in federal NCLB core academic subject areas.

Detailed information regarding these authorizations can be found at the CTC links listed below:

Information: <http://www.ctc.ca.gov/credentials/leaflets/cl852.pdf>

Worksheet: <http://www.ctc.ca.gov/credentials/leaflets/cl849.pdf>

ADDING AUTHORIZATIONS

Supplementary Authorization

- ❖ At this time, the holder of a valid (SB 2042) Single Subject Credential may, through **Supplementary Authorization**, qualify to add a subject area to their existing credential.
 - Introductory Supplementary Authorization allows teaching in a class where the curriculum is for grades 9 and below to students in preschool, grades K–12 and in classes organized primarily for adults.
 - Specific Subject Matter Authorization allows teaching in preschool, grades K–12 and in classes organized primarily for adults.
 - Supplementary Authorizations are **not No Child Left Behind** compliant in federal NCLB core academic subject areas.

Detailed information regarding these authorizations can be found at the CTC links listed below:

Information: <http://www.ctc.ca.gov/credentials/leaflets/cl603.pdf>

Worksheet: <http://www.ctc.ca.gov/credentials/leaflets/cl696b.pdf>

BILINGUAL ADDED AUTHORIZATION

California State University, Northridge offers Bilingual Authorization Programs in
Armenian, Korean, and Spanish

- ❖ Types of instruction to English learners authorized by the Bilingual Authorization include:
- Instruction for English Language Development (ELD)
 - Instruction for Primary Language Development
 - Specially Designed Academic Instruction Delivered in English (SDAIE)
 - Content Instruction Delivered in the Primary Language

Detailed information and the application to this program can be found at:

<http://www.csun.edu/eisner-education/credential-office/bilingual-added-authorization-program>

Bilingual Authorization can also be obtained through testing. CTC information regarding this topic can be found at:

<http://www.ctc.ca.gov/credentials/leaflets/cl628b.pdf>

THE INDUCTION PROGRAM

❖ Employer Sponsored Induction Program

This is a program of support and formative assessment during the first two years of teaching. If you are employed, you will typically go through your employer's induction program in order to obtain your clear credential.

❖ University Sponsored Induction Program

All Commission-approved induction or clear credential programs will need to be aligned to the 2015 Induction Program Standards by September 1, 2017.

Each Induction program must be designed to provide a two-year, individualized, job-embedded system of mentoring, support and professional learning that begins in the teacher's first year of teaching.

CSUN is working on transitioning to the new Induction program, please visit our website for updates and information.

ADVANCED DEGREES

The **Department of Secondary Education** offers master's degree programs with several options to choose from. Please refer to the department website for updated information regarding degree programs.

Contact Information

Location: Education Building, ED 1208

Telephone: (818) 677-2580

Department Chair: Dr. Julie Gainsburg

Website: <http://www.csun.edu/education/sed/>

THE EMPLOYMENT SEARCH

CSUN Career Center

BH 413

(818) 677-2878

<http://www.csun.edu/career/>

❖ **Events**

- **Fall Job Fair**

A representative from LAUSD is scheduled to attend this Fall 2016 event.

- **Education Expo**

At this job fair you will meet recruiters from school districts, charter schools and other education organizations.

- **Resumania**

A one-on-one ten minute professional critique of your resume. Bring in your existing resume and learn how to make it unique and powerful.

- **60 Seconds to Sell Yourself**

A one-on-one ten minute opportunity to practice interview skills and discuss the interview process with a professional.

THE EMPLOYMENT SEARCH

CSUN Career Center (continued)

❖ Online Workshops

- Resume Writing
- Interview Skills

Information can be found at <http://www.csun.edu/career/programs> in Pathways under “Plan Your Future”

❖ Resource Library

- Written Publications (cover letters, resume samples, etc.)
- Online Resources (informational videos)
- Employment Database

SUNlink – Log in at <https://csun-csm.symplicity.com/index.php/pid023196>

❖ LAUSD Recruiter

The Los Angeles Unified School District has a recruiter who regularly visits the Career Center. The recruiter can be contacted for advisement or an interview. Contact Neena Agnihotri at neena.agnihotri@lausd.net or (213) 241-5416.

❖ Career Counselors & Peer Counselors

Are available to help guide you in exploring your employment options.

THE EMPLOYMENT SEARCH

Additional Resources

❖ EDJOIN

website: www.edjoin.org/

EDJOIN is an online employment search site for jobs in public education. It can be a useful resource as you begin your quest for employment.

❖ Teach California

website: www.teachcalifornia.org/

THE EMPLOYMENT SEARCH

❖ Broaden Your Search

Do not limit your employment search to public school districts, there are many options:

- School Districts
- Charter Schools
- Non-Public Schools
- Private Schools
- Teach Out of State

Each state's credential requirements may differ. Individuals who have completed their professional preparation program in California may apply directly to another states credential or education agency to ask whether or not they will accept California's credential.

- Teach Abroad

There are opportunities to teach in American and foreign, public and private schools in other countries. Contact the individual country to find out more.

FREQUENTLY ASKED QUESTIONS

- ❖ **Do I have English Learner Authorization (formerly known as CLAD)?**
Preliminary SB 2042 Single Subject Credentials authorize the teaching of English learners.
 - ❖ **Do I have Bilingual Authorization?**
As mentioned earlier, a separate program or testing is required in order to qualify for Bilingual Authorization.
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FREQUENTLY ASKED QUESTIONS

❖ Do I have a Placement File at CSUN?

A placement file usually consists of the following: a copy of your teaching credential, transcripts, student teaching evaluations, test score reports, subject matter program completion letters, etc.

- It is strongly recommended that you create a file in which to keep these documents. It will be an asset as you progress through your employment search.
- California State University, Northridge does not provide this service.

❖ What if my Preliminary Credential Expires?

If you are not employed with a public school, there is no penalty if your credential expires. You will simply need to submit an appeal to the CTC for an extension on your preliminary document at the point you are ready to begin employment with a public school district. The extension will allow you time to complete an induction program.

FREQUENTLY ASKED QUESTIONS

❖ How can I earn my clear credential while I am living in another state?

- Allow your preliminary credential to expire, appeal for an extension once you return to California, complete a Clear or Induction program in CA.
- Complete an Induction program through a CA university offering a distance learning option.
- National Board Certification
<http://www.nbpts.org/national-board-certification>

❖ When can I begin submitting applications for teaching positions?

Employers will vary, but do not assume you have to wait until you have your credential document in hand before beginning the employment application process. LAUSD for example, encourages candidates to apply during the last semester of their credential program.

CSUN ALUMNI ASSOCIATION

❖ Alumni Association Membership

- The Alumni Association sponsors scholarships, academic conferences and competitions, outstanding alumni achievement, alumni **networking** and mixers, cultural programming, legislative advocacy on behalf of higher education and more.
- Alumni members receive discounts from local vendors and campus services, access to the Oviatt Library and an annual subscription to the Northridge magazine.

❖ Contact Information

Phone: (818) 677-2137

Fax: (818) 677-4823

Email: alumni@csun.edu

Website: www.csunalumni.com

CREDENTIAL RECEPTION

Students who are completing a credential program are not required to apply to graduate, as a degree is not being conferred.

Each May the CSUN College of Education Dean's Office hosts a Credential Reception for all those who have earned their credential during that academic year. The reception is a ceremony to honor your accomplishment. Light refreshments are served and you are welcome to invite family and friends to celebrate this special milestone. You will receive an invitation to this event via email.

Date: Tuesday, May 16, 2017

Time: 4:30 – 6:00 pm

Location: TBA

CONCLUSION

Credential Office

- ❖ Should you have questions or require additional information regarding the topics presented here, please do not hesitate to contact an advisor in the Credential Office.

Contact Information

Location: Education Administration Building, EA 103

E-mail: credprep@csun.edu

Telephone: (818) 677-2733

Website: <http://www.csun.edu/eisner-education/credential-office>

Office Hours: Schedules are available on our website. Advising is done by appointment. Please visit our website to schedule an appointment.

Director: Tina Torres

Congratulations. We wish you all the best as you embark upon your new career!
