

State Of California
Commission On Teacher Credentialing

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SINGLE SUBJECT AND MULTIPLE SUBJECT TEACHING CREDENTIALS Requirements for Teachers with Private School Experience

California Education Code provides two options for private school teachers to obtain Multiple and Single Subject Teaching Credentials. These two options allow private school teachers to use three to five years of appropriate teaching experience in lieu of the student teaching component or six years in lieu of completing a teacher preparation program including student teaching.

California has a two-tier credential structure for teaching credentials. A five year preliminary credential is the first credential issued after an individual meets basic credential requirements. The preliminary credential is issued for a maximum of **five years**. A clear credential is issued when all credential requirements have been completed. If requirements for the clear credential are not completed before the expiration of the preliminary credential, the holder will be unable to teach in California's public schools with that credential until those requirements are met and the credential renewed.

An individual must hold a California English learner authorization prior to the issuance of a clear credential based on six or more years of private school experience; however, the Commission will issue a Preliminary Multiple or Single Subject Teaching Credential to individuals who have not yet met the English learner requirement.

Authorization

The Multiple Subject Teaching Credential authorizes the holder to teach in a self-contained classroom such as those found in most elementary schools. A teacher authorized for multiple subject instruction may be assigned to teach at any grade level: preschool, K-12, inclusive, or in classes organized primarily for adults. In addition, the holder of a Multiple Subject Teaching Credential may serve in core or team teaching settings.

The Single Subject Teaching Credential authorizes the holder to teach the specific subject(s) named on the credential in departmentalized classes such as those found in most middle schools and high schools. A teacher authorized for single subject instruction may be assigned to teach any subject in his or her authorized fields at any grade level: preschool, grades K-12, or in classes organized primarily for adults.

The statutory subjects available for California Single Subject Teaching Credentials are as follows:

Agriculture	Industrial and Technology Education
Art	Languages other than English (specify)
Biological Sciences (Specialized)	Mathematics
Business	Music
Chemistry (Specialized)	Physical Education
English	Physics (Specialized)
Foundational-Level General Science	Science: Biological Sciences
Foundational-Level Mathematics	Science: Chemistry
Geosciences (Specialized)	Science: Geosciences
Health Science	Science: Physics
Home Economics	Social Science

Your Application Packet

Individuals may apply directly to the Commission either [online](#) or by mail by submitting **all** of the following:

1. Completed application ([form 41-4](#)), and, if not previously submitted to the Commission, a completed LiveScan receipt ([form 41-LS](#)). Out-of-state residents have the option of submitting two fingerprint cards in lieu of a LiveScan receipt. If submitting fingerprint cards, current fingerprint processing fees must accompany the application packet in addition to the application processing fee. Fingerprint cards may be ordered by sending an e-mail to the Commission at credentials@ctc.ca.gov.
2. Application [processing fee](#)
3. Official transcripts, original letters of experience, and verification of completion of the [basic skills requirement](#)

Requirements for *All* Single Subject and Multiple Subject Teaching Credentials

Individuals qualifying via private school experience must satisfy **all** of the following requirements:

1. A baccalaureate or higher degree from a regionally-accredited college or university
2. Satisfy the [basic skills requirement](#). This is required for the issuance of the preliminary credential if the applicant is not employed in California. If employed, the preliminary credential will be issued, but the individual must complete the basic skills requirement during the first year of their preliminary credential. See Commission leaflet [CL-667](#), entitled *Basic Skills Requirement*, for additional information. Prelingually deaf applicants are exempt from the basic skills requirement.
3. Subject Matter Competence - individuals must satisfy **one** of the following:
 - a. Achieve a passing score on the appropriate subject-matter examination(s). Information regarding the appropriate subject-matter examination(s) for the Single Subject Teaching Credential can be found in Commission leaflet [CL-674S](#), entitled *Verifying Subject-Matter Competence by Examination for Single Subject Teaching Credentials*. Information regarding appropriate subject matter examination(s) for the Multiple Subject Teaching Credential can be found in Commission leaflet [CL-674M](#), entitled *Verifying Subject Matter Competence by Examination for Multiple Subject Teaching Credentials*.
 - b. Complete a Commission-approved subject-matter program or its equivalent at a California college or university with an approved program, and obtain verification of completion from the authorized person in the education department. For Multiple Subject candidates, this option is only available to those individuals who completed the subject matter program and enrolled in a teacher preparation program or blended program prior to July 1, 2004.
 - c. For Specialized Science subjects only, individuals may take and pass all appropriate subject matter examinations or obtain verification of completion of subject-matter course work from the Commission on Teacher Credentialing. Requirements and procedures are outlined in [Coded Correspondence 03-0010](#).
4. For Multiple Subject candidates only – pass the Reading Instruction Competence Assessment ([RICA](#)). Visit the RICA website at www.rica.nesinc.com for more information.
5. Complete a course in Developing English Language Skills, including Reading, that is research-based and includes the study of phonemic awareness, spelling patterns, early intervention techniques, ongoing diagnostic techniques, and a strong literature, language, and comprehension component (Submit a copy of the course description for evaluation purposes.)

6. U.S. Constitution - individuals must satisfy **one** of the following requirements:
 - a. Complete a course (at least two semester units or three quarter units) in the Provisions and Principles of the U.S. Constitution (Submit a copy of the course description for evaluation purposes.)
 - b. Pass an examination in the Provisions and Principles of the U.S. Constitution given by a regionally-accredited college, or university
7. Computer Education - individuals must satisfy **one** of the following requirements:
 - a. Complete foundational computer education course work which includes general and specialized skills in the use of computers in educational settings
 - b. Achieve a passing score on the [Preliminary Education Technology](#) test

Additional Requirements for the Five-Year Preliminary Single Subject or Multiple Subject Teaching Credential Based on Three to Five Years of Teaching Experience at a Private School

Teachers who can verify three years to five years of full-time teaching experience at a regionally-accredited private school either in California or another state or U.S. territory, in the subject area of the credential sought, may qualify for a California teaching credential by documenting **all** of the following (in addition to requirements 1-7 above):

1. Three or more years of full-time teaching (see Terms and Definitions) in the subject of the credential sought
2. Evidence of rigorous performance evaluations on which the applicant received a rating of satisfactory or better. This includes an original, written verification of the authenticity of the evaluations by a personnel officer in the school where the evaluations took place. For more information, see Terms and Definitions below.
3. Verify the completion of a professional teacher preparation program (see Terms and Definitions) in elementary or secondary education, excluding student teaching, at a regionally-accredited college or university

Additional Requirements for the Five-Year Preliminary Single Subject or Multiple Subject Teaching Credential Based on Six or More Years of Teaching Experience at a Private School

Teachers who verify six or more years of full-time teaching experience at an accredited private school (see Terms and Definitions) either in California or another state or U.S. territory, in the subject area of the credential sought, may qualify for a California teaching credential by documenting **all** of the following:

1. Completion of requirements 1-7 (listed under Requirements for all Single Subject and Multiple Subject Teaching Credentials)
2. Six or more years of full-time teaching (see Terms and Definitions) in the subject of the credential sought
3. Evidence of rigorous performance evaluations (see Terms and Definitions) on which the applicant received a rating of satisfactory or better

Requirements for the Clear Single Subject or Multiple Subject Teaching Credential

Individuals who obtain the five-year preliminary credential based on three or more years of private school teaching experience may apply for a clear teaching credential by verifying completion of **all** requirements listed in **one** of the following options:

Option 1

1. Complete a [Commission-approved Professional Teacher Induction Program](#)
2. Verify training in cardiopulmonary resuscitation (CPR) that covers infant, child and adult CPR skills
3. Earn an authorization to teach English learners by **one** of the following methods (only required of individuals who qualified for their preliminary credential based on six or more years of full-time teaching experience):
 - a. Hold a Crosscultural, Language and Academic Development (CLAD) Authorization, Bilingual, Crosscultural, Language and Academic Development (BCLAD) Authorization, or a Certificate of Completion of Staff Development (CCSD)
 - b. Complete a Commission-approved CLAD authorization program, based on California Teacher of English Learner (CTEL) standards. Approved programs became available in January 2008.
 - c. Achieve passing scores on tests 1, 2, and 3 of the CTEL or CLAD Examination. See Commission leaflet [CL-628C](#), entitled *Crosscultural, Language and Academic Development (CLAD) Authorization* for additional information. Scores used for certification purposes may be no older than five years from the individual passed exam date.
 - d. Complete 12 semester units of Commission-approved, upper division CLAD course work (24 semester units if lower division units are used), covering Domains 1-3. Course work completed by this method must have been completed by January 31, 2008.
 - e. Hold an out-of-state credential that authorizes instruction of English learners. Submit a photocopy of the credential for evaluation purposes.

Individuals applying for the clear credential under Option 1 must submit their application through their approved induction sponsor.

Option 2

1. A fifth year of study at a California college or university with a Commission-approved teacher preparation program, securing that institution's formal recommendation for the clear credential. The following must be verified if not completed for the preliminary credential:
 - Course work in health education that includes, but is not limited to, nutrition; the physiological and sociological effects of alcohol, narcotic, and drug abuse; and the use of tobacco. This requirement includes verification of training in cardiopulmonary resuscitation (CPR) that covers infant, child and adult CPR skills.
 - Course work in the laws, methods, and requirements for providing educational opportunities to special populations in the regular classroom
 - Advanced computer technology course work in the use of computers in educational settings
 - Advanced course work in teaching English learners

2. Earn an authorization to teach English learners by **one** of the following methods (only required of individuals who qualified for their preliminary credential based on six or more years of full-time teaching experience):
 - a. Hold a Crosscultural, Language and Academic Development (CLAD) Authorization, Bilingual, Crosscultural, Language and Academic Development (BCLAD) Authorization, or a Certificate of Completion of Staff Development (CCSD)
 - b. Complete a Commission-approved CLAD authorization program, based on California Teacher of English Learner (CTEL) standards. Approved programs became available in January 2008.
 - c. Achieve passing scores on tests 1, 2, and 3 of the CTEL or CLAD Examination. See Commission leaflet [CL-628C](#), entitled *Crosscultural, Language and Academic Development (CLAD) Authorization* for additional information. Scores used for certification purposes may be no older than five years from the individual passed exam date.
 - d. Complete 12 semester units of Commission-approved, upper division CLAD course work (24 semester units if lower division units are used), covering Domains 1-3. Course work completed by this method must have been completed by January 31, 2008.
 - e. Hold an out-of-state credential that authorizes instruction of English learners. Submit a photocopy of the credential for evaluation purposes.

Individuals applying for the clear credential under Option 2 must contact their California college or university and obtain a formal recommendation.

Terms and Definitions

Accredited Private School

California private schools must hold accreditation from the Western Association of Schools and Colleges (WASC). Accreditation status must be verified by the school's WASC Certificate or letter from the Accreditation Commission. Out-of-state private school teaching experience must meet the same standards as required in California, and out-of-state private schools must hold regional accreditation from the regional accrediting body similar to WASC. Evidence of regional accreditation such as the WASC Certificate or letter to the private school verifying regional certification must be submitted with the application.

Commission-approved Professional Teacher Induction Program

A Commission-approved Professional Teacher Induction Program is a two-year program of situated learning for the preliminary credentialed teacher. A *Verification of Induction Program Completion Form* must be signed by the Induction Program director or designee. The Induction Program will also need to provide verification of training in CPR that covers infant, child and adult CPR skills. Verification of CPR training is not required of individuals whose health education requirement was satisfied with the issuance of their preliminary credential.

Full-Time Teaching Experience

This experience must be full-time teaching; no part-time, aide, volunteer or any combination of teaching and other school employment will be accepted. All experience must be gained at a regionally-accredited private school. The experience must be verified by the director of personnel on original, official letterhead of the school where the teacher was employed.

Rigorous Performance Evaluations

Original evaluations of the teacher's performance in at least two years of teaching must be submitted. Copies of evaluations with original, written verification of their authenticity by a personnel officer in the school where the evaluations took place are acceptable. Evaluation ratings must be satisfactory or better.

- The teaching effectiveness areas on the performance evaluation must include, but are not limited to, the following:
- The use of teaching strategies that motivate all students to engage in the learning process
- The ability to establish and maintain high standards for student behavior
- A demonstration of deep knowledge of the subject taught and the use of appropriate instructional strategies that promote student understanding
- An ability to plan and implement a sequence of appropriate instructional activities
- An ability to evaluate and assess student achievement
- An ability to communicate effectively by presenting ideas and instructions clearly and meaningfully to all students

If all areas are not included in the evaluation, the applicant would not qualify under these requirements.

Professional Preparation Program

Course work in the methods of teaching classes and organizing curricula in elementary or secondary school; foundations course work in which candidates predominantly study concepts, information or principles that are presented as basis for effective school practices, and that are present especially for candidates to learn as prospective teachers. Verification of completion of a professional preparation program, excluding student teaching must be completed by the Dean of Education (or appropriate individual) on the official letterhead of the college or university where the teacher attended classes.

Reference: California Education Code Sections 44253.3(e), 44259, 44259.2