

## ADDING A TEACHING OR SUBJECT AREA TO A MULTIPLE OR SINGLE SUBJECT CREDENTIAL

The Commission on Teacher Credentialing (CTC) information regarding adding a teaching or subject area to a valid multiple or single subject credential can be found at: <http://www.ctc.ca.gov/credentials/leaflets/cl621a.pdf>. Read this information carefully to determine which requirements apply to your individual situation and how to apply for your added authorization directly to the CTC.

### Adding a Multiple Subject Credential to an Existing Single Subject Credential

According to the CTC, candidates who hold a valid CA Single Subject Teacher Credential and are seeking to add a Multiple Subject Teaching Credential must satisfy the following requirements:

1. Verify elementary subject-matter competence by passing all parts of the CSET: Multiple Subjects.
2. Complete a three-semester-unit course in methodology directly related to teaching in a self-contained classroom, excluding the methods of teaching reading (choose one of the following: **EED 565M, EED 565S, or EED 575**).
3. Complete course work in developing English language skills for beginning readers (**EED 520**).
4. Pass the Reading Instruction Competence Assessment (RICA).
5. Submit a completed application packet and processing fee to CTC.

*Additional requirements may be imposed depending on type of credential you hold, review CTC leaflet for additional information.*

### Adding a Single Subject Credential to an Existing Multiple Subject Credential

According to the CTC, candidates who hold a valid CA Multiple Subject Teacher Credential and are seeking to add a Single Subject Teaching Credential must satisfy the following requirements:

1. Verify content area subject-matter competence by passing all parts of the CSET (subject specific).
2. Complete a three-semester-unit course in methodology directly related to teaching in a departmentalized setting in the specific content area sought.

Three semester unit single subject methodology course may be met at CSUN by completing SED 525 (subject specific)

○ Art	SED 525A	Fall semester
○ English	SED 525EN	Fall and Spring semester
○ Home Economics	SED 525HE	Fall and Spring semester
○ Mathematics	SED 525MA/L	Fall and Spring semester
○ Music	SED 525MU	Fall semester
○ Physical Education	SED 525PE	Fall semester
○ Science/Health Science	SED 525S/L	Fall and Spring semester
○ Social Science	SED 525SS	Fall and Spring semester
○ World Languages	SED 525WL	Fall semester

3. Submit a completed application packet and processing fee to CTC.

*Additional requirements may be imposed depending on type of credential you hold, review CTC leaflet for additional information.*

## Adding another Single Subject Content Area to an Existing Single Subject Credential

According to the CTC, candidates who hold a valid CA Single Subject Teacher Credential and are seeking to add another single subject content area must satisfy the following requirements:

1. Verify content area subject-matter competence by passing all parts of the CSET (subject specific).
2. Complete a three-semester-unit course in methodology directly related to teaching in a departmentalized setting in the specific content area sought.

Three semester unit single subject methodology course may be met at CSUN by completing SED 525 (subject specific)

○ Art	SED 525A	Fall semester
○ English	SED 525EN	Fall and Spring semester
○ Home Economics	SED 525HE	Fall and Spring semester
○ Mathematics	SED 525MA/L	Fall and Spring semester
○ Music	SED 525MU	Fall semester
○ Physical Education	SED 525PE	Fall semester
○ Science/Health Science	SED 525S/L	Fall and Spring semester
○ Social Science	SED 525SS	Fall and Spring semester
○ World Languages	SED 525WL	Fall semester

3. Submit a completed application packet and processing fee to CTC.

*Additional requirements may be imposed depending on type of credential you hold, review CTC leaflet for additional information.*

### **HOW TO REGISTER FOR AN INDIVIDUAL CLASS AT CSUN**

Through Open University, you may enroll in university credit courses without formally applying to CSUN. (Enrollment is dependent upon space availability and instructor approval.) Open University registration always begins on the first day of classes. Attend the first class meeting to request a permission number, which can then be used to register online or in-person. For information on how to register for courses, visit the Tseng College of Extended Learning website at:

<http://tsengcollege.csun.edu/programs/openuniversity>

You can find the class sessions, time, location and other detailed information regarding the courses by accessing the **Class Search** link located on the CSUN home page. No login is required.

### **HOW TO APPLY FOR YOUR ADDED AUTHORIZATION**

- Complete the Application for Credential Authorizing Public School Service form (41-4) which can be found at the following link: <https://www.ctc.ca.gov/docs/default-source/leaflets/414.pdf?sfvrsn=20>
- Include supporting documentation in the form of official transcripts and exam scores
- Include the required fee of \$100.00 made payable to the Commission on Teacher Credentialing
- Mail to the address provided on form (41-4)