Next Steps Presentation for
Single Subject &
Multiple Subject
Credential Candidates
INTRODUCTION

You are in the home stretch toward earning your preliminary teaching 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
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: Program Completion Process)*

  If you have not already submitted verification of completion of the following requirements to the Credential Office, please submit this verification to the office.
  
  - CPR
  - RICA (Multiple Subject only)

Process

- After submitting your Credential Request online, the 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**.
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 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.

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

**Note:** If you have questions about the information displayed below, please click here for a listing of Commission contacts.

<table>
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<th>Document Number</th>
<th>Document Title</th>
<th>Term</th>
<th>Status</th>
<th>Issue Date</th>
<th>Expiration Date</th>
<th>Original Issuance Date</th>
<th>Grade</th>
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</tbody>
</table>

**Recommendations**

- **Select** Document Title
- **Term** Application Status
- **Issue Date** Payment
- **Return Reason**

**Renewals**

- **Select** Yes next to the Document Title and click “Renew.”

**Web Applications**

- **Select** Yes next to the Document Title and click “Complete.”

**Click the drop down box and select “Yes”**

**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
• Answer the “Professional Fitness Questions”
• Pay with a Visa or MasterCard - $100.00 (If you have a fee credit with the CTC, the amount you are charged 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.
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 **Multiple and 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 different 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) Multiple Subject Credential may, through **Added Authorization**, qualify for a **Single Subject 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 CSUN this would be SED 525 (subject specific).
  - 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](http://www.ctc.ca.gov/credentials/leaflets/cl621a.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
HOW TO OBTAIN THE CLEAR CREDENTIAL

Options:

❖ 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 employers induction program* in order to obtain your clear credential.

❖ University Sponsored Clear or Induction Programs
  ▪ Clear Program– Employed
  ▪ Induction Program– Employed or not employed

❖ University Sponsored Induction Program
  ▪ Employed or not employed

*Check our website for updated information and application*
ADVANCED DEGREES

The Departments of Elementary Education and Secondary Education offer master’s degree programs with several options to choose from. Please refer to the department websites for updated information regarding degree programs.

Contact Information: Elementary Education
Location: Education Building, ED 1206
Telephone: (818) 677–2621
http://www.csun.edu/eisner-education/elementary-education

Contact Information: Secondary Education
Location: Education Building, ED 1208
Telephone: (818) 677–2580
Department Chair: Dr. Julie Gainsburg
http://www.csun.edu/eisner-education/secondary-education
THE EMPLOYMENT SEARCH

CSUN Career Center
BH 413
(818) 677-2878
http://www.csun.edu/career/

Events

- Career Fair
  A representative from LAUSD is scheduled to attend this Fall 2015 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.

- Interview Frenzy
  A one-on-one ten minute opportunity to practice interview skills and discuss the interview process with a professional.
CSUN Career Center (continued)

- **Online Workshops**
  - Resume Writing
  - Interview Skills
  
  Information can be found at [http://www.csun.edu/career/programs](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
    

- **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 Bonnie Ratner at bonnie.ratner@lausd.net or (213) 241-4866.

- **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 state’s 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

Are I No Child Left Behind (NCLB) Compliant?

- Single Subject Credentials – Completion of a CTC approved single subject, subject matter program or passage of the CSET exam in your subject area meets NCLB compliance.

- Multiple Subject Credentials – Passage of the CSET Multiple Subjects exam meets NCLB compliance.

Do I have English Learner Authorization (formerly known as CLAD)?
Preliminary SB 2042 Multiple and Single Subject Credentials authorize the teaching of English Learners.

Do I hold Bilingual Authorization?
A separate program or testing is required in order to qualify for Bilingual Authorization.
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, etc.

- 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 document at the point you are ready to begin employment with a public school. The extension will allow you time to complete an induction 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: Monday, May 9, 2016
Time: 4:30-6pm
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-CRED (2733)
Website: http://www.csun.edu/eisner-education/credential-office
Office Hours: Schedules are available on our website. Advising is done by appointment visit our website to schedule an appointment

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