

CSUN's  
MICHAEL D. EISNER  
COLLEGE OF EDUCATION  
is one of the largest public  
colleges of education  
in California.

# CREDENTIAL OFFICE

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## Single Subject Credential Program

Next Steps Presentation

**CSUN**

**MICHAEL D. EISNER**  
COLLEGE OF EDUCATION



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

Now it is time to discuss what comes next.

# INTRODUCTION

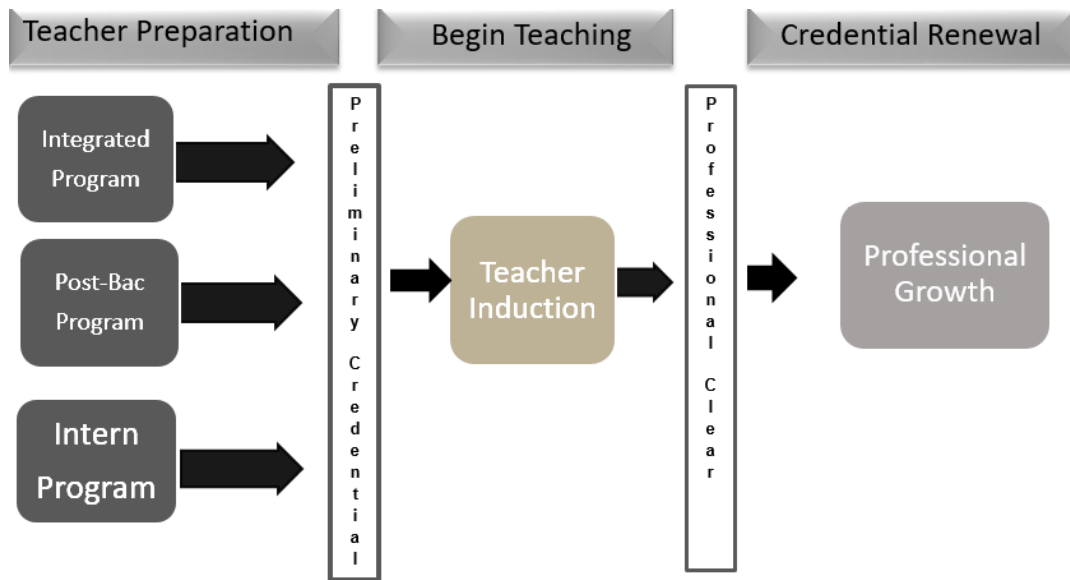
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**Topics we will review in this presentation include:**

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

# The Preliminary Credential



- Your preliminary credential is a **license to teach in a California public school**.
- The preliminary credential is **valid for five years**.
- You will need to complete an Induction Program within the five years of the Preliminary Credential to clear your credential

# Applying for your Preliminary Credential

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## **THE CREDENTIAL REQUEST**

- The Credential Request is the form that initiates this process.
- Submit your Credential Request online at the beginning of your last semester of coursework.

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

If you have not already submitted verification of completion of the following requirement to the Credential Office, please submit this verification prior to the Credential recommendation.

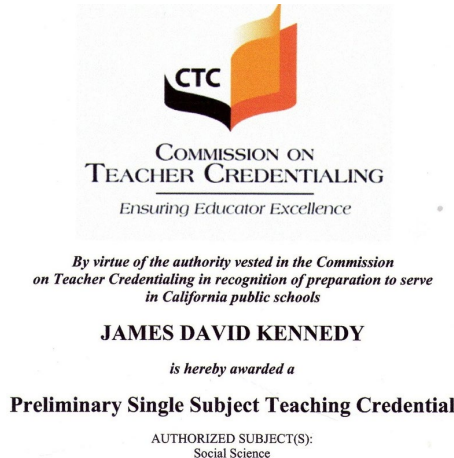
- U.S. Constitution
- CPR (if applicable)
- EdTPA

## **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 has been verified as met, we will recommend to the Commission on Teacher Credentialing (CTC) for the issuance of your teaching credential.

# Completing the Application Process

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## CTC Portion of the Process

- ❖ 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.** \$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](http://www.ctc.ca.gov). Click “Search for an Educator” to access your credential.

# Important Note

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The name you list on your Credential Request Form must match what is listed in the CSUN system and the CTC online system. Please check your CTC profile to verify your name matches, if it does not you will need to submit the appropriate change of name request before we can recommend for the credential.

Request a change of Name with CTC:

<https://www.ctc.ca.gov/docs/default-source/leaflets/41-nc.pdf>

Request of Name with CSUN

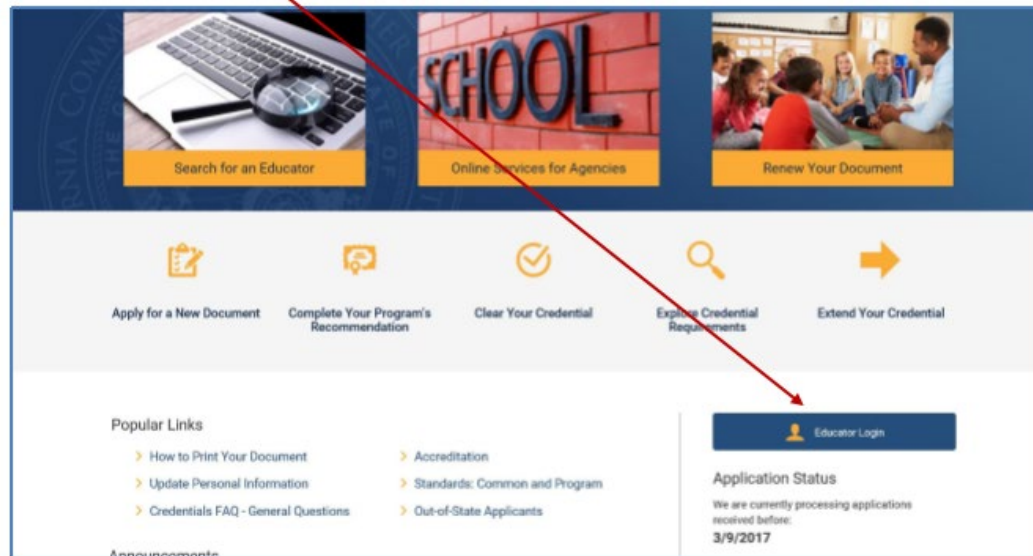
<https://www.csun.edu/sites/default/files/name-change-legal.pdf>

# Before Completing the Credential Recommendation

1. Click the **Educator Login** button on the Commission's Home page [www.ctc.ca.gov](http://www.ctc.ca.gov) to begin your application.

**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.



Detailed instructions regarding completing the CTC portion of the credential application process can be found at this [link](#). Review *Complete Your Programs' Recommendation*, section. The process is a little complicated and these instructions are very helpful.



# The Preliminary Credential

- ❖ 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

To view the educator's public records (current documents, all documents held and Adverse and Commission Actions), click on the Educator's Last Name.

Educator Information:

Last Name: LOE

First Name: CREDENTIAL

Middle Name:

Document Information:

Document Number: 200000011

Document Title: Single Subject Teaching Credential

Term: Preliminary

Status: Valid

Issue Date: 11/30/2023

Expiration Date: 12/1/2028

Original Issue Date: 11/30/2023

Grade:

Special Grade:

Deceased Flag:

SB1969 (Title 5 §80487):

### Authorization / Subjects

Authorization Code	Authorization Description	Subject Code	Subject Description	Major/ Minor	Added Authorization Date
> ELAS	The following instructional services may be provided to English learners within the content area(s) listed on this document: (1) English language development defined as instruction designed specifically for limited-English-proficient students to develop their listening, speaking, reading, and writing skills in English; and (2) specially designed content instruction delivered in English defined as instruction in a subject area, delivered in English, that is specially designed to meet the needs of limited-English-proficient students. This English learner authorization also covers classes taught on the basis of other valid, non-emergency credentials or permits held within the settings or content/specialty area(s) listed at the grade or age levels authorized.	NONE		MAJ	
R1S	This document authorizes the holder to teach the subject area(s) listed in grades twelve and below, including preschool, and in classes organized primarily for adults.	PE1	Physical Education	MAJ	

### Renewal Requirements

Please disregard any # signs you may see below and refer to the "Additional Description" column to the right for specific renewal requirements.

#### Renewal Code

#### Additional Description

- |        |   |
|--------|---|
| > R14I | This credential may not be renewed. To qualify for the clear credential, the holder of this document must complete a Commission-approved Induction program including Verification of Completion by the program sponsor. |
|--------|---|

### Employment Restrictions

Organization 1 Organization County

# Added Authorizations

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## **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**

**More information regarding the options listed above is available at:**

[Add a Teaching or Content Area | California State University, Northridge \(csun.edu\)](#)

- **Bilingual Authorization**

[Bilingual Added Authorization Program | California State University, Northridge \(csun.edu\)](#)

# Teacher Induction Program

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## Employer Sponsored Teacher 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 Teacher Induction Program

All Commission-approved induction programs 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.



# Advance Degrees

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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

## EDJOIN

website: [www.edjoin.org/](http://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 empl

## California Center on Teaching Careers

website: <https://californiateach.org/>

## Teach California

website: [www.teachcalifornia.org/](http://www.teachcalifornia.org/)

## CSUN Career Center

website: <https://www.csun.edu/career/>

## LAUSD

The Los Angeles Unified School District has a recruiter who regularly visits the Career Center.

Website: <https://achieve.lausd.net/prospective>



# The Employment Search

THE NEW HOME  
OF PATHWAYS  
AND SUNLINK



- Connect to employers and opportunities with **ii handshake**
- Discover your interests through the O\*NET Interest Profiler
- Find the career that's right for you with over 700 Career Profiles
- Learn what you can do with your major with Buzzfile, Candid Career, and What Can I Do With This Major



Bayramian Hall 413

(818) 677-2878

Mon-Thurs: 9am-5pm | Fri: 9am-4pm



Discover jobs, internships, and stay connected to your Career Center.

## Handshake FOR STUDENTS

### Step 1

Go to: [www.csun.edu/careerlink/handshake](http://www.csun.edu/careerlink/handshake)  
and login using your portal username and password.

### Step 2

Once logged in, select the **Go to Handshake** button.

### Step 3

Select the **California State University, Northridge** blue button. You will be prompted to fill out your career interests profile making your job search personalized and unique. Begin the job search!



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FOLLOW US!     

M-Th: 9:00 a.m. - 5:00 p.m.  
F: 9:00 a.m. - 4:00 p.m.

# The Employment Search

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## Broaden Your Search

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

- **School Districts**
- **Charter 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

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## **Do I have English Learner Authorization (ELA)?**

Your Preliminary Credential authorize the teaching of English learners with some restrictions related to grade level and subject. The ELA authorizes you to provide instruction for English language development (ELD) and specially designed academic instructions delivered in English (SDAIE). This English Learner Authorization **does not** authorized Departmentalized English Language Development. The ELA on your credential may not be enough for the teaching assignment you are hired for, the district will determine this.



# Frequently Asked Questions

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## **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

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## **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 Teacher Induction program in CA.
- Complete a Teacher 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.

# Credential Reception

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

The Michael D. Eisner College of Education and the Credential Office hosts a Credential Reception every May. 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:** May 14, 2024

**Time:** 4:30p.m.



# Conclusion

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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.

## **Credential Advisors**

Nicholas Novosel (A-F) [nicholas.Novosel@csun.edu](mailto:nicholas.Novosel@csun.edu)

Saira Shah (G-N) [saira.shah@csun.edu](mailto:saira.shah@csun.edu)

Ruby Ramirez Murillo (O-Z) [ruby.ramirez-murillo@csun.edu](mailto:ruby.ramirez-murillo@csun.edu)

## **Credential Office**

**Location:** Education Administration Building, EA 103

**E-mail:** [credprep@csun.edu](mailto:credprep@csun.edu)

**Telephone:** (818) 677-2733

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

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



# Questions?

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