Multiple Subject Credential Program

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

Now it is time to discuss what comes next.
INTRODUCTION

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 online at the beginning of your last semester of coursework, provided CSUN coursework in progress is all you have left to complete. [http://www.csun.edu/eisner-education/credential-office/program-completion-process](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 initiating the Credential Request.

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

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 for the issuance of your teaching credential.
Completing the Application Process

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.)

- Detailed instructions regarding completing the CTC portion of the credential application process can be found at this [link](#). The process is a little complicated and these instructions are very helpful.

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.
Complete the Credential Recommendation

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.

1. Click the Educator Login button on the Commission’s Home page www.ctc.ca.gov to begin your application.
Important Notes

- After you have logged in continue to the *Educator Page*
- Scroll down to the heading *Complete Your Program’s Recommendation.*
If your program sponsor informed you that it has submitted a document but it does not appear on the page, stop here and contact the program sponsor immediately for assistance. 
**Do not submit a new application in place of a recommendation for a preliminary!**

- Click on **No** and then select **Yes** from the drop down list to complete the application.

A step-by-step video tutorial is available on the [Complete Your Recommendation page](#).
Important Notes

If there is an error on the document submitted, you must return it for correction. Do not continue with the application process.

Select the Document to Return
Click on No and then select Yes from the drop down list.

Click in the Return Reason box. Type the reason for its return. Click Return Application to Authorized Agency to return the document.

NOTE: After a document has been returned, it will no longer display on this page until it is resubmitted by the program sponsor or employer.
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.
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

### Authorization Codes

<table>
<thead>
<tr>
<th>Authorization Code</th>
<th>Authorization Description</th>
<th>Subject Code</th>
<th>Subject Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>R20</td>
<td>To renew this credential, the holder needs to submit only an application and fee to the Commission no earlier than 12 months before the expiration date. The renewal period is five years.</td>
<td>CCA</td>
<td>Computer Concepts and Applications</td>
</tr>
<tr>
<td>R21</td>
<td>This credential authorizes the holder to teach single-subject (departmentalized) courses within the field of the supplementary authorization found in grades nine and below.</td>
<td>GS</td>
<td>General Subjects</td>
</tr>
<tr>
<td>R22</td>
<td>This credential authorizes the holder to teach all subjects in a self-contained class and, as a well-constructed classroom teacher, to team teach or to supervise student teachers in grades eleven and below, including preschools, and in classes organized primarily for adults. In addition, this credential authorizes the holder to teach core classes consisting of two or more subjects to the same group of students in grades five through eight, and to teach any of the core subjects he or she is teaching to a single group of students in the same grade level as the core for less than fifty percent of his or her work day.</td>
<td>GS</td>
<td>General Subjects</td>
</tr>
</tbody>
</table>

### Employment Restrictions

| Organization Type | Organization | Country |
Added Authorizations

Expanding your authorization may increase your employability

Holders of valid Multiple 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
Added 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)
Added Authorizations

**Subject Matter Authorization**

At this time, the holder of a valid (SB 2042) Multiple 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](http://www.ctc.ca.gov/credentials/leaflets/cl852.pdf)

Worksheet: [http://www.ctc.ca.gov/credentials/leaflets/cl849.pdf](http://www.ctc.ca.gov/credentials/leaflets/cl849.pdf)
Added Authorizations

Supplementary Authorization

At this time, the holder of a valid (SB 2042) Multiple Subject Credential may, through Supplementary Authorization, qualify to add a subject area to their existing credential.

- Supplementary Authorization allows teaching in grades 9 and below.

- 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/cl629.pdf](http://www.ctc.ca.gov/credentials/leaflets/cl629.pdf)

Bilingual Added Authorizations

CSUN offers Bilingual Authorizations 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/sites/default/files/bilingual-added-authorization-application.pdf

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
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 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

The Department of Elementary 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 1206

Telephone: (818) 677-2621

Department Chair: Dr. Mira Pak

Website: http://www.csun.edu/eisner-education/elementary-education
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.

California Center on Teaching Careers
website:  https://californiateach.org/

Teach California
website:  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.
NOTE- All Applicants must make an appointment with William or Randy.
email william.chang@lausd.net or randy.murphy@lausd.net
The Employment Search

CareerLink

Self-Knowledge
Identify your interests and make meaningful career and academic decisions

Academic Programs
Learn about your academic choices and how to make the most of your time at CSUN

Career Profiles
Expand your knowledge of career options and the world of work

Career Readiness
Develop the professional skills needed to be successful in today's workplace

Job Search Preparation
Write a resume, prepare for an interview, and network successfully

Specialized Advice & Resources
Find career and academic resources by your class level and CSUN communities

Graduate School
Research programs, prepare for the application process, and learn about funding options

Handshake, Jobs, Internships & More
Discover jobs, internships, and other rewarding opportunities

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

Step 1
Go to: 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!

CSUN CAREER CENTER
Bayramian Hall 413
(818) 677-2878
Mon-Thurs: 9am-5pm | Fri: 9am-4pm

CSUN CAREER CENTER
Bayramian Hall 413
(818) 677-2878
Hi-Th: 9:00 a.m. - 5:00 p.m.
F: 9:00 a.m. - 4:00 p.m.
The Employment Search

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 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

Am I highly qualified?
Passage of the CSET or completion of an approved Single Subject, Subject Matter Program in your subject area meets the highly qualified requirement. However with recent changes, school districts are transitioning from NCLB to Every Student Succeeds Act (ESSA), hiring districts will determine if you meet the highly qualified requirement.

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

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.
Alumni Association Membership

The Alumni Association sponsors scholarships, academic conferences and competitions, outstanding alumni achievement, alumni networking and mixers, cultural programing, 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) 677-2786
Email: alumni@csun.edu
Website: https://www.csun.edu/alumni/chapters
Credential Reception

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: 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

Director: Tina Torres

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