

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

CREDENTIAL OFFICE

Education Specialist 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



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>

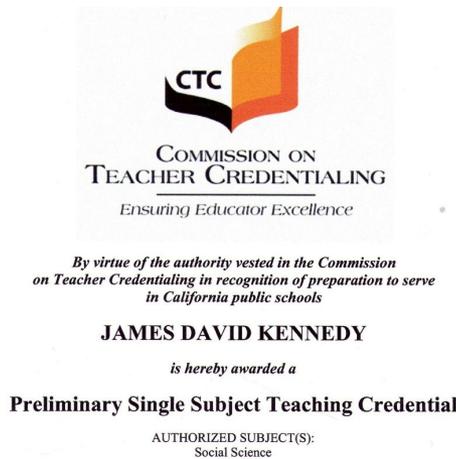
If you have not already submitted verification of completion of the following requirement to the Credential Office, please submit this verification prior to initiating the Credential Request.

- **RICA** (not applicable to Early Childhood program)
- **U.S. Constitution**
- **CPR** (if applicable)

PROCESS

- After receiving your Credential Request, 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 we have received your Education Specialist transition plan from the Special Education Department, 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

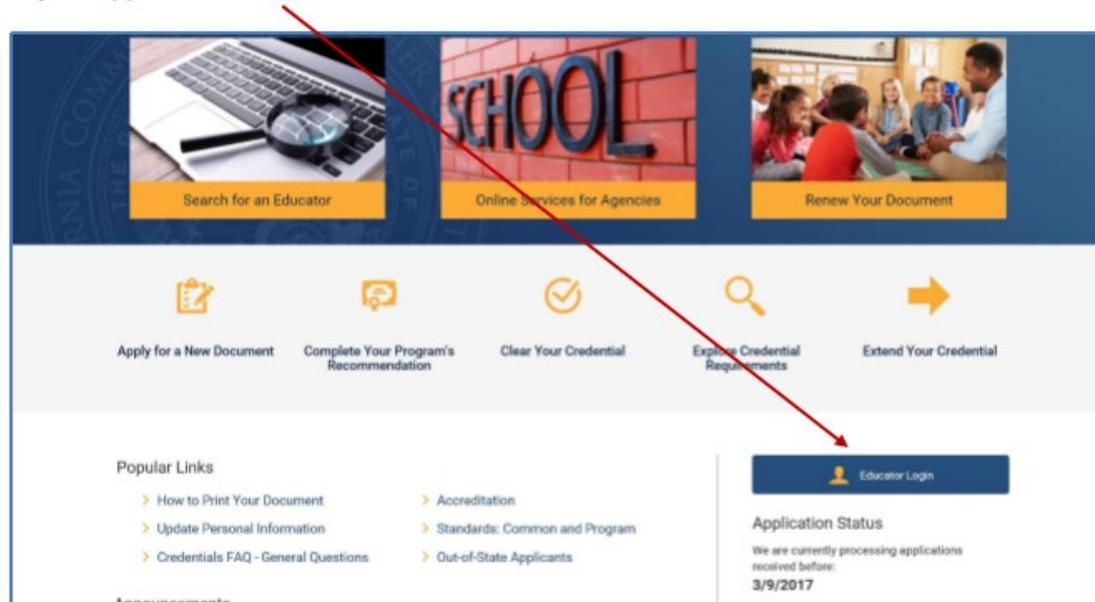
- ❖ The CTC does not mail a hard copy of your credential document. Credentials are available for viewing and printing on the CTC website: www.ctc.ca.gov. Click “Search for an Educator” to access your credential.

Complete the Credential Recommendation

1. Click the **Educator Login** button on the Commission's Home page 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.



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 screenshot of a web form's dropdown menu. The menu is open, showing three options: 'No', 'Yes', and a partially visible 'No'. The 'No' option is currently selected, and the 'Yes' option is highlighted with a red box. An arrow points from the 'No' option in the table above to this dropdown menu.

A screenshot of a web application interface. At the top, there is a 'Back' button and a note: 'Note: If you have questions about the information displayed below, please click [here](#) for a listing of Commission contacts'. Below this are input fields for 'Last Name', 'First Name', 'Middle Name', and 'Last Known County of Employment'. To the right, there is a 'Fingerprint Status' field with the value 'Incomplete: Action Required by Educator. Email Fil...' and an 'Adverse and Commission Actions Indicator' field. Below these fields are tabs for 'Document', 'Application', and 'Adverse and Commission Actions'. The 'Document' tab is active, showing a table with one record: '170057874' with title 'Crosscultural, Language and Academic Development Pe' and term 'Emergency'. Below the table is a section titled 'Complete Your Programs Recommendation' with a red border. It contains instructions and two buttons: 'Complete' and 'Return Application to Authorized Agency'. Below this is another table with columns 'Choose Yes to Complete Recommendation', 'Document Title', 'Term', 'Application Statu', 'Issue Date', and 'Return Reason'. The first row has 'No' selected in the first column and 'Single Subject Teaching Credential' in the second. Below this table is a 'Renew Your Document' section with a 'Complete' button and instructions. At the bottom, there is an 'Apply for a Certificate of Clearance or Activity Supervisor Clearance Certificate' section with 'Create New' and 'Complete' buttons.

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.

A close-up of a dropdown menu with three options: 'No', 'No', and 'Yes'. The 'Yes' option is highlighted with a red box, and a red arrow points from this box to the 'No' option in the table above.

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

Back

Note: If you have questions about the information displayed below, please click [here](#) for a listing of Commission contacts

Last Name: Last Name
First Name: First Name
Middle Name: Middle Name
Last Known County of Employment: [Text Box]

Fingerprint Status: Incomplete: Action Required by Educator. Email Fil
Adverse and Commission Actions Indicator :

Document Application Adverse and Commission Actions

No Records

Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date
170057874	Crosscultural, Language and Academic Development Pa	Emergency	Valid	1/1/2017	2/1/2018	1/1/2017

Complete Your Programs Recommendation 1 - 1 of 1

For those who have completed a program and were recommended for a credential by their college, university, district, or county office.

Complete Return Application to Authorized Agency Click the 'Document Title' to view detailed information. Select "Yes" next to the Document Title and either "Complete", or "Return Appl

Choose Yes to Complete Recommendation	Document Title	Term	Application Stati	Issue Date	Return Reason
No	Single Subject Teaching Credential	Preliminary	Recommended	5/1/2018	

Renew Your Document No Records

Options listed here are for those who already hold a document and are renewing.

Complete Choose the record you are interested in by selecting "-". Then Select "Yes" next to the Document Title and click "Complete".

Choose Yes to Renew	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date
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Apply for a Certificate of Clearance or Activity Supervisor Clearance Certificate 1 - 4 of 4

This option is ONLY for those seeking background clearance.

Create New Complete Click "Create New" to start. If applicable, select "Yes" next to the Document Title and click "Complete" to continue.

Complete Your Programs Recommendation 1 - 1 of 1

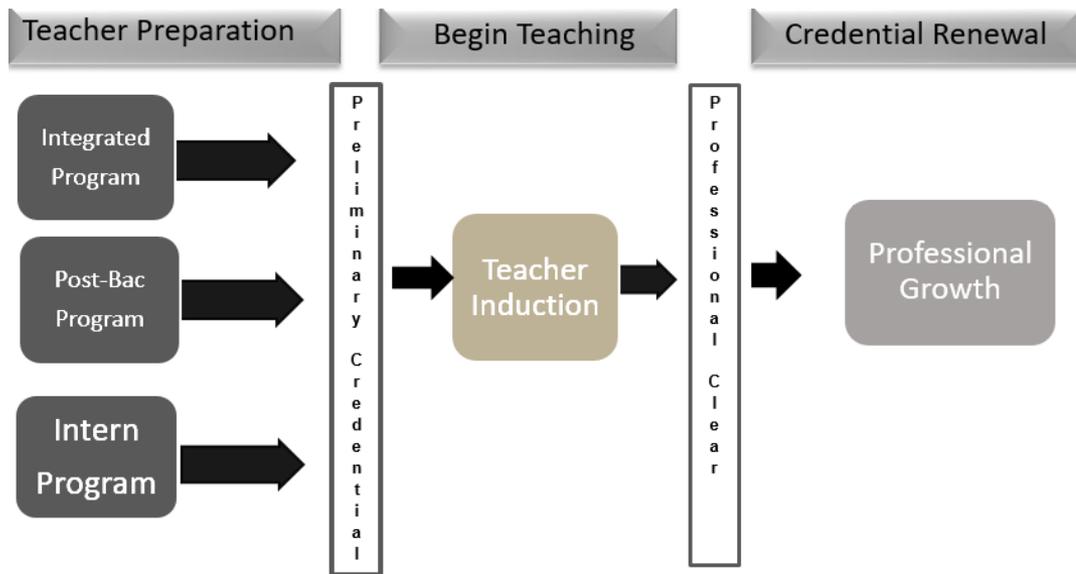
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Complete Return Application to Authorized Agency Click the 'Document Title' to view detailed information. Select "Yes" next to the Document Title and either "Complete", or "Return Appl

Choose Yes to Complete Recommendation	Document Title	Term	Application Stati	Issue Date	Return Reason
Yes	Single Subject Teaching Credential	Preliminary	Recommended	5/1/2018	

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

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: [REDACTED]
 First Name: [REDACTED]
 Middle Name: [REDACTED]

Document Information:

Document Number: [REDACTED]
 Document Title: Multiple Subject Teaching Credential
 Term: Clear
 Status: Valid
 Issue Date: [REDACTED]
 Expiration Date: [REDACTED] 1
 Original Issue Date: [REDACTED]
 Grade:
 Special Grade:
 SB1969 (Title 5 §90487):

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	Renewal Description	Additional Description	
> R20	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.		
Authorization / Subjects			
Authorization Code	Authorization Description	Subject Code	Subject Description
> R2B	This credential authorizes the holder to teach single-subject-matter (departmentalized) courses within the field of the supplementary authorization listed in grades nine and below.	CCA	Computer Concepts and Applications
R2M	This credential authorizes the holder to teach all subjects in a self-contained class and, as a self-contained classroom teacher, to team teach or to regroup students across classrooms, in grades twelve and below, including preschool, 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.	GS	General Subjects
Employment Restrictions			
Organization Type	Organization	County	

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.

CSUN Induction Program

The CSUN Teacher Induction Program is available to individuals who hold a Preliminary or Preliminary Level I Education Specialist Credential.

The CSUN Teacher Induction program is a two year, individualized, job-embedded system of mentoring, support, and professional development beginning in the candidates' first year of teaching. Detailed information and the application to this program can be found at:

<https://www.csun.edu/eisner-education/credential-office/teacher-induction-education-specialist-credential>



Advance Degrees



The **Department of Special 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 1204

Telephone: (818) 677-2593

Department Chair: Dr. Kathy Peckham-Hardin

Website: <http://www.csun.edu/education/sped/>

The Employment Search

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

THE NEW HOME
OF PATHWAYS
AND SUNLINK

CareerLink
csun.edu/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



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



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

- Connect to employers and opportunities with 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

CSUN | **CAREER CENTER**

Bayramian Hall 413

(818) 677-2878

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



CareerLink
 handshake

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

Handshake FOR STUDENTS

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**

FOLLOW US!

Bayramian Hall 413
(818) 677-2878

M-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 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

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.

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) 677-2786

Email: alumni@csun.edu

Website: <https://www.csun.edu/alumni/chapters>

Join A Chapter



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?

