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

CREDENTIAL OFFICE

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

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**

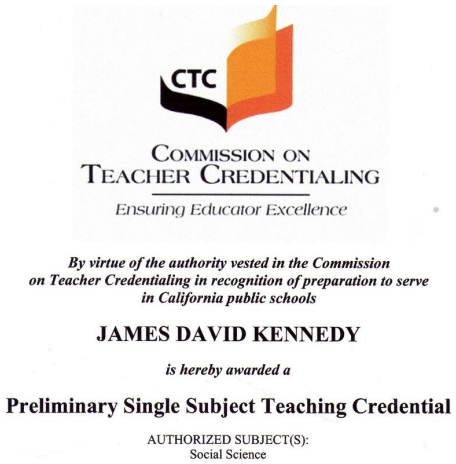
If you have not already submitted verification of completion of the following requirement to the Credential Office, please submit this verification prior to initiating the Credential Request.

- 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

COMMISSION ON TEACHER CREDENTIALING

Ensuring Educator Excellence

By virtue of the authority vested in the Commission on Teacher Credentialing in recognition of preparation to serve in California public schools

JAMES DAVID KENNEDY

is hereby awarded a

Preliminary Single Subject Teaching Credential

AUTHORIZED SUBJECT(S):
Social Science

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

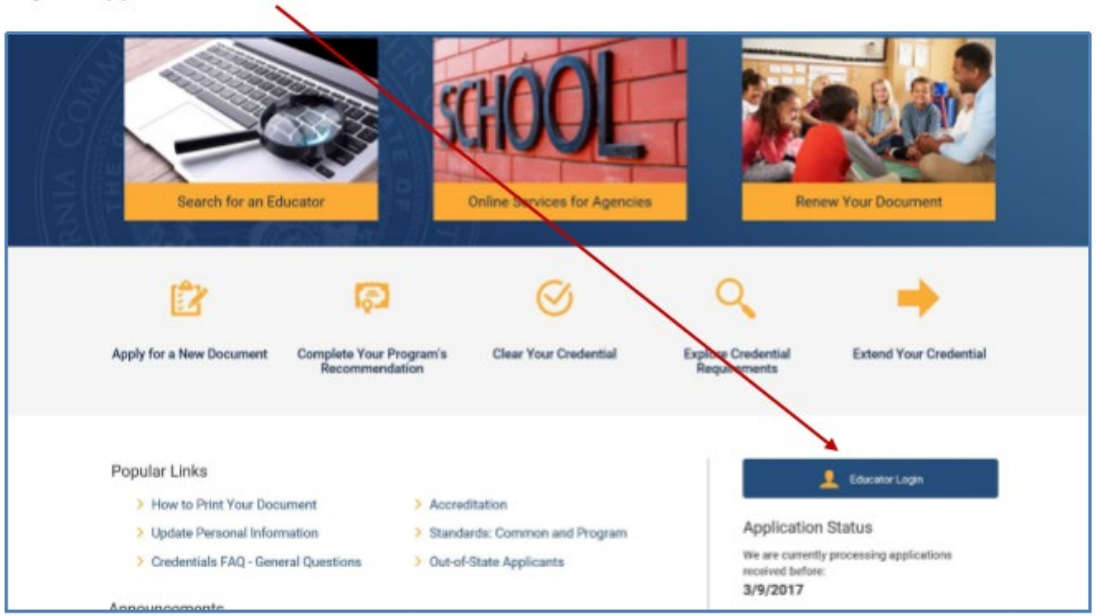
- The CTC does not mail a hard copy of your credential document. Credentials are available for viewing and printing on the CTC website: www.ctc.ca.gov. Click "Search for an Educator" to access your credential.

Complete the Credential Recommendation

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.



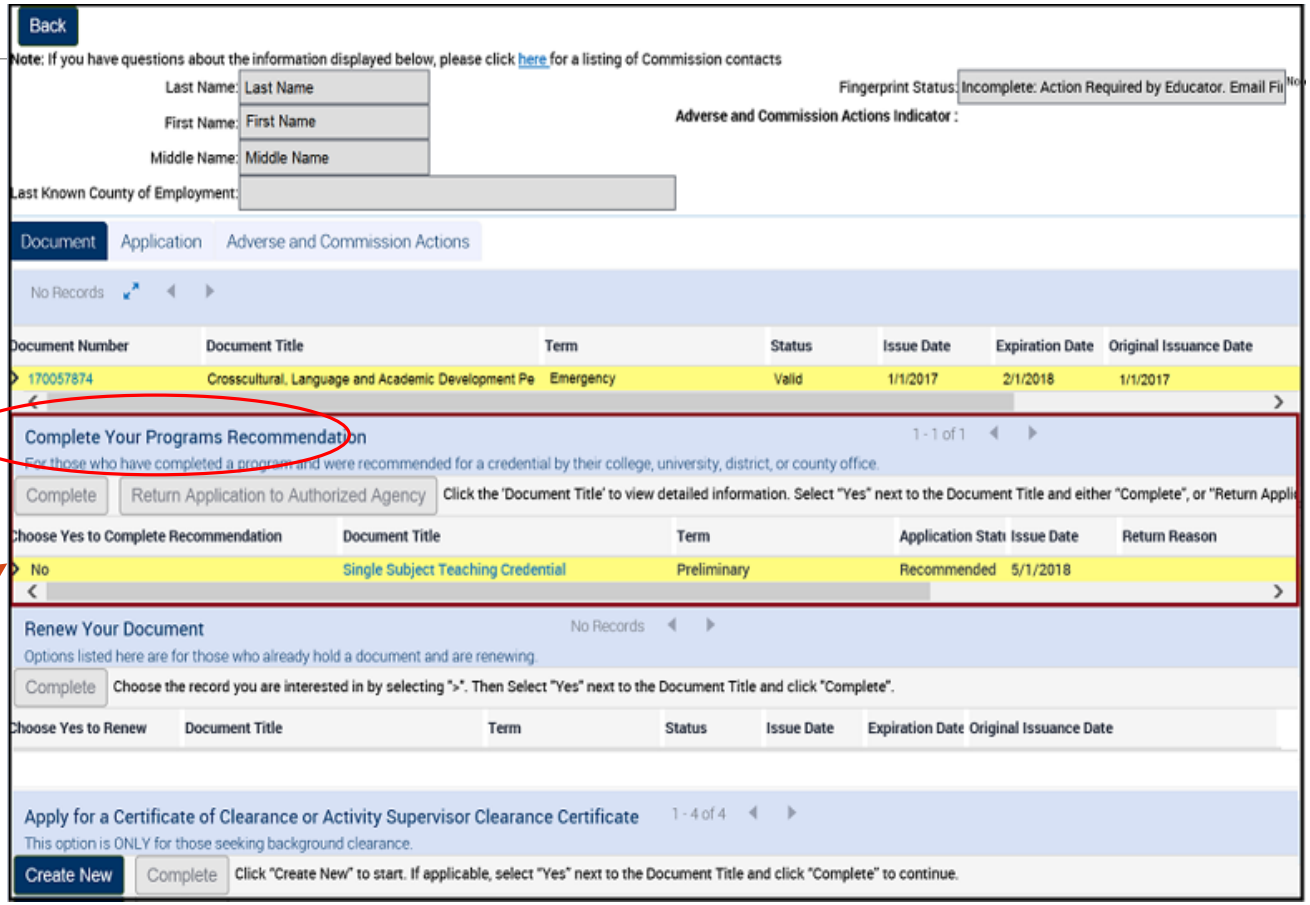
Important Notes

- 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 **s**elect **Yes** from the drop down list to complete the application.

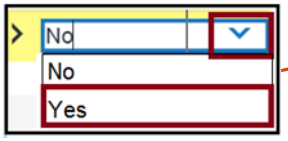


A step-by-step video tutorial is available on the Complete Your Recommendation page.

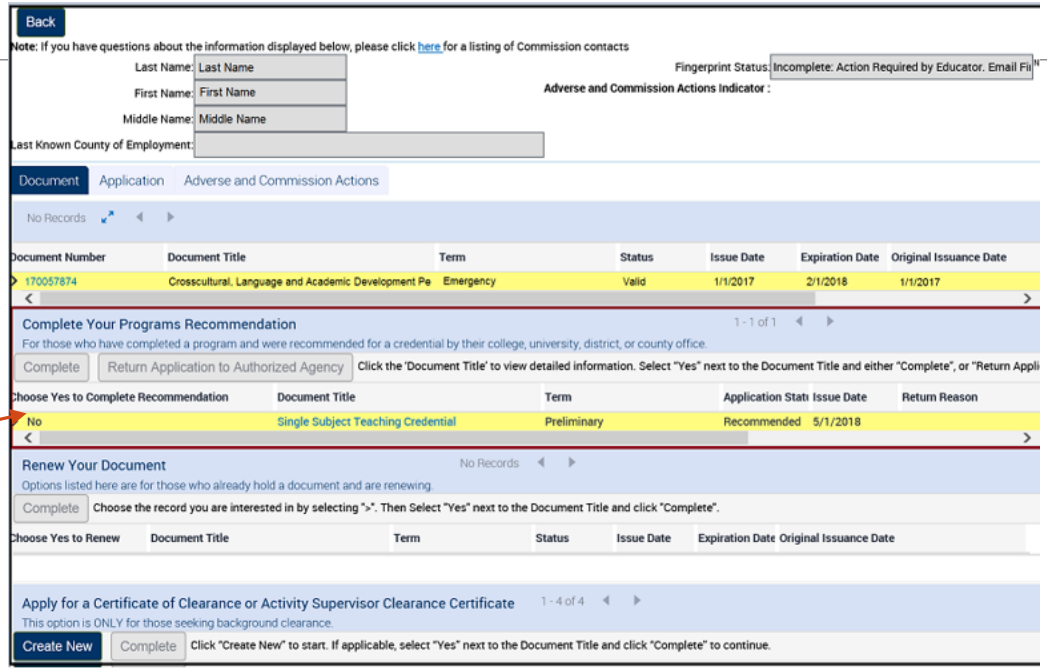
Important Notes

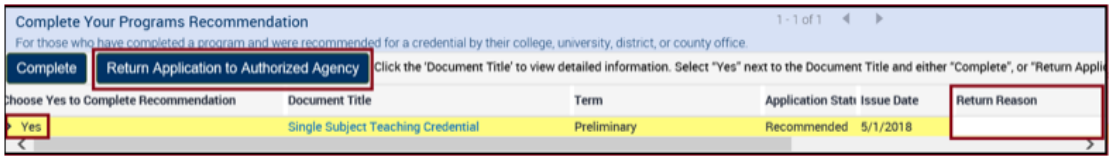
If there is an error on the document submitted, you must return it for correction. Do not continue with the application process.

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



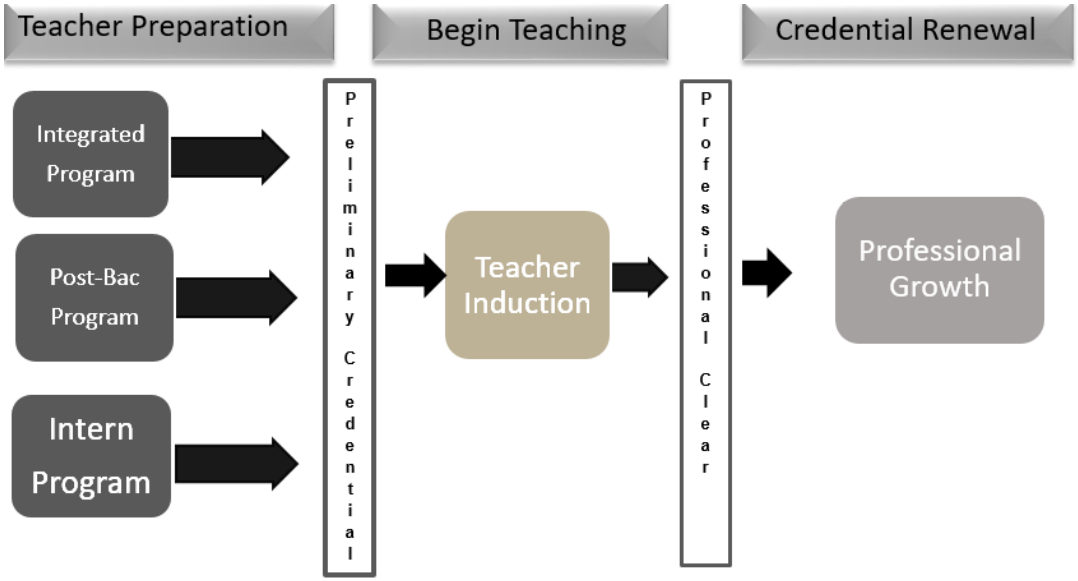
Click in the *Return Reason* box.
Type the reason for its return.
Click **Return Application to Authorized Agency** to return the document.





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

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 §80487):

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

Added Authorizations

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**
- **Bilingual Authorization**
- **Adapted P.E.**

Added Authorizations

Added Authorization of an Additional Teaching Credential

At this time, the holder of a valid (SB 2042) Single Subject Credential may, through **Added Authorization**, qualify for a **Multiple Subject Credential** with the completion of the following requirements:

- A three semester unit, subject specific, **methodology course** directly related to teaching in a self-contained classroom. At CSUN this would be EED 565M or EED 575.
- Verification of having passed the CSET Multiple Subjects exam.
- Coursework in developing English language skills for the beginning reader. At CSUN this would be EED 520.
- Passage of the Reading Instruction Competence Assessment (RICA).

Detailed information regarding this type of authorization can be found at the following link: http://www.ctc.ca.gov/credentials/leaflets/cl621a.pdf

Added Authorizations

Added Authorization of an Additional Subject Authorization

At this time, the holder of a valid (SB 2042) Single Subject Credential may, through **Added Authorization**, qualify to add another single subject authorization to their 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 this time, at CSUN this would be SED 525 (subject specific).
- Verification of 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

Added Authorizations

Subject Matter Authorization

At this time, the holder of a valid (SB 2042) Single 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.

Detailed information regarding these authorizations can be found at the CTC links listed below:

Information: http://www.ctc.ca.gov/credentials/leaflets/cl852.pdf

Worksheet: http://www.ctc.ca.gov/credentials/leaflets/cl849.pdf

Added Authorizations

Supplementary Authorization

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

- Introductory Supplementary Authorization allows teaching in a class where the curriculum is for grades 9 and below to students in preschool, grades K-12 and in classes organized primarily for adults.
- Specific Supplementary Authorization allows teaching in preschool, grades K-12 and in classes organized primarily for adults.

Detailed information regarding these authorizations can be found at the CTC links listed below:

Information: http://www.ctc.ca.gov/credentials/leaflets/cl603.pdf

Worksheet: http://www.ctc.ca.gov/credentials/leaflets/cl696b.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

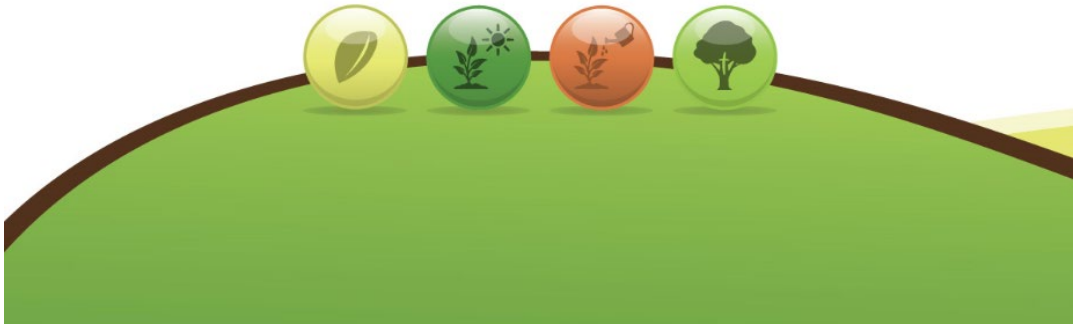
Induction Program

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 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/
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

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.

CSUN Alumni Association

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?