

# *Roadmap for Success*

## For Single Subject Credential Candidates

Now that you've been admitted to the credential program, let us help get you started on the road to successful program completion. You will be receiving a Credential Progress Report (CPR) shortly after admission. The CPR provides documentation of your program requirements and can be used to track your progress as you make your way through the credential program. In the meantime, we are providing this guideline to give you some key points that *all credential students* should be aware of.

In addition to this Roadmap, you should also review the Student Credential Handbook available on our website at <http://www.csun.edu/eisner-education/credential-office/student-resources>. Its purpose is to address any remaining questions or concerns you may have about your program.

### Choosing Your Classes

**Traditional program students** - you are in charge of making your own schedule. You can take classes full-time or part-time, it's up to you. A recommended program sequence is available on the on the Department of Secondary Education website <https://www.csun.edu/eisner-education/secondary-education/traditional-program>. Also, be sure to refer to your Credential Progress Report for the pre/co-requisites for student teaching. If you require a permission number for any SED course, you can request it from the Secondary Education Department at (818) 677-2580.

**ACT and Intern students** - your program coordinator will provide you with information on which courses to register for. ACT Coordinator, Brian Foley, [brian.foley@csun.edu](mailto:brian.foley@csun.edu). Intern Coordinator, David Moguel, [david.moguel@csun.edu](mailto:david.moguel@csun.edu).

**FYI and JYI students** - you will be following a course of study that leads to completion of a bachelor's degree as well as a Single Subject credential. Contact the advisor for your major to review your recommended course sequence: English, Danielle Spratt [Danielle.spratt@csun.edu](mailto:Danielle.spratt@csun.edu) or Math, Natalie Undis, [Natalie.howe@csun.edu](mailto:Natalie.howe@csun.edu)

If you still have questions about what to take you may also contact an advisor in the Credential Office at [credprep@csun.edu](mailto:credprep@csun.edu)

## Reminder While in Program

*All credential students* must maintain an overall GPA of 2.75 since program admission and a GPA of 3.0 in all credential courses with no grade lower than a “C.” A grade of “C-” or lower is not acceptable. **NOTE: Unless you maintain this standard you will not be allowed to student teach and you will not be eligible to receive a credential.**

Additional program requirements will be indicated on your Credential Progress Report. If this information is unclear or you have questions about your program you should contact a credential advisor.

If you decide to change your program objective (i.e. Single Subject to Multiple Subject) or pathway (i.e. ACT to Traditional, Traditional to Intern) you should meet with a credential advisor to discuss the requirements and procedure.

## Student Teaching

**Traditional program and FYI/JYI students** - your department is in charge of arranging your student teaching assignment. But before this can happen, you will need to submit an online Student Teaching Application. The Student Teaching Application is available at <http://www.csun.edu/eisner-education/credential-office/student-teaching-applications>

You should do this early in the semester prior to student teaching. Once it has been determined that you are eligible for student teaching, notification is sent to your department and they will contact you regarding your assignment. Questions regarding school site, days/times or special circumstances must all be directed to your student teaching coordinator.

**ACT and Intern students** - contact your program coordinator for instructions on registering for student teaching.

## Program Completion

In order for the Credential Office to recommend you to the California on Teaching Credentialing (CTC) for your preliminary teaching credential, you will need to submit an online credential request. The Credential Request form initiates the application for your credential document. The Credential Request should be submitted at the beginning of your final semester in the program, as soon as CSUN coursework in progress is all you have left to complete. (Any additional requirements such as RICA, CPR U.S. Constitution and approved coursework taken at an institution other than CSUN must already have been completed prior to submission of the Credential Request). Below is the process:

1. Submit the *Credential Request Form* online <http://www.csun.edu/eisner-education/credential-office/program-completion-process>.
2. A Credential Advisor will verify your eligibility and once all outstanding requirements have been completed they will submit your credential recommendation to the Commission on Teacher Credentialing (CTC).
3. You will be contacted via e-mail by the CTC. They will prompt you to complete their on-line application and pay a processing fee.
4. Once the credential has been issued you will receive a final notification from the CTC.

## Additional Information

**Teacher Induction:** Upon successful completion of your initial credential program you will receive a Preliminary Teaching Credential. This is a 5 year document and in order to maintain your teaching authorization you must complete a Teacher Induction program. The 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. A Teacher Induction Program can be completed through the employer, county office, college or university. CSUN offers a Teacher Induction program.

**English Learner Authorization:** You will undoubtedly be asked at some point whether or not you hold an English Learner (EL) authorization. Some schools refer to this as CLAD, ESL, ELL but they all mean the same thing – an authorization to teach English Language Learners. Requirements for the EL authorization are met as a part of the Preliminary Credential Program. You will be authorized to teach English Learners and to provide instruction for English Language Development (ELD) and Specially Designed Academic Instruction Delivered in English (SDAIE) with in the subject area authorized by your credential. **Please note:** this English Learner Authorization **does not** authorized Departmentalized English Language Development.

**Adding Authorizations:** It is relatively simple to add another authorization to your existing credential (i.e. single to multiple, single to single, etc). In most cases it comes down to taking one or two additional courses and an exam. Here is a link to the CTC guidelines for adding teaching or content area to the Single Subject Credential <http://www.csun.edu/eisner-education/credential-office/student-resources>, but you should contact a credential advisor if you have any questions.

**Out of State:** If you are planning to move to another state after receiving your credential, you should contact the agency in that state that is responsible for licensing teachers to find out what their requirements are. In most cases, having the California credential will be acceptable.