Next Steps Presentation for Preliminary Education Specialist Credential Candidates
INTRODUCTION

You are in the home stretch toward earning your preliminary teaching credential, congratulations! Now it is time to discuss what comes next.

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 at the beginning of your last semester of coursework, provided CSUN coursework in progress is all you have left to complete.

Credential Request Form (Submit Online at the following link)
http://www.csun.edu/eisner-education/credential-office/program-completion-process

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

  ❑ CPR
  ❑ RICA (not applicable to Early Childhood program)

❖ CSUN Portion of the 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 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](http://www.ctc.ca.gov). Click “Search for an Educator” to access your credential.
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

Your personal Educator Page provides a view of your document history. Under the heading “Complete Your Program’s Recommendation,” click on the arrow in the left column to highlight the document your program sponsor or other agency has submitted.

**NOTE:** If your program sponsor or employer informed you that it has submitted an application for a document but it does not appear on this screen, stop here and contact the agency immediately for assistance.

DO NOT COMPLETE A NEW WEB APPLICATION IN PLACE OF A RECOMMENDATION FOR A PRELIMINARY OR CLEAR CREDENTIAL! The Web Application process is only for persons seeking fingerprint clearance.
Important Notes

9. Select “Complete” to continue the application process.

NOTE: If you see an error on the document submitted, enter a Return Reason and select the Return Application to Authorized Agency button. After a document is returned, it will no longer appear on this page until it is resubmitted by the program sponsor or employer.

Recommended documents will only appear for 90 days. If the recommendation application is not completed and paid for within this timeframe, it will be purged by the system and the agency must resubmit the application.

The payment email will be sent to the email address on file with CTC, not necessarily the one entered in the Credential Request form.
YOUR PRELIMINARY CREDENTIAL

- Your preliminary credential is a license to teach in a California public school.
- The preliminary credential is valid for five years.

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
California State University, Northridge offers Bilingual Authorization Programs 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/eisner-education/credential-office/bilingual-added-authorization-program

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
THE CLEAR CREDENTIAL

- The Clear Education Specialist Credential is obtained through the completion of an induction program. The induction program can be competed at a university or through an employer.

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

- The CSUN induction program is a combination of coursework and learning opportunities, support, and professional development in an educational setting. Candidates not employed in their field may complete induction experiences at an approved educational setting with a participating school district.

- Our program consists of 12 units of coursework, 9 of which count toward the Master’s degree in Special Education. Candidates who complete their Preliminary Education Specialist Credential at CSUN may use 9 units from the preliminary credential toward the Master’s degree. This means candidates who complete a preliminary and clear education specialist credential through CSUN, only have 12 units remaining to obtain the Master’s degree in Special Education.

Detailed information and the application to this program can be found at: http://www.csun.edu/eisner-education/credential-office/clear-induction-education-specialist-credential
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 for the Department of Special Education
Location: Education Building, ED 1204
Telephone: (818) 677–2596
Department Chair: Dr. Kathy Peckham–Hardin
http://www.csun.edu/education/sped/
CSUN Career Center
BH 413
(818) 677-2878
http://www.csun.edu/career/

FALL’17
EVENTS:

Sept.
05th/How to Get a Job on Campus Workshop
BH410 / 11AM-12:15PM / 12:45PM-2PM Workshop 1: Looking For a Job on Campus? Workshop 2: Job Search Tips for International Students
06th/Open House & On-Campus Job Fair
BH413 / 11AM-3PM Join the fun! Meet your career counselors and see what’s new with your Career Center!
19th/Tech Fest
USU Northridge Center / 10AM-3PM Learn about resources for the College of Engineering and Computer Sciences and F/T & P/T internships and careers.
28th/Non-Profit & Government Career Fair
USU Thousand Oaks / 11:00AM-2:00PM Find jobs and internships in the non-profit and government sector.

Oct.
10th/Resu-makeover!
USU Grand Salon / 10:30AM-1:30PM Improve your resume with a one-on-one interview critique with a professional! LinkedIn help too!
18th/60 Seconds to Sucess
USU Grand Salon / 10:30AM-1:30PM Practice skills with professionals to fast-track you to success!
24th/Fall Career & Internship Fair
USU Complex / 10AM-1PM See who’s hiring at our largest event! F/T, P/T, Internships, and more!

Nov.
08th/Careers in Human Resources Panel
USU Thousand Oaks / 12:00PM-2:00PM
09th/Grad&Professional School Info Day
USU Northridge Center / 11AM-2PM Receive important information about Graduate and Professional school

*Requests for accommodation support services must be received at least 2 weeks prior to the event*
THE EMPLOYMENT SEARCH

CSUN Career Center (continued)

❖ **Online Workshops**
  - Resume Writing
  - Interview Skills
  Information can be found at [http://www.csun.edu/career/programs](http://www.csun.edu/career/programs) in Pathways under “Plan Your Future”

❖ **Resource Library**
  - Written Publications (cover letters, resume samples, etc.)
  - Online Resources (informational videos)
  - Employment Database

❖ **LAUSD Recruiter**
  The Los Angeles Unified School District has a recruiter who regularly visits the Career Center. The recruiter can be contacted for advisement or an interview. Contact Neena Agnihotri at neena.agnihotri@lausd.net or (213) 241–5416.

❖ **Career Counselors & Peer Counselors**
  Are available to help guide you in exploring your employment options.
THE EMPLOYMENT SEARCH

Additional Resources

❖ 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 employment.

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

• Do I have English Learner Authorization?
• Yes your preliminary credential includes English learner authorization.

❖ 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, etc.

▪ 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 document at the point you are ready to begin employment with a public school. 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) 677-2137
    Fax: (818) 677-4823
    Email: alumni@csun.edu
    Website: www.csunalumni.com
Students who are completing a credential program are not required to apply to graduate, as a degree is not being conferred.

Each May the CSUN College of Education Dean’s Office hosts a Credential Reception for all those who have earned their credential during that academic year. 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: TBD
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–CRED (2733)
- **Website**: [http://www.csun.edu/eisner-education/credential-office](http://www.csun.edu/eisner-education/credential-office)
- **Office Hours**: Schedules are available on our website
  Advising is done by appointment, visit our website to schedule an appointment
- **Director**: Tina Torres

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