

Credential Application Process



SINGLE SUBJECT CREDENTIAL PROGRAM

Applying for your Credential



The online application recommendation is a two-step process :

1. Applications are due to the Credential Preparation Center in order for CSUF to electronically recommend you for a Credential.
2. Once recommended by CSUF, you will receive an email from the CTC (Commission on Teacher Credentialing) with instructions on how to complete the second portion of the application process.

Applying for your Credential



Return the following documents:

1. Single Subject – Preliminary SB 2042 Application
2. \$25.00 CSUF Online Processing Fee
3. Copy of Official TPA scores
4. Any additional documents that might be missing (per an email notification if you were missing any items)

Applying for your Credential



Single Subject – Preliminary SB 2042 Application

- Fill in all fields
- Write in subject area on appropriate line
- If Bilingual Authorization has been completed, list language
- If a Subject Matter Authorization or Supplemental Authorization has been completed, list the subject area (*more info on following slides*)

Common Questions:

Name: Print your current legal name (regardless if changed with CSUF, etc).

Email Address: Print the email address you currently use (does NOT have to be CSUF email address). ***Please make sure your CTC profile reflects your current email address. You can update this information at www.ctc.ca.gov.***

Application Deadlines



While there is not a mandatory deadline, **January 2, 2024** is the earliest date your Credential can be issued:



If we receive your documents by January 2nd and you have completed the Credential Program:



By January 31st, you should receive an instructional email from CTC on how to complete the remainder of the online application process. Once completed, a payment confirmation letter will be emailed directly to you from CTC. After 5 days, start checking for your credential document on the CTC website at:

https://educator.ctc.ca.gov/esales_enu/start.swe?SWECmd=GotoView&SWEBHWND=&SWEView=Login+View&SRN=&SWEHo=educator.ctc.ca.gov&SWETS=1505513812

If you have any questions during your online application process, please email the CTC at: credentials@ctc.ca.gov.

Tip: If you turned everything in & did not receive an email from CTC, please call the Credential Preparation Center at 657-278-3205

CTC Online Application



After logging in, look under **"Recommends"** heading. The credential you have been recommended for will be listed here. Change the drop down box from "No" to "Yes" and **click "Complete."** Proceed with remaining portion of application & CTC fee payment.

The screenshot displays the CTC Online Application interface. At the top left is the CA.GOV logo and the Commission on Teacher Credentialing logo with the tagline "Ensuring Educator Excellence". On the top right are links for "Home", "FAQ", and "Glossary". Below the header is a navigation bar with "Agency User", "Search", and "Educator Page" buttons. A "Back" button is located in the top left of the main content area. A note states: "Note: If you have questions about the information displayed below, please click here for a listing of Commission contacts".

Personal information fields are shown: Last Name, First Name, Middle Name, Last Known County of Employment, Adverse and Commission Actions Indicator, and Fingerprint Process Complete. Notes provide instructions for each field.

Below this is a tabbed interface with "Document", "Application", and "Adverse and Commission Actions" tabs. The "Document" tab is active, showing a table with columns: Document Number, Document Title, Term, Status, Issue Date, Expiration Date, Original Issuance Date, Grade, and Special Grade. A record for a "Certificate of Clearance" is visible.

The "Recommends" section is highlighted with a red box. It contains a "Complete" link and instructions: "Click the 'Document Title' to view detailed information. Select 'Yes' next to the Document Title and either 'Complete', or 'Return Application to Authorized Agency' with the Return Reason." Below this is a table with columns: Select, Document Title, Term, Application Status, Issue Date, and Return Reason. A record for "Single Subject Teaching Credential" is shown with "No" selected in the "Select" column.

Below "Recommends" is the "Renewals/Reissuances" section, which includes a "Complete" link and instructions: "Select 'Yes' next to the Document Title and click 'Complete'". It features a table with columns: Select, Document Title, Term, Status, Issue Date, Expiration Date, Original Issuance Date, Pick Base Credential, and Special Grade.

At the bottom is the "Web Applications" section, which includes a "Create New" button (circled in red with a red 'X' over it) and instructions: "Click 'Create New' to start. If applicable, select 'Yes' next to the Document Title and click 'Complete' to continue." Below this is a table with columns: Select, Document Title, and Application Status.

Credential Issuance Dates



SB 2042 Preliminary Single Subject Teaching Credentials
are valid for 5 years.

Application materials received on or before January 2, 2024
Issuance dates: January 2, 2024 – February 1, 2029

Application materials received after this date
still have issuance dates of 5 years.

Example = application materials received January 15
Issuance dates : January 15, 2024 – February 1, 2029

*Tip: Keep in mind, once you hold a preliminary credential you never repeat the
credential program if your credential expires!*

(More information on Expiration dates & Extensions on following slides)

Your Credential Document



Once your SB 2042 Single Subject Teaching Credential document has been granted by CTC, you can view at:

https://educator.ctc.ca.gov/esales_enu/start.swe?SWECmd=GotoView&SWEView=CTC+Search+View+Web

Document Page 1 of 1

Document Number:

Last Name: [REDACTED] Last Known County of Employment: [REDACTED] Note: Please verify County of Employment is current
First Name: [REDACTED] Adverse and Commission Action Indicator: [REDACTED] Note: Information on Adverse and Commission Actions is available for this
Middle Name: A. Fingerprint Process Complete: Y educator if a flag is displayed.

Document | Application | Adverse and Commission Actions | 1 - 2 of 2

Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issue Date	Grade	Special Grade
> [REDACTED]	Single Subject Teaching Credential	Preliminary	Valid	7/2/2012	8/1/2017	7/2/2012		
> [REDACTED]	Certificate of Clearance		Valid	2/18/2009	3/1/2014			

Authorization/Subjects | 1 - 2 of 2

Authorization Code	Authorization Description	Subject Code	Subject Description	Major/Minor	Added Authorization Date
R15	This document authorizes the holder to teach the subject area(s) listed in grades twelve and below, including preschool, and in classes organized primarily for adults.	FLS	Foreign Language: Spanish	MAJ	
ELA1	The following instructional services may be provided to English learners: (1) instruction for English language development in grades twelve and below, including preschool, and in classes organized primarily for adults. If the prerequisite credential or permit is a designated subjects adult education teaching credential, a child development instructional permit, or a child development supervision permit, English language development instruction is limited to the programs authorized by that credential or permit; (2) specially designed content instruction delivered in English in the subjects, programs and at the grade levels authorized by the prerequisite credential or permit. This English learner authorization also covers classes authorized by other valid, non-emergency credentials or permits held, as specified in Education Code Section 44253.3.	NONE		MAJ	

https://educator.ctc.ca.gov/esales_enu/start.swe 10/2/2012

Your Credential Document

Credential document sample*



*This is considered your official Credential. Be sure to submit this document with any job application(s).



Document Number: 120560837 > Page 1 of 1

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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: ██████████
First Name: ████████
Middle Name: A.

Document Information:
Document Number: ██████████
Document Title: Single Subject Teaching Credential
Term: Preliminary
Status: Valid
Issue Date: 7/2/2012
Expiration Date: 8/1/2017
Original Issue Date: 7/2/2012
Grade:
Special Grade:
SB1969 (Title 5 §80487):

Authorization / Subjects 1 - 2 of 2

Authorization Code	Authorization Description	Subject Code	Subject Description	Major/Minor	Added Authorization Date
R15	This document authorizes the holder to teach the subject area(s) listed in grades twelve and below, including preschool, and in classes organized primarily for adults. The following instructional services may be provided to English learners: (1) instruction for English language development in grades twelve and below, including preschool, and in classes organized primarily for adults. If the prerequisite credential or permit is a designated subjects adult education teaching credential, a child development instructional permit, or a child development supervision permit, English language development instruction is limited to the programs authorized by that credential or permit; (2) specially designed content instruction delivered in English in the subjects, programs and at the grade levels authorized by the prerequisite credential or permit. This English learner authorization also covers classes authorized by other valid, non-emergency credentials or permits held, as specified in Education Code Section 44253.3.	FLS	Foreign Language: Spanish	MAJ	
ELA1		NONE		MAJ	

Renewal Requirements 1 - 1 of 1

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
R14I	This credential may not be renewed. To qualify for the clear credential, the holder of this document must complete a Commission-approved Induction program including Verification of Completion by the program sponsor.	TC Code Not Required

Employment Restrictions No Records

https://educator.ctc.ca.gov/esales_enu/start.swe?SWERowId=1-1KWBGW&SWEField=s_1_2_32_0&S... 10/2/2012

Your Credential Document



SB 2042 Preliminary Single Subject Teaching Credential includes:
ELAS, SDAIE and ELD within content being taught.
If asked for additional documents indicating these requirements, reiterate that you hold an **SB 2042** Credential (or attach an additional copy of your credential).

ELAS: English Learner Authorization for Single Subject

ELD: English Language Development

SDAIE: Specially Designed Academic Instruction in English

Requirements to Clear



Three Options to Clear:

1. Teach at a school that does offer BTSA/Induction

- Approximately 2 years long
- All requirements/information obtained through the district

2. Teach at a school that does not offer BTSA/Induction

- Complete a Teacher Induction Program at a University
- CSUF offers this program, more information found at:

<http://extension.fullerton.edu/professionaldevelopment/teacher-induction>

3. National Board Certification

- More information found at: <http://www.nbpts.org/>

You must be teaching to work toward clearing your credential!

Appeal for Extension



If your credential expires before you clear it:

1. Don't panic! Once you hold a preliminary credential, you do not need to repeat the credential program.
2. Appeal for an Extension to the CTC. More information found at: <http://www.ctc.ca.gov/credentials/leaflets/al3.pdf>.
 - Keep in mind that you can file an extension once in your lifetime so it's unofficially recommended that you wait do this until you are hired for a teaching position. You can still apply for teaching positions even with an expired credential.
 - Keep in mind you will never "lose" your preliminary credential even though it may expire & you will not be able to teach on it, it will always be part of your record/file with the CTC.

Subject Matter Authorizations



SMA are listed directly on the Single Subject Credential document.

Introductory Subject Matter Authorizations
teach up through 9th grade level

Specific Subject Matter Authorizations
teach K-12 in that specific subject area

Specific class requirements can be found at:
<http://www.ctc.ca.gov/credentials/leaflets/cl849.pdf>.

Each authorization requires 32 semester units (college level)

Details about Subject Matter Authorizations found at:
<http://www.ctc.ca.gov/credentials/leaflets/cl852.pdf>.

***If you are applying now, list the subject on your
Single Subject Application!***

Moving Out of State?



1. Contact that State's Department of Education to request an application packet.
2. Most states require that an Out-of-State Verification Form / Institutional Recommendation Form be completed by CSUF. If so, mail, fax, deliver or email it to credentialsonline@fullerton.edu.

Congratulations!



Contact information:

Credential Preparation Center

College Park, Suite 540

(657) 278-3205

<http://ed.fullerton.edu/cpc/>