Credential Application Process

MULTIPLE SUBJECT CREDENTIAL PROGRAM

Applying for your Credential

The online application recommendation is a two-step process:

- 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. Multiple Subject Preliminary SB 2042 Application
- 2. \$25.00 CSUF Online Processing Fee
- 3. A copy of your Official RICA scores
- 4. A copy of your Official TPA scores
- Any additional documents that might be missing (per an email notification if you were missing any items)

Applying for your Credential

Multiple Subject - Preliminary SB 2042 Application

- Fill in all fields
- 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:

<u>Name:</u> 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, <u>December 15, 2023</u> is the earliest date your Credential can be issued:



If we receive your documents by December 15th 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 will be emailed to you from CTC. After 5 days, start checking for your credential document on the CTC website at:

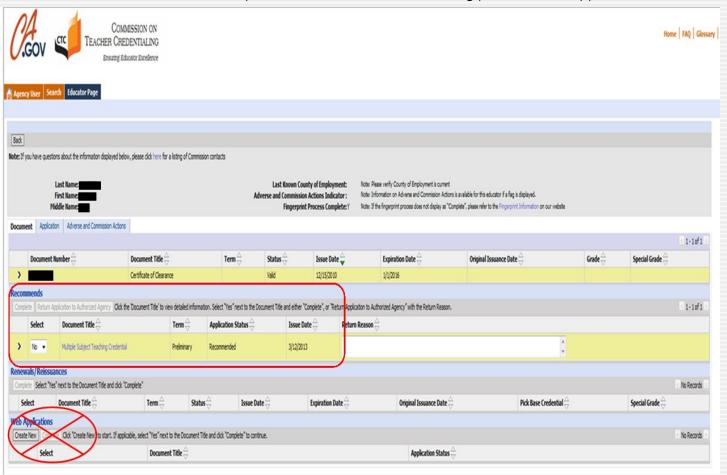
https://educator.ctc.ca.gov/esales_enu/start.swe?SWECmd=GotoView&SWEBHWND=&SWEView=Login+View&SRN=&SWEHo=educator.ctc.ca.gov&SWETS=1505513812

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 the remaining portion of the application and CTC fee payment.



Credential Issuance Dates

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

Application materials received on <u>or</u> before December 15, 2023

Issuance dates: December 15, 2023 — January 1, 2029

Application materials received <u>after</u> this date still have issuance dates of 5 years.

Example = application materials received January 7 Issuance dates : January 7, 2024 — February 1, 2029

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

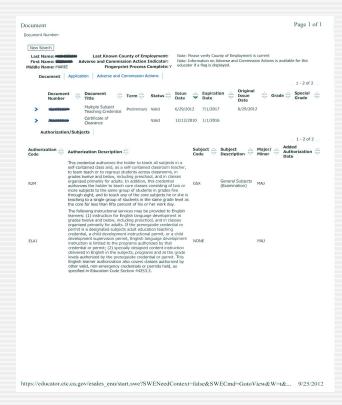
(More information on Expiration dates & Extensions on following slides)

Your Credential Document



Once your SB 2042 Multiple 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

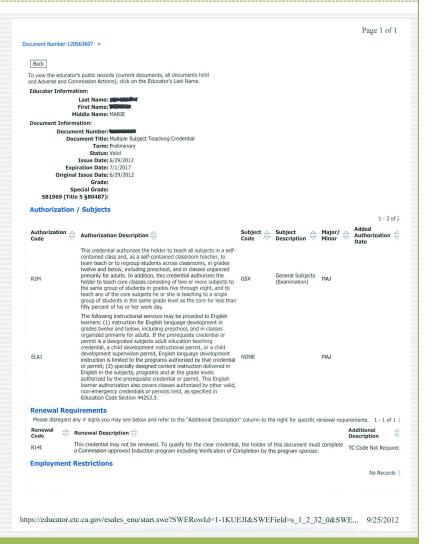


Your Credential Document

Credential document sample*



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



Your Credential Document

SB 2042 Preliminary Multiple Subject Teaching Credential includes: ELAM, 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).

ELAM: English Learner Authorization for Multiple Subject

ELD: English Language Development

SDAIE: Specially Designed Academic Instruction in English

Requirements to Clear

Three Options to Clear:

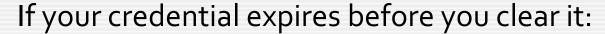
- 1. Teach at a school that does offers Induction
 - Approximately 2 years long
 - All requirements/information obtained through the district
- 2. Teach at a school that does not offer Induction
 - Complete a Teacher Induction Program at a University
 - CSUF offers this program, more information found 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



- 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.

Obtaining a Single Subject Credential

Requirements for a Single Subject Credential:

1. Methodology Class (3 semester units)

*CSUF classes = EDSC 542M (Foundational Level Math)
EDSC 542S (Foundational Level Science)

- *Registration info found at: https://extension.fullerton.edu/ou/
- 2. Subject Matter Competence

Subject Matter Preparation Program or CSET: www.cset.nesinc.com

3. Apply to the Commission on Teacher Credentialing Preparation More info on CTC leaflet: http://www.ctc.ca.gov/credentials/leaflets/cl621a.pdf

Subject Matter Authorizations

SMA are listed directly on the Multiple Subject Credential document.

Introductory Subject Matter Authorizations teach up through 9th grade level

<u>Specific Subject Matter Authorizations</u> 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 Multiple Subject Application!

Moving Out of State?

- Contact that State's Department of Education to request an application packet.
- 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/