

Department of Education Studies
University of California, San Diego

**M.Ed./Single Subject
Foundations Program**

**Student Handbook
2014-2015**



M.Ed./Single Subject Foundations Course Requirements

A minimum 3.0 GPA for all Educational Foundations coursework is required for advancement to the professional coursework preparation program (2nd year). All courses (except EDS 139 and EDS 190 - Research Practicum for 2 units) must be taken for a Letter Grade.

Students must complete the *Introduction to Teaching and Learning* requirement listed in **a** below and one course from each of the remaining three areas, **b**, **c** and **d**.

a. Introduction to Teaching and Learning.

EDS 129 A-B-C	Introduction to Teaching and Learning Secondary <i>(EDS 129 B & C must be taken sequentially in the same year)</i>
AND EDS 139	Practicum in Teaching & Learning <i>(co-requisite for EDS 129 ABC)</i>
AND EDS 190	Research Practicum <i>(must be taken concurrently with EDS 129C in the SPRING qtr.)</i>

b. Learning Environments.

One of the following courses or equivalent:

EDS 114	Cognitive Development & Interactive Environment
EDS 115	Cognitive Development and Education
EDS 118	Adolescent Development and Education
EDS/LIGN 119	First and Second Language Learning: From Childhood Through Adolescence
COGS 154	Communication Disorders in Children and Adults
COMM 102D/HDP 135	Practicum in Child Development (6 units)
HDP 1	Introduction to Human Development
PSYCH 101	Introduction to Developmental Psychology

c. Language and Culture.

One of the following courses or equivalent:

EDS/SOCI 117	Language, Culture & Education
EDS 125	<i>History, Politics & Theory of Bilingual Education</i> <i>(required for BLA students)</i>
ANSC 122	Language in Society
ANSC 163	Culture and Communication in Education
COMM 110I	Literacy, Social Organization and the Individual
COMM 168	<i>Bilingual Communication (or EDS 125 required for BLA)</i>
ETHN 141	Language and Culture

d. School and Society.

One of the following courses or equivalent:

EDS 112	U.S. Urban Education
EDS 113	Chicanas/os & Latinos in Education
EDS 125	<i>History, Politics & Theory of Bilingual Education</i> <i>(required for BLA students)</i>
EDS/SOCI 126	Social Organization of Education
ANSC 162	Language, Identity and Community
ETHN 144	Bilingual Communities in the USA
ECON 147	Economics of Education

A typical student schedule for the one-year Educational Foundations coursework is shown in Table 1.

Table 1 – The Single Subject Educational Foundations Suggested Course of Study. The following chart will help you plan your first year. Course schedule is subject to change. The following six (6) courses and EDS 190 must be completed by Spring 2015. All courses except EDS 139 and EDS 190 must be taken for a letter grade.

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
EDS 129A (4)	EDS 129B (4)	EDS 129C (4)
EDS 139 (2)	EDS 139 (2)	EDS 139 (2)
EDS 125 (4)(required for BLA students)	EDS 118 (4)	EDS 190 (2) (under your supervisor) EDS 117 (4)

*** EDS 190: Enroll under your supervisor's name only.** Please note that if you enroll in EDS 190 before the first day of class in Spring quarter (when you will be informed of who your supervisor will be), you will have to go back to TritonLink and double check to see if you enrolled under the correct supervisor. If you did not enroll under your supervisor's name, we ask that you will please drop the course and add it again under the correct section with the appropriate faculty member. Please note that failure to enroll properly in this course for 2.0 units, will delay the conferral of your M.Ed. for up to one quarter, since this course is required.

Other courses equivalent to EDS 117, 118 and 125 are also available. More information is available in the UCSD Catalog. These courses should be completed by Spring 2015. **Students pursuing the Bilingual Authorization Program (BLA) are required to take EDS 125 and NOT consider any other equivalent course.** Non BLA students could take an equivalent course from that category, if offered.

Miscellaneous Information

GPA

You must maintain a UCSD GPA of 3.00 to be considered in good standing.

Our web site is <http://eds.ucsd.edu>

CSO (Community Service Officer) (858) 534- WALK.

Use it without hesitation in order for you to be escorted at night.

Staying in Touch

Your graduate student mailbox will be available in the EDS Graduate Commons after your orientation. All university mail from EDS and other UCSD departments will be sent here, and NOT to your home address. The EDS Graduate Commons is located in Room 380. The confidential code for this room is 1542. CHECK YOUR EDS MAILBOX (green) AND YOUR E-MAIL ON A REGULAR BASIS. We rely on these two methods to get important information to you.

Please inform EDS of any address, E-mail, or phone number change since our records must be current at all times. Please update your records officially with TritonLink as well.

Working as a Graduate Student

The faculty at EDS does not recommend that you work while you are in the program. Nevertheless, if you are considering taking any job as a graduate student on campus, it is required that you first consult and obtain permission from the faculty of your subject area, and from our Director of Teacher Education, Dr. Forbes.

Recommended Course Offerings for Foundation (1st year) Students who need to be in Full-Time status (12 units or more)

YOU MUST BE A FULL-TIME STUDENT (enrolled in a minimum of 12 units each quarter):

*If you are receiving financial aid, AND/OR

*If you have any percent of time employed at the university that is higher than 25%.

Since your course of study at EDS for the Foundations year (Fall and Winter) requires only 10 quarter units per quarter (except Spring-12 units), you will need to take additional courses in order for you to become a full-time student during those quarters. Since these courses and units are above the requirements for the M.Ed./Credential, you might take the courses for either a letter grade, or S/U option.

1) If you are a **Math Single Subject Credential** student who is working towards the completion of the Math Subject Matter Preparation Program (SMPP), you can take courses that apply towards the completion of the waiver. Remember that 100% must be satisfied in order to get an Internship and/or your Single Subject Credential at the end of the program. See Ed Ashton if you have any questions about your SMPP.

2) If you are **NOT working towards a Math SMPP**, you can take any courses offered from this **list (offerings subject to change – please check with the appropriate program)**. Or, check with Giselle for other alternatives in case you are not able to enroll in any of these courses (you will need to petition to have other courses approved). These courses may be taken for S/U if desired. You may also take any 2 unit course not included in this list if none of the given courses work with your schedule.

<u>Course</u>	<u>Title</u>	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
COMT 116	Practicum in Child Develop.	X	X	X
HDP 135	Practicum in Child Develop.	X	X	X
PSYC 101	Introduction to Developmental Psychology	X	X	X
ETHN 140	Language and American Ethnicity			X
EDS 117	Language, Culture, and Education	X		X
EDS 118	Adolescent Development and Education		X	
ETHN 289	Language Socialization Across Cultures	X		X
EDS 125	History, Politics and Theory of Bilingual Education	X		

Equivalent EDS Courses

If you believe that you have already taken a course that is equivalent to a required foundations EDS course (excluding EDS 128AB and EDS 129 sequence), please do the following:

- 1) Please note that this request is considered an **exception** and not the norm, since all EDS courses are required in order to obtain the teaching credential and M.Ed. Only a maximum of 2 courses can be waived from any of the **introductory courses. Introduction to Teaching and Learning Secondary (EDS 129ABC) cannot be waived**, since it is required to be taken at EDS. Also, **NONE of the Professional Preparation Courses (starting as of next summer) can be waived.**
- 2) Look at course descriptions of EDS required courses and in the best of your knowledge, try to see if the information included is equivalent to a course that you have already taken:
<http://eds.ucsd.edu/about/courses.shtml>
- 3) If you find that the class that you took is fully equivalent to the required EDS course, please gather the following documentation:
 - a) **The Syllabus and Course Description** of the class that you took from the catalogue of your previous institution.
 - b) **The Official Transcript** showing the class title and grade of the course that you would like to consider as equivalent.
- 4) **No later than one week after the orientation**, and preferably immediately after orientation, email **Ed Ashton** at erashton@ucsd.edu the following information:
Title of email: **Request to Waive a Class**
In the email: Your full name and program, the class that you took and grade obtained, the EDS class that you think is equivalent to the class you took and would like to waive. **VERY IMPORTANT:** Attach to this email a scanned official transcript showing the title of the class and final grade as well as the official syllabus and course description of the class that you took.
- 5) Ed will petition the director to waive the class based on the information that you provided. Please note that unless the class is fully equivalent, the petition will be denied.
- 6) Ed will respond to your email informing you of the final decision within 1 1/2 weeks, or as soon as possible **SO THAT YOU CAN DROP** the class in case your request is approved. **It will be your responsibility to officially drop the EDS course if your petition is approved. EDS does NOT drop you from any courses.** Note that each quarter has its own deadline of when to drop courses and get a refund back.
- 7) **If you will become part-time student (6 units or less). Please contact Giselle Van Luit at gvanluit@ucsd.edu if you need to complete a part-time petition.**

Please note that incomplete requests sent to Ed Ashton will NOT be considered. Ed will need a minimum of one full week to process your request.

Advancement Requirements for the M.Ed./Professional Preparation Component of the Preliminary Single Subject Teaching Credential

You are now considered a Foundations Graduate Student. In order for you to advance and continue into the professional coursework and either begin the Student Teaching or Internship Program, you will need to provide EDS with the following: An updated statement of purpose, a letter of recommendation from your cooperating teacher, and any pending “Credential Requirements” if still missing. **The deadline to submit these documents to Giselle Van Luit at EDS is January 13, 2015.** The Professional Preparation year begins Summer 2015. **Please note: You will NOT need to complete another Application for Graduate Admission. You are already considered a graduate student at UCSD. The advancement process is required for continuation into the professional year program (SS-2 year).**

Before advancement to the Professional Preparation Component (2nd year), students must complete the following (CTC) Credential Requirements by the end of [Spring 2015](#):

1. [Subject Matter Competence](#):

This requirement is satisfied by **either**:

- a) Providing evidence of satisfactory completion of the appropriate sections of the [CSET](#) specialty area exams. The **original, official CSET pdf report** must be submitted to EDS since we do not receive it from the testing agency (only an electronic transmission). **OR**
- (b) Having fully completed the Subject Matter Preparation Program ([SMPP](#)) for the appropriate single subject credential program (contact Ed Ashton at (858) 534-8834 for more information). EDS only offers a SMPP in Math (Note: 100% of subject matter program requirements must be completed prior to the Professional year since this is a requirement for both a possible Internship and Student Teaching position).

2. [The California Basic Skills Test \(CBEST\)](#)

Providing the **official pdf report** as evidence of satisfactory completion of the CBEST fulfills this requirement.

3. [U.S. Constitution Requirement](#):

This requirement is satisfied by either:

- a) Completion of a **course** including the provisions and principles of the U.S. Constitution, **OR**
- b) Passage of the appropriate **exam** offered through University Extension or the any college-level examination completed at a regionally accredited community college or four-year college or university. Some places that offer the exam on site or online are: [UC San Diego Extension](#), [Notre Dame De Namur University](#).
- c) Any student who completed a **BA/BS Degree from a California State University (CSU)** has automatically completed the US Constitution requirement.

4. [Education Foundations Component Coursework with a B+ or better for each course \(min. GPA 3.00\)](#).

5. [Sensitivity to Second Language Learning and Acquisition](#) (see Second Language Requirement).

Final Selection Process for the Professional Preparation Component

Upon completing the Educational Foundations coursework, you will be evaluated to determine your Preparation, and fitness for continuation into the professional preparation coursework and begin either a Student Teaching or Internship position.

Internship and Student Teaching Programs:

Those admitted to the M.Ed./Single Subject Credential Professional Preparation Program (SS-2) are eligible to apply and be interviewed in June, July and August for a paid internship for the following school year, in a local middle or high school. Availability of internship positions is **not** guaranteed, though EDS attempts to facilitate internship positions for all Single Subject intern applicants. Students who do not receive an internship position will do their practicum as student teachers instead. Interns are responsible for teaching Biology, Chemistry, English, Geosciences, Mathematics, Physics or World Language courses under the guidance of an EDS supervisor and an on-site adviser. Interns, who are generally hired for part-time teaching loads, receive a salary from the school district commensurate with the number of courses they teach.

An EDS faculty committee makes decisions concerning student continuation and advancement into the credential professional preparation part in the program, (year 2 as SS-2 students) based on completion of all requirements, academic achievement, and level of professionalism in all aspects of the program. Continuation in the Professional Credential Program (SS-2) is not automatic. The SS-2 Professional Year begins in the summer.

The EDS Admissions Committee will make final advancement/internship decisions based on the applicant's academic performance, references, and portfolio of work.

Advancement to M.Ed./Credential coursework will be evaluated based on the following criteria:

1. Progress toward completion of all credential requirements;
2. A strong interest in multicultural approaches to education; a strong desire to improve the quality of American education; a strong desire to develop self-activated learners;
3. Experience working with children in educational environments, especially in multicultural settings;
4. Notable achievements demonstrating community service and leadership potential in teaching and in the field of education;
5. Academic excellence in undergraduate/graduate studies and Educational Foundations coursework;
6. Demonstration of a high level of professionalism in all aspects of the program;
7. Applicant's statement describing goals in seeking the M.Ed. degree;
8. Examination of writing assignments from EDS 129A & B (portfolio of work).

NOTE: Please make copies of all your test scores/documents prior to submitting them to EDS since we will NOT be able to provide you with any copies of items once they are included in your EDS file.

**** You will need to submit copies and sometimes original, official test scores/documents to the school district when you apply for jobs.**

Second Language Acquisition - Sensitivity Requirement

For All EDS Students

Applicants must demonstrate, **by Spring 2015**, through coursework or an equivalent experience, an informed sensitivity to the challenges of second language learning and acquisition. This can be fulfilled in EITHER of two ways (there is **no** time limit on how long ago you may have completed an experience listed below):

1. Completion of 9 quarter units (6 semester) of a second language at the college level.

OR

2. Completion of 3 years of secondary school course work in a language other than English. The course work must be taken in grades 7 through 12, with at least a B average.

OR

3. Demonstration of an equivalent experience in a second language situation. “Equivalent Experience” can be fulfilled by any ONE of the following three choices:
 - a. A prolonged period when you lived in a country where the language spoken was not native to the applicant, and where the applicant was continuously required to speak that second language. (e.g. Peace Corps)
 - b. An extended experience in the applicant’s native country where s/he was immersed in a multilingual community.
 - c. The applicant was raised as a native speaker in a multilingual community.

If the applicant wishes to satisfy this requirement by one of these “Equivalent Experiences”, then s/he must present an essay, which addresses the following:

Describe the length and circumstances of your experience. Describe three separate situations, in detail, where you came to a closer understanding of the issues surrounding second language acquisition, and how that has been formative in your approach to education in a multicultural society, and has exposed you to the intersection of culture and language as they affect education.

U.S Constitution Requirement Course List

Following is the list of UCSD courses that are approved by EDS to fulfill the Provisions and Principles of the U.S. Constitution requirement for the California Multiple and Single Subject Teaching Credentials. **Note:** *course content is subject to change without notice.* Please make sure the syllabus of the course covers the principles of the Constitution before enrolling.

DOC	2	Dimensions of Culture: Justice
HILD	2A, B, or C	United States History
	7A, or 7C	Race and Ethnicity in the U.S.
HIUS	101	The American Revolution
	140	U.S. Economic History
	149	The United States in the 1960s
	150	American Legal History to 1865
	151	American Legal History since 1865
	152A	A Constitutional History of the United States to 1865
	152B	A Constitutional History of the United States Since 1865
	153	American Political Trials
	155A	Religion and Law in American History: Foundations to the Civil War
	155B	Religion and Law in American History: Civil War to the Present
POLISCI	10	Introduction to Political Science: American Politics
	100J	Race in American Political Development
	102C	American Political Development
	104A	The Supreme Court and the Constitution
	104B	Civil Liberties—Fundamental Rights
	104D	Judicial Politics
	104F	Seminar in Constitutional Law
	104M	Law and Sex
	104N	Race and Law

Or you may also satisfy this requirement with one of the following:

- 1) Completion of a course covering the provisions and principles of the U.S. Constitution from a different school. Must provide a copy of the syllabus or course description.
- 2) Completion of an appropriate university-level only exam. For example, we accept exams from Notre Dame De Namur University and UC San Diego Extension.

<http://extension.ucsd.edu/studyarea/index.cfm?vAction=singleCourse&vCourse=EDUC-30008&vsacategoryid=102&vStudyAreaID=8>

<http://www.usconstitutionexam.com/>

Course of Study

M.Ed./Preliminary Single Subject Credential Professional Preparation Program

Once students are selected for advancement to the M.Ed./Preliminary Single Subject Credential Professional Coursework, they are provided an intensive preparation program (15 courses, 68 units; Bilingual Authorization (BLA) - 17 courses, 72 units), including a full-time Summer program of teaching methods courses and a Student Teaching, or Internship Field Experience which spans the full academic year. Seminars offered in the evening throughout the academic year address classroom management, theories of teaching and learning, educating special-needs students, and advanced teaching practices.

All courses on this list must be taken for a **Letter grade** except for the Student Teaching requirements:
EDS 379 A-B-C. The Professional Preparation courses are:

EDS 201 (4 units)	Introduction to Resources for Teaching and Learning
EDS 203 (4 units)	Technology, Teaching and Learning
EDS 204 (4 units)	Technology and Professional Assessment
EDS 205 A-B (2-2 units)	Reflective Teaching Practice
EDS 206 (4 units)	Teaching Performance Assessment
EDS 250 (4 units)	Equitable Educational Research and Practice
EDS 351 (4 units)	Teaching the English Language Learner
(EDS352 A-B (2-2 units)	<i>Bilingual Instructional Practices (Bilingual Authorization(BLA)Students Only)</i>
EDS 372* (4 units)	Secondary World Language Teaching Practices
EDS 373* (4 units)	Secondary English Teaching Practices
EDS 374* (4 units)	Secondary Mathematics Teaching Practices
EDS 375* (4 units)	Secondary Science Teaching Practices
EDS 376 (4 units)	Language and Learning Instruction
Student Teaching Requirement: S/U only	
EDS 379 A-B-C (8-8-8 units)	Single Subject Internship Practicum
EDS 381 (4 units)	Health Education
EDS 382 (4 units)	Inclusive Education Practices

*Students only take one of EDS 372, 373, 374 or 375

Students must complete the U. S. Constitution requirement prior to starting the Student Teaching or Internship Program (satisfied through coursework, or appropriate exam from a regionally-accredited college or university) by next June. Students who were admitted to the M.Ed./Credential Program with only 4/5 of a Subject Matter **Math** Preparation Program must either complete the full Subject Matter Program (SMPP) to 100%, or receive a passing score on the appropriate set of **CSET** content area exams prior to commencing the Student Teaching or an Internship position since this is a requirement for either option. **Any questions regarding the (SMPP) must be directed to Ed Ashton at (858) 534-7297. Please keep copies of your TB Test, since you will need them for student teaching/internship and EDS cannot provide copies of ANY materials previously submitted.**

Students pursuing any **Bilingual Authorization (BLA) Program** must also take **EDS 352 A-B (2-2 units)** (Bilingual Instructional Practices).

* Below is a typical student schedule for the M.Ed./Preliminary Single Subject Credential Program: (course schedule subject to change)

<u>Summer</u>	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>	<u>Summer</u>
EDS 372/373/374/375	EDS 379A	EDS 379B	EDS 379C	EDS 204
EDS 376	EDS 351	EDS 381	EDS 382	EDS 206
EDS 201		EDS 205A	EDS 205B	
EDS 203				
EDS 250				

BLA candidates also need to take:

FALL: EDS 352A Winter: EDS 352B

** This program of study will lead to a **California Preliminary Single Subject Teaching Credential (SB 2042)** and a **Master of Education.**

Bilingual Authorization Program

• A **Bilingual Authorization Program (BLA) in Spanish** is available for students who can teach in Spanish and English. Candidates interested in being recommended for the Bilingual Authorization Program in **Spanish** must demonstrate:

1. **Methodological Competence:** EDS 125 (4), *History, Politics & Theory of Bilingual Education* and EDS 352 A B (2-2), *Bilingual Instructional Practices*.
2. **Cultural Competence:** Program (History & Culture along with EDS required courses), **OR** CSET: LOTE Subtest V in the culture of emphasis.
3. **Language Competence:** Program Assessment, **OR** CSET: LOTE Subtest III.
4. A desire to teach in a bilingual setting.

• A **Bilingual Authorization Program (BLA) in Asian & Middle Eastern Languages** (Arabic, Cantonese, Japanese, Korean, Mandarin, Tagalog (Filipino), Vietnamese) Candidates interested in being recommended for any of these BLA Programs in **Asian & Middle Eastern Languages** must demonstrate:

1. **Methodological Competence:** EDS 125 (4), *History, Politics & Theory of Bilingual Education* and EDS 352 A B (2-2), *Bilingual Instructional Practices*.
2. **Cultural Competence:** Program (History & Culture along with EDS required courses), **OR** CSET: LOTE Subtest V in the culture of emphasis.
3. **Language Competence:** CSET: LOTE for each language as follows:
Arabic and Filipino: Subtest II
Cantonese, Japanese, Korean, Mandarin and Vietnamese: Subtest III
4. A desire to teach in a bilingual setting.

*A detailed information session about the **Bilingual Authorization Program (BLA)** will be presented immediately after your orientation.*

If you are interested in doing the BLA Program, please complete the Verification of Candidate Competence form with Giselle Van Luit in order for you to be considered **officially part of the BLA Program**. You will have up to 5 years from the date you are recommended at EDS for a Preliminary Credential to complete the BLA program and be recommended for this authorization.

Any questions, please contact Giselle Van Luit at (858) 534-2958 or gvanluit@ucsd.edu

Obtaining Additional Single Subject Credentials

EDS supports you to complete the program in which you were admitted. Any additional credential recommendations will only be considered once you have completed your own program.

Single Subject candidates wishing to earn another FULL **Single Subject Teaching Credential** in any of the following 4 areas that EDS can recommend: English, Math, Science or World Language need to do the following:

- 1) *Contact Ed Ashton at (858) 534-7297, or erashton@ucsd.edu for more information regarding this additional credential option & get proper advising so that he can monitor your progress.*
- 2) *Complete all regular Single Subject requirements first including meeting all TPEs, CBEST, CSET, US Constitution, First Aid, PACT (all items passes) as well as passing all required SS coursework by the end of Spring quarter, before you will be allowed to complete the additional SS methods (offered during summer session at EDS).*
- 3) *Verify Subject Matter Competence by passing the appropriate combination of CSET Subtests/Examination(s) in the chosen area, and/or locally assessed proficiency assessment. Please look at the following table below for a list that contains the required CSET Subtests in order to verify subject matter competence and confirm this information for your credential type with Ed Ashton before signing up for the test: <http://www.ctcexams.nesinc.com/tests.asp>*
- 4) *Enroll in the course that corresponds to your **SPECIFIC subject matter pedagogy**. These classes are offered in the summer, but are restricted to Single Subject candidates admitted into that particular subject. Departmental approval is required since it also depends on availability. Therefore, you will need to contact and get permission from the appropriate SS faculty to enroll in the course that you need by doing the following:*
 - a) *By email, request permission to the instructor of the methods course and cc Ed Ashton in your message.*
 - b) *Forward the approval email from the instructor to Ed Ashton since he will need to preauthorize you in order for you to enroll in the class.*
 - c) *Complete the appropriate 4 unit Single Subject Methods Class **specific to your subject area** (offered during your last summer at EDS):
English: EDS 373, Math: EDS 374, Science: EDS 375, World Language “foreign language”:
EDS 372. The faculty are:
English: Dr. Marcia Sewall, msewall@ucsd.edu
Math: Dr. Christopher Halter, chalter@ucsd.edu
Science: Dr. Rachel Millstone, rmillstone@ucsd.edu
World Language: Dr. Luz Chung, lmchung@ucsd.edu or Dr. Cheryl Forbes, cforbes@ucsd.edu*

[If you want to obtain another SS Credential, you will need to take an additional SS methods course specific to your subject area and pass the required CSET exams.](#)

Single Subject Students Earning a Multiple Subject Credential

Single Subject Candidates who would like to obtain a **Multiple Subject Teaching Credential** need to contact Ed Ashton at erashton@ucsd.edu or call him at (858) 534-7297 for more information about the requirements and available options. Please note that you are required to complete your full Single Subject Credential first.

The full complement of Elementary Methods Course will be required for a Multiple Subject Credential, as well as passage of CSET, Subtests 101, 102, and 103.

Teaching Credentials and Requirements

For any Student Teaching or Internship position, the following must be completed by May 1st, 2015: Certificate of Clearance, TB Test, CBEST, and CSET.

For Math candidates: CSET or 100% of a Subject Matter Preparation Math Program (SMPP). In addition, for [Internship positions](#): The US Constitution Requirement, by June 1st 2015.

If you become an **Intern**, you will need to apply for an **Internship Credential in July with Ed Ashton (details included in this handbook)**.

At the end of the credential program, in June 2016, you will apply for a **California Preliminary Single Subject Teaching Credential** with Ed Ashton, our Credential Analyst. You must satisfy the CPR requirement (if you haven't already done so) and the US Constitution.

If you have any questions about the recommendation process, please contact Ed Ashton at erashton@ucsd.edu, or call him at (858) 534-7297.

Official UCSD Graduation/Commencement

Your official Graduate Student Commencement is tentatively scheduled for a day during **mid-June 2016**. You will only be able to walk for the **credential** at this time, since the **M.Ed. coursework** is not completed until **mid or end of July 2016**. Nevertheless, the following year, **June 2017**, you may walk for the **M.Ed.** at the general OGS Graduation.

Therefore, you could attend the UCSD Commencement twice. You will need to register with OGS and rent a cap and gown from the library. There is no limit on the number of guests that you could bring to the UCSD, OGS Graduation.

Any questions regarding the official UCSD Graduation should be directed to Ed Ashton at erashton@ucsd.edu, or (858) 534-7297.

EDS Reception/Ceremony for M.Ed. Candidates

Because of the gap in acknowledging the Teaching Credential and the Master of Education Degree, EDS hopes (based on the budget) to have an informal, internal reception in order to celebrate both your Credential and your M.Ed. The date, TBD will be, most likely, the day of your final presentation, (last day of summer classes - mid to end of July 2016).

The reception is a small, fun, afternoon celebration with your classmates, few guests and the EDS faculty. Light refreshments cap the ceremony.

We will update you in the Spring quarter with details regarding this ceremony and the site. EDS will send an Evite invitation. The planning of the agenda for the event will depend on your involvement and student representation. The program for the ceremony will be designed based on students' participation. We already anticipate that if this ceremony takes place, you will be able to invite a **maximum of 2 guests due to space and budget limitations**.

Any questions about the EDS reception should be directed to Ed Ashton at erashton@ucsd.edu or (858) 534-7297.

Master of Education Degree

Your **M.Ed. coursework only** will be completed by the end of **July, 2016**. Your M.Ed. is considered a Summer Degree. Therefore, official proof of this in the form of a transcript will not be available until **October**.

The **first verification of your M.Ed. degree** will come in the form of a letter from the Dean of the Office of Graduate Studies (OGS) after all grades have been posted. Please note that this is a **congratulatory letter** stating that you have completed all requirements for the degree of Master of Education, but it does **NOT** mention that your M.Ed. has been conferred, since only the Registrar's Office has this ability. You should receive the Dean's letter by the end of August to your **CURRENT** mailing address posted on Tritonlink. **By July 2016, please make sure to update your CURRENT mailing address on Tritonlink and change it from EDS to your own**

current one. If you do not receive the Dean's letter by the first week of September, please contact Giselle Van Luit at (858) 534-2958. Give this verification letter to the school district as proof of your M.Ed. while you are able to obtain an official transcript with the word "M.Ed. Conferred" and a date from the Registrar's Office. Please note that most districts will **NOT** consider the letter from the Dean as official verification since most will require an official transcript, and this could affect your pay scale. Please double check with your district on their specific requirements for employment.

An official transcript with the word: M.Ed. Conferred will not be available until mid October/November. The conferral of your degree is time consuming. It will be processed by the Registrar's Office. The date of your conferral will be included in your transcript (the posted date on the document will usually be a date during the first week of September).

Please take this into account as you apply for jobs since you will **NOT** be able to provide your district with an official transcript until probably **October or November**. OGS will process the final paperwork for the degree and will send it to the Registrar's Office. Academic Records will confer your degree once the courses are reviewed and approved. This process may take from 30 to 90 days after the end of the quarter of graduation (summer session). The conferral of degree process begins after all summer terms have ended and grades have been posted. Therefore, even though your courses have finished, summer session is still in session and your summer degrees cannot be processed earlier. These deadlines have been established by the Registrar's Office.

Please note that an official transcript will NOT be sent to you automatically. You will need to order it from the registrar's office at: <http://students.ucsd.edu/academics/exams-grades-transcripts/transcripts-verifications/index.html>

You may request your transcripts online, but make sure to first check on Tritonlink that your M.Ed. has been officially conferred before you request them. A fee is associated with this process, but you can either have the transcripts mailed to you, or you may pick them up at the Registrar's Office.

Your official **M.Ed. Diploma** from UCSD will arrive to your **PERMANENT** address 3-6 months after the end of summer quarter. **Please make sure to verify or update your PERMANENT mailing address on Tritonlink so that your Diploma does not get lost.** Your diploma will be sent to you automatically by **December**.

VERY IMPORTANT: **Your name on the DIPLOMA will look exactly as it currently appears on Tritonlink.** If you have recently changed your name officially and would like to have the new name reflected on Tritonlink, and on your diploma, please make sure to go to the Registrar's Office with a valid ID in order to make this change official. The name shown on Tritonlink will be reflected on your diploma.

Any questions regarding the conferral of the M.Ed. degree should be directed to Giselle Van Luit at gvanluit@ucsd.edu, or (858) 534-2958.

Instructions for Internships and Student Teaching Requirements

Internship positions and Student Teaching practicums have similar credential requirements, which must be completed prior to the start of either one. Both are arranged by the EDS faculty and may start as early as August. An Internship Credential is a valid Teaching Credential, and like all Credentials in California, the Commission on Teacher Credentialing will not issue it without the recommender having evidence of the following in his/her EDS file:

- **An Official Transcript** showing a **BA/BS degree conferred**. If your degree has not yet been conferred, please go to your major department to make sure that the major degree check is COMPLETE and **ASK YOUR COLLEGE FOR PRIORITY POSTING**. If requested by you, EDS can send your college a letter explaining the urgent need, but you must complete this process at your college, since it will not be done unless the student requests it first.
- **Please request one Official Transcript to be sent to Ed Ashton, EDS – box 0070**. Fill out the request form at the Registrar's Office or online (there will be no charge as long as it is sent to an on campus address). Make sure to check the box: **HOLD FOR DEGREE** and we suggest that you request two sets: the second set should be sent to Rose Marine, OGS - 0003).
- **Original CBEST** score report pdf printout.
- **Original CSET** score report pdf printout showing passage of all required subtests, or completion of a Subject-Matter Preparation Program (SMPP-Waiver) in your subject area to **100%**. EDS only offers a SMPP Waiver in Math. **If you are doing the waiver, please see Ed Ashton after this orientation with evidence that you are enrolled in EDS 203. Ed will then give you an 100% completion waiver (if this is the case) and include the information in our records.**
- Completion of a **U.S. Constitution** course or examination.
- **Fingerprint clearance** (Certificate of Clearance packet previously submitted).

Please make sure that you have completed these requirements, and EDS has in your physical file the required official documents **by the end of JULY, at the latest**. You will not be allowed to begin **Student Teaching** without evidence of these requirements. Cheryl Forbes will be given notification of any students who still might have pending requirements after the orientation session, so please make arrangements to provide us with any outstanding documents at once!

If you have any questions regarding your Subject Matter Preparation Program (SMPP-Waiver), please contact Ed Ashton at (858) 534-7297.

INTERNSHIP CREDENTIAL REQUIREMENTS:

Please submit the following to Ed Ashton **by the end of July at the latest:**

A) ANY PENDING REQUIREMENTS from the previous list.

B) COPY OF A CURRENT NEGATIVE TB TEST (YES, please get **ANOTHER** TB Test, valid after 7/1). A photocopy is sufficient.

Please put all of the required documents in an envelope and leave it in Ed's mailbox, deliver it in person, or slip it under his door in room 308.

Ed Ashton will be recommending you for the Single Subject Internship credential online through the CA Commission on Teacher Credentialing (CTC). This recommendation will take place in **August** (or later, in some instances), and it will allow you to have your Internship Credential within 2-7 days after the recommendation.

Please make sure to have verified that EDS has your CURRENT EMAIL. If your email address has changed since you registered with the Commission on Teacher Credentialing for your Certificate of Clearance and you wish to use that new address, we must have it on file or your notifications will go to your **old email address**, and a new recommendation and fee will be necessary.

Once you are recommended in August, you will receive an email from the CTC giving you instructions on how to complete your credential recommendation through their web portal, and how to pay the required fee with a credit card. The fee will be \$72.50, or less if you have a \$35 fee credit from your Certificate of Clearance (COC) on file with the CTC.

Most districts will require evidence that you have been recommended for your **Internship Credential**. The district personnel can find this information, if you provide them with your Social Security number and Date of Birth.

If they prefer a printed document, you can print it out for them by going to the CTC website at <http://www.ctc.ca.gov/>.

Click on the "Online Services for Educators" button, then on the "Educator Page" button. On the next page, enter your SS# and date of birth, then click "OK". Review your personal information, use the "Edit" and "Save" buttons if you need to make changes, then click on the "Next" button on the right-hand side of the page. The next page that opens will list your Internship credential document number and your COC document number. If the recommendation has been completed, these numbers will be hyperlinks to a page that provides details on your authorization. You can then either open the page and save it as a pdf document, or you can opt to email the entire document to yourself, print it out, and hand it in to the district.

Failure to complete any of the above steps may result in delays, which will affect the process of your Internship credential.

Please contact Ed Ashton at (858) 534-7297 or erashton@ucsd.edu for any questions related to the Internship Credential process.

CPR Training Information

In order to receive a California credential, **you must have CPR certification that is current at the time of your application for the credential.** Your CPR training must include adult, child, and infant training. The course usually takes a minimum of 6 to 8 hours. Please check that your training will meet the criteria of the American Heart Association or the American Red Cross. *Any questions about CPR should be directed to Ed Ashton at (858) 534-7297.*

Be sure your course includes:

- Prevention of Cardiovascular Disease
- Risk Factors
- Signs and Symptoms of heart attack
- Adult-pediatric (infant and child) CPR
- Child rescue breathing
- Child CPR
- Infant rescue breathing
- Infant CPR
- Skills and written test required

(from Credential Information Alert)

Courses: [**\(PLEASE CALL FOR LATEST INFORMATION\)**](#)

Office of Cardiac Life Support Training 619-294-6445
UCSD Medical Center, Hillcrest
Renewal classes only
Offered every Friday from 10:00am to 1:00pm (\$40)
Booklet can be faxed to you (need to call and request it)
Also a new class on Wednesday from 6:00pm to 9:00pm
Reservations are not necessary, but you should call and confirm the class is being offered before you go.

San Diego Firefighters Association 619-563-6161
10405 San Diego Mission Road
Classes are held on Saturday from 9:00am to 3:00pm
Students must pre-pay, \$45
Must call and confirm date.

Mercy Hospital-CPR Registration Information 619-260-7140

UCSD Recreation Center 858-534-4037
CPR courses are offered every quarter.

State Of California

Commission On Teacher Credentialing

1900 Capitol Avenue Sacramento, CA 95811-4213 (888) 921-2682 E-mail: credentials@ctc.ca.gov Website: www.ctc.ca.gov

Subject Matter Authorizations

<http://www.ctc.ca.gov/credentials/manuals-handbooks/Subject-Matter-Auth.pdf>

Introductory Subject Matter Authorizations

An Introductory Subject Matter Authorization authorizes the holder to teach the subject matter content typically included in curriculum guidelines and textbooks approved for study in grades 9 and below. This allows an employer to assign a teacher with an Introductory Subject Matter Authorization to teach a class in which the curriculum is for grades 9 and below but the students in the class may be in grades K-12.

Introductory Subject Matter Authorizations are available in the following subjects:

Art - must include course work in the content areas of art history including aesthetics and appreciation, two-dimensional art including drawing, painting, and printmaking, three-dimensional art including sculpture and ceramics, and photography/computer generated imagery

English – must include course work in the content areas of grammar or language structure, advanced composition, speech, drama or theatre, and literature

A Language Other Than English (specify) – must include course work in the content areas of grammar, composition, culture, conversation, and literature

Mathematics – must include course work in the content areas of algebra, advanced algebra, geometry, probability or statistics, and development of the real number system or introduction to mathematics

Music – must include course work in the content areas of vocal music including the analysis of repertoire and literature appreciation for developing musicians, instrumental music including the analysis of repertoire and literature appreciation for developing musicians, aural musicianship, keyboard, music history including music appreciation, world music, conducting and music theory

Science – must include course work in the content areas of biological sciences, chemistry, geosciences, and physics

Social Science – must include course work in the content areas of United States history, California history, world history, world civilization or world cultures, physical geography, and United States government

Introductory Subject Matter Authorizations may be added to the following credentials:

- Single Subject Teaching Credential
- Multiple Subject Teaching Credential
- Standard Elementary Teaching Credential
- Standard Secondary Teaching Credential

To qualify, individuals must satisfy all of the following requirements:

1. Posses a valid prerequisite teaching credential.
2. Complete **one** of the following:
 - a. 32 semester units (48 quarter units) of non-remedial course work in the subject, including a minimum of three semester or four quarter units of course work in each content area. The balance of the units may be in any course within the subject category. (Exception: the subject of Science requires at least six semester or eight quarter units in each of the four science content areas [biological sciences, chemistry, geosciences, and physics]), OR
 - b. A degree major from a regionally-accredited college or university in a subject directly related to the subject to be listed on the credential.

Specific Subject Matter Authorizations

A Specific Subject Matter Authorization authorizes the holder to teach the specific subject in grades preschool, K-12, and classes organized primarily for adults.

Specific Subject Matter Authorizations are available in the following subjects:

Art History/Appreciation - Biological Sciences - Chemistry - Civics/Government – Dance - Drama/Theatre - Economics (social science) - English Composition - Geography Geosciences – History - Instrumental Music - Literature - Photography - Physics - Plant Science - Three-Dimensional Art - Two-Dimensional Art - Vocal Music

Specific Subject Matter Authorizations may be added to the following credentials:

- Single Subject Teaching Credential
- Multiple Subject Teaching Credential
- Standard Elementary Teaching Credential
- Standard Secondary Teaching Credential
- Special Secondary Teaching Credential (in academic subjects only)

To qualify, individuals must satisfy all of the following requirements:

1. Posses a valid prerequisite teaching credential.
2. Complete **one** of the following:
 - a. 32 semester units (48 quarter units) of non-remedial course work (Exception: the subject of History requires a minimum of 16 semester units in both world history and U.S. history).
 - b. A degree major from a regionally-accredited college or university in a subject directly related to the subject to be listed on the credential.

More information can be found at:

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

The Subject Matter Authorization worksheet can be found at:

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

EDJOIN – Tips for Credential Program Graduates

Visit the EDJOIN website at www.edjoin.org

1. Go to “LOGIN/REGISTER” to begin
2. Create a new account and begin entering your personal information. When you’re done with each page, click on the “Next” button at the bottom.
3. Eventually, you will reach a page where you must enter your credential information. Bear in mind that you will not actually possess a credential until you are recommended for one at the end of the Spring quarter of the year when you complete the program. Nevertheless, many of you will be applying for jobs well before this time. For the purposes of using EDJOIN, **you must pretend that you have already been recommended and hold a credential**, or the system will not allow you to post information about yourself that the districts will want to view.

Under the section that states: “I possess the following Teaching Credential(s)”, click on “Add a Credential”. A box will open; under “Credential Type”, select “*Multiple Subject Teaching Credential SB 2042 (TCMS)*” for the elementary students, and “*Single Subject Teaching Credential SB 2042 (TCSS)*” for the secondary students. Under “Authorized Field”, select “*GSX – General Subject (Examination)*” for MS students and for the SS students, one of the following:

ENGX – English (Examination)

MATH – Mathematics (for students who completed the SMPP)

MATX – Mathematics (Examination)

SBSX – Science: Biological Sciences (Examination)

SCX – Science: Chemistry (Examination)

SGX – Science: Geoscience (Examination)

SPX – Science: Physics (Examination)

For Foreign Languages, choose the one that includes “(Examination)”, since everyone who earns this credential will have to have passed the CSET exams.

Please note: the EDJOIN codes bear no relationship to the codes the CTC assigns to your credentials and other authorizations.

Under “Expiration Date”, choose the date exactly 5 years from the date you will be recommended, which **will always be the Monday following the last day of the Spring quarter**. You will have to enter these dates manually—do not use the calendar function.

If you have already received your credential, use the expiration date listed on your CTC document.

Finally, click on the “Add Credential” button.

4. In the section, “I possess a Certificate of Compliance for the No Child Left Behind Act (NCLB) in the following Subject Areas”, check off the subject area that you are receiving your credential in. You can choose more than one. **All SB 2042 credentials (the type you will receive) are NCLB-compliant.** Your CSET score report or your SMPP verification letter will serve as your Certificate of Compliance.
5. “Credential Indicators”: check off “I hold a valid California Teaching Credential”.
6. “Applied For Credential”: this is where you make it clear that you do NOT currently hold a valid credential, but you WILL be recommended for one shortly. For “Date Applied”, enter the expected recommendation date as explained above. If you have already received your credential, you can ignore this section.
7. “Tests, Certificates and Programs”: pretty self-explanatory. You have not yet completed a BTSA program, and all graduates will have an **English Learner Authorization** (not a certificate) embedded in your SB 2042 credential. For those of you pursuing a Bilingual Authorization, list this information in the “Other” section, along with the specific language.
8. On the next page, you get to add your attachments. You have a **12 MB limit, 1 MB per document!** Most districts want to see your transcripts, your resume, your C-19 verification letter, proof of NCLB compliance (see item #4 above), and anything else they ask of you. If they want your ELL authorizations, print out a Word document that states: “My CLAD emphasis is embedded in my SB 2042 credential”, and upload this.

The information provided has proven to be helpful to our graduates in the past. EDS is not responsible for information entered incorrectly by the applicant due to inadequacies of the EDJOIN website to address each state's unique credentialing requirements. As noted in the handbook, the codes used by EDJOIN bear no relationship whatsoever to the authorization codes the California Commission on Teacher credentialing assigns in their credentialing system. We have indicated what we believe are the best possible choices among the menu selections and the best "workarounds" when EDJOIN does not provide a more accurate choices. You may choose other entries or menu items at your own discretion.

The CTC does not consider ANY printed document to be "official". Only information/documents viewed on their website is regarded as "official" information. The districts or schools you are applying to may have a different interpretation. You can email a formal copy of your credential to yourself, print it out, scan it, and upload it to EDJOIN if you wish (as per the instructions in the handbook). You can also disclose your social security number and date of birth to your prospective employer, and they can look up the details of your authorizations themselves. If you choose this option, make sure you are disclosing this information on a secure website.

C-19 letters are the verification letters that Ed Ashton will give you at your exit interview, which indicate that, "given satisfactory progress", you will be recommended for your credential on a certain date. Some districts and schools will accept this letter; others will only accept applications from people who have already been issued a credential. You will not have a valid credential until 5 to 10 business days after you

have paid for your credential recommendation. If you have not received the notification from the CTC within several days after Ed Ashton recommends you by mid June of your last year in the program, check your junk mail or spam mail; it's possible your mail program will not recognize it as a valid email. If it's not there, contact Ed Ashton immediately. Most of the students will have an official, printable document before the last day of June.

Information about your California Teaching Credential

Once you have been recommended for a Preliminary Teaching Credential, please make sure to check your inbox for an email from the CTC with instructions on the next step so that you may pay for your document. If you do not receive an email from the CTC with information about your credential, please complete the following steps:

- Using Firefox, Google Chrome, or IE as a browser, go to the CTC website at <http://www.ctc.ca.gov/>
- Click on the button: "Online Services For Educators"
- On the next page, click on the orange button: "Educator Page"
- On the next page, enter your social security number and date of birth, and click "OK"
- Review your personal information. If any of it is inaccurate, use the "Edit" and "New" buttons to correct it, save the information using the "Save" button, and then click on the "Next" button on the right hand side of the screen.
- The next page that opens should display your credential recommendation under the blue heading "Recommends". Make sure that line is highlighted in yellow; if it's not, click on the little blue rightward-pointing arrow on the left side of the field. You can review your credential details by clicking on "Single Subject/Multiple Subject Teaching Credential" and a new page will open. If everything looks all right, click on the "Back" button.
- Under the "Select" column, click on "Yes". When you do, two boxes immediately above will highlight; click on the "Complete" button.
- You will then have to proceed through a series of Professional Fitness questions, and there are a number of pages of them. Make sure you read them carefully and answer correctly, or you will not be allowed to proceed.
- Eventually, you will be guided to a page that requests payment. Once you've actually entered your credit card payment information, this should finish the process.

Fee Information

First time applicants will pay for a Preliminary Teaching Credential. The fee is paid online, by credit card, and the cost of the credential is \$70. There is also a "credit card convenience fee" of \$2.50, which will be added to the total cost. You may have a fee credit of \$35 from your Certificate of Clearance, which will be deducted from the total if you have not already used it for other purposes. So for most graduating credential candidates, paying for your first credential will cost you either \$72.50 or \$37.50, depending on whether or not you have a fee credit available. Each

subsequent credential you add or renew will cost you \$72.50. Additional fee information can be viewed on the CTC website at <http://www.ctc.ca.gov/credentials/leaflets/cl659.pdf>. Please note that fees are subject to change.

Your recommendation will expire in 90 days, so please make sure to pay for your credential before the deadline.

** **Note:** Preliminary Credentials are valid for 5 years. Recipients of Preliminary Credentials must earn a Clear Credential by completing a Commission-Approved General Education BTSA-Induction Program or a Commission-Approved Clear Credential Program (neither of which are offered at EDS). You may request an extension from the CTC if you are not able to clear it within the timeframe.*

Please note that EDS cannot release, nor make copies for you, of any document included in your student file. When you apply to the program, we specifically ask you to keep copies of any materials submitted to EDS for your own records.

Any questions regarding your Teaching Credential and recommendation process should be directed to Ed Ashton at erashton@ucsd.edu or (858) 534-7297.

Instructions for Printing Documents from the CTC Website

How to Print your Teaching Credential:

Be sure you are using Firefox, Internet Explorer, or Google Chrome as your Internet browser. The CTC site does NOT support Safari.

1. Go to the CTC main site at www.ctc.ca.gov and click on the button: "Online Services For Educators"
2. When the next page opens, click on the button: "Educator Page"
3. Enter your social security number and date of birth, then click "OK"
4. Verify your personal information (name, email, phone, etc.), then click on the button: "NEXT"
5. The next page displays your valid issued and pending credentials or permits. Click on the document number of your credential (or Certificate of Clearance, if you would like a copy of that document)
6. The next page displays the **details** of your credential or document. This is actually a more useful page than the document itself because it includes authorization codes, so you may want to print out this page and upload it to EdJoin. If you'd rather print out a copy of the document itself, click on the "**Email Document**" button, and it will be emailed to whatever email address you have on file. The document will have the State of California logo and the CTC emblem, and it is suitable for framing.

Use steps 1 through 4 only if you only wish to edit your personal information (such as changing your last name when you get married, or your email address)

Name Change Process

*It's is the educators' responsibility to keep his/her contact information up to date in the Commission records. This includes name, postal address, email address, and telephone numbers. An educator may verify and change personal profile and contact information by clicking on the **Educator Page** button on the Commission website, entering you date of birth and social security number, then using the **Edit** and **Save** buttons when viewing your profile.*

*If the system blocks you from changing your name, it's because the Commission needs verification of some sort. Use the **Declaration of Name Change Form (41-NC)**, downloadable from the CTC website, and send it to the Commission along with supporting documentation (marriage certificate, court order, divorce decree, naturalization papers, etc.) to the address on the form, or you can fax it to (916) 327-3166, or scan it and attach it to an email sent to credentials@ctc.ca.gov.*

Updating your Mailing Address

The Commission on Teacher Credentialing has just issued a new policy alert you should be aware of:

"An educator is required by statute to inform the Commission of a current mailing address. The easiest method of changing an address or personal profile information on file is to use CTC Online"

You are **required** to notify the CTC of any change of address. I have included instructions on editing your personal information in this Handbook, but here is the pertinent information:

Be sure you are using Firefox, Internet Explorer, or Google Chrome as your Internet browser. The CTC site does NOT support Safari. Also, please disable any popup blocker function on your browser.

1. Go to the CTC main site at www.ctc.ca.gov and click on the button: "Online Services For Educators"
2. When the next page opens, click on the button: "Educator Page"
3. Enter your social security number and date of birth, then click "OK"
4. Verify your personal information (name, email, phone number, address, etc.) Use the "Edit" and "New" buttons if your information has changed or you wish to add information, make your entries, then click "Save".

If you have any difficulties with making these changes, contact Ed Ashton at erashton@ucsd.edu or (858) 534-7297 or contact the Commission Information Services Unit.

Registering your Teaching Credential

New educators who wish to work for any district in San Diego County must register their credential with the San Diego County Office of Education. Their website concerning this is viewable at <http://www.sdcoe.net/human-resources/credentials/Pages/default.aspx>.

"If you need to register your credential with the San Diego County Office of Education (SDCOE), come to either of our two locations. Using your social security number and date of birth, a credential technician will locate your credential at the CTC website and then record it in the SDCOE database"

You may also call them at 858-292-3581 or 800-560-5060 x3581

Your Preliminary Single Subject Teaching Credential will include the following Codes and Authorizations:

This information will be useful as you apply for teaching jobs!

Your teaching credential is titled: **SB 2042 California Preliminary Single Subject Teaching Credential**, and a **Multiple Subject Teaching Credential** (if this is the case). **It includes English Learner Authorization and will expire 5 years from the issuance date of your credential.** Make sure to either clear your credential before the expiration date, or request an extension. If for any reason, you cannot complete induction and are recommended for your Clear Credential by your district, contact a 5th Year Program (e.g. UCSD Extension) so that you can get advise on how to clear your credential through a program. Before your preliminary credential expires, you may request an extension from the CTC online at: <http://www.ctc.ca.gov>

*** R1S (Single Subject) or R2M (Multiple Subject):** This document authorizes the holder to provide English learners content instruction delivered in the language of emphasis listed in single-subject-matter (departmentalized) courses as authorized on this document; and instruction for primary language development in the language of emphasis listed above in grades twelve and below, including preschool, and in classes organized primarily for adults.

*** ELA1** This document authorizes the holder to teach the subject area(s) listed, to provide English learners instruction for English language development and specially designed content instruction delivered in English in single-subject matter (departmentalized) courses as authorized on this document in grades twelve and below, including preschool, and in classes organized primarily for adults (**note: this code is being phased out; see the additional EL authorization information below**):

NOTE: For 2014, changes have been made to authorization codes for the English Learner Authorization. These codes pertain to candidates who enrolled in a preliminary teacher preparation program on or after January 1st, 2014. The revised English Learner authorization codes will be **ELAM** for Multiple Subject credential holders, and **ELAE** for Education Specialist credential holders. If you wish to add a Single Subject credential, your English Learner authorization code will be **ELAS**.

* **BASP** for *Bilingual Authorization in Spanish, or in any of the languages that we recommend for a BLA. Ex. BAV – Bilingual Authorization in Vietnamese, etc.* This document authorizes the holder to provide English learners instruction primarily in the language that the Bilingual Authorization specifies.

Your **English Learner (EL) Authorization** is embedded in your **(SB2042) teaching credential**. Therefore, **you DO have an English Learner Authorization**. You will not receive a separate document since this authorization is already included in the type of credential that you will obtain from the CTC.

The same applies for an **ELD/SDAIE certificate**. You will not receive a separate certificate since these authorizations are already included in your teaching credential. When applying for jobs, you should check the box as **YES** having **ELD/SDAIE certification**.

You will receive a **Preliminary SB2042 Teaching Credential with English Learner Authorization embedded in your credential** (previously similar to a CLAD Certificate). Currently, there is no more CLAD, it is now the **English Learner Authorization**. Please see below:

The **English Learner (EL) Authorization** and Crosscultural, Language, and Academic Development (CLAD) Certificate authorize instruction to English learners. For a summary of all documents that authorize instruction to EL students, see the leaflet *Serving English Learners*, CL-622. The section below lists the types of instruction authorized. Each type of instruction is defined below.

Types of Instruction Authorized by the EL Authorization/CLAD Certificate

- Instruction for English Language Development (ELD)
- Specially Designed Academic Instruction Delivered in English (SDAIE)

Documents Currently Issued by the Commission that Authorize Instruction to English Learners:

Teaching Credentials with English Learner or Bilingual Authorization:

All teacher candidates admitted to a California Multiple or Single Subject Teacher Credential Program on or after July 1, 2002 complete an embedded **English Learner coursework** authorized under Assembly Bill 1059 (Chap. 711, Stats. 1999). In June 2006, an English Learner authorization was also embedded in the coursework for the Education Specialist Credential. These individuals earn an **English Learner Authorization** directly on their teaching credential.

Information regarding serving English Language Learners, including EL Authorization/CLAD Certificate can be found at:

<http://www.ctc.ca.gov/credentials/leaflets/cl628c.pdf>

<http://www.ctc.ca.gov/credentials/leaflets/cl622.pdf>

Routes to Clear a Single or Multiple Subject (SB 2042) Teaching Credential

<http://www.ctc.ca.gov/credentials/files/options-genl-ed-clear.pdf>

www.ctc.ca.gov/educator-prep/PS-alerts/2011/PSA-11-15.pdf

<http://www.btsa.ca.gov/files/Routes-to-a-Clear-Multiple-or-Single-Subject.pdf>

This provides information on the routes an individual may use to earn a Clear Multiple or Single Subject (SB 2042) Teaching Credential with specific clarification on:

- 1) Whether a teacher may participate in an approved Induction program.
- 2) The types of employer that may sign the form (CL-855 Verification of Unavailability of a Commission-Approved Induction Program) verifying that Induction is not available allowing a candidate to complete a General Education (Multiple and Single Subject) Clear Programs.

Background

AB 2210 established completion of a Commission-approved Induction Program as the required route to earn a Clear SB 2042 Multiple or Single Subject Credential. If an induction program is not available as determined by an eligible employer, the credential holder may complete a Commission-approved General Education Clear Credential Program.

The following chart lists the employer by type and whether or not a teacher may participate in induction based on the type of teaching assignment. It also explains whether an employer is eligible to verify that induction is unavailable and if so, whether the candidate may opt to complete one of the approved General Education (Multiple and Single Subject) Clear Programs.

Contact Information:

Commission's Information Services Unit email credentials@ctc.ca.gov.

Type of Employer	Teacher may participate in Induction	Employer is eligible to verify that Induction is not available. Candidate may opt to complete a General Education Clear Credential Program
Public school district or county office of Education	Yes	Yes *
Charter School	Yes	Yes *
Private School , religious or nonsectarian	Yes	Yes *
Nonpublic, nonsectarian school	Yes	NA
Juvenile court schools	Yes	Yes *
Adult Correctional System	Yes	Yes *

Juvenile Corrections	Yes	Yes *
School under a state agency jurisdiction	Yes	Yes *
Teaching outside California	<i>Yes, if an approved Induction Program will accept the candidate and a plan is developed.</i> <i>The plan must provide for the range of induction experiences and opportunities including experiences with children to demonstrate knowledge and skills required by the program.</i>	No
Long-term substitute ¹		Depends
Day-to-Day Substitute		No
Working for the state of California (CDE or CTC)		No
Working in Pre-School ²		?
Working in Higher Education		No
Teaching/tutoring for an agency, i.e. studio, modeling agency, hospital, circus		Yes *
Teaching/Tutoring for a ‘for profit’ company		No
After school program		No
Home School teacher – not affiliated with a public/private school		No
Education affiliated setting, i.e. museum/zoo		No
Summer camp, YMCA		No
Employed in a non-education setting		No
Unemployed individuals		No

* Employer is defined as a California public school, any school that is sponsored by a private California K- 12 school, non- public, non- sectarian school or agency, charter school, or a school operated under the direction of a California state agency. Employer must complete, and superintendent or designee, sign the CL 855 Induction Program -Verification of Unavailability of a Commission-Approved Program form.

1 The employing agency makes this decision. Factors to consider include the length of the assignment and the individual’s employee status with the agency.

2 If the preschool is run by the school district AND the teachers are on the regular teacher salary schedule, then ‘Yes’ to the employer signing the CL 855 letter. Otherwise ‘No’.

FOR FUTURE REFERENCE: If after graduating from our teacher preparation program, you are planning to relocate to another state, you must take steps to have your credentials transferred to that state. Every state has it’s own requirements for teacher certification and it would be impossible for us to give you specific advice on how to accomplish this. Approach the local state or county Education agency for assistance with your credential transfer, or you can apply directly to that state’s equivalent to the CA Commission on Teacher Credentialing.

