

SANTA CLARA UNIVERSITY • DEPARTMENT OF EDUCATION

**General Education Clear Teaching Credential Program
for Catholic School Teachers**

Admissions Expectations and Prerequisites

The General Education Clear Teaching Credential Program is designed for currently-employed Catholic school teachers who hold a California preliminary multiple subject or single subject teaching credential that needs to be cleared. The Clear credential program only admits candidates in fall quarter (please note that candidates are required to begin their work in the clear credential program in early August, several weeks before SCU's fall quarter actually begins). Candidates for the clear credential move through the program together as a cohort and finish the program in late July.

Document Packet

All applicants for the general education clear credential program must complete and submit a Document Packet as part of their application. Most of the documents required for the packet are requirements established by the California Commission on Teacher Credentialing (CTC) for candidates for the general education clear credential. The rest of the documents are required by SCU.

Your Document Packet must include the following:

Documentation of your California preliminary multiple or single subject teaching credential

The necessary documentation is available on the CTC website using the "Look up a teacher" function on the home page (<http://www.ctc.ga.gov>). Click the yellow button, and then enter your social security number and date of birth in the specified locations. This will take you to a page titled "Summary of Application Status and Credentials Held." Scroll down this page to the box labeled "Credentials Held," and click on the live link for your preliminary credential. This will take you to the "Details of Selected Credential" page. Please print and submit this page. Do not submit the "printer friendly" version that looks like a fancy certificate.

A preliminary multiple or single subject teaching credential is valid for five years from the date of issuance and cannot be renewed. However, if you hold a preliminary credential issued on or after August 30, 2004 that (a) has already expired or (b) will expire in the near future, you may be eligible for a CTC extension that will enable you to clear your credential. You must be enrolled in a clear credential program to apply for an extension. Regardless of the status of your preliminary credential, please print and submit the page described above; this will allow us to identify candidates who will need assistance in securing an extension.

Evidence of employment in a Catholic school

Santa Clara University's clear credential program is only available to teachers working in Catholic schools. We require all applicants for admission to the clear program to submit a copy of our **Clear Credential Candidate Supervision Agreement** signed by their principal or direct supervisor. The form is available on our website at <http://www.scu.edu/ecppm/admissions/upload/ccsupervision-agreement.pdf>

Evidence of your school's certification by the Western Association of Schools and Colleges (WASC)

Please provide a copy of the accreditation documentation provided to your school by WASC.

Evidence that you are currently teaching 75% time or more in the content area(s) authorized by your preliminary credential

The documentation required by the state is a letter from the Director of Human Resources or Personnel at your school site or in your Diocese verifying your appointment status. A letter from your school administrator is not sufficient to meet this requirement. Please note that this verification letter must be printed on institutional letterhead.

Evidence of ineligibility for participation in a BTSA (Beginning Teacher Support and Assessment) program

Public school teachers clear their credential through participation in a BTSA program sponsored by their district or county. Only teachers who are ineligible for BTSA are permitted to clear their credential through a university-sponsored clear credential program. The evidence of ineligibility required by CTC is a completed copy of form CL-855 "Verification of Unavailability of a Commission-Approved Induction Program" signed by your principal. This form is available on our website at <http://www.scu.edu/ecppm/admissions/upload/cl855.pdf>

A description of your route to the MS/SS preliminary credential

Information about your previous teacher education experiences and your certification to teach English Learners will help us ensure that you complete all the requirements necessary for your clear credential. Please complete the Route to Credential form, available on our website at <http://www.scu.edu/ecppm/admissions/upload/route-to-credential.pdf>

Tuition Scholarships for Diocese of San Jose Employees

A 20 percent tuition reduction scholarship is available for full-time teachers, counselors, and administrators employed by the Diocese of San Jose enrolled in graduate courses in the School of Education and Counseling Psychology. Credential candidates and Master's degree candidates are eligible for this scholarship. To apply, please download, complete, and return the Certification of Diocese of San Jose Employment form available at <http://www.scu.edu/ecppm/admissions/upload/Diocese-Certification.pdf>

Application Requirements

To receive priority consideration for admission and scholarships, applications and all supporting materials (transcripts, letters of recommendation, etc.) must be received by the Graduate Services Office by the application deadline noted in the Bulletin and on our website. Applications received after the deadline will be considered for admission only if space is available.

The following application materials are required:

1. **Application Form** Application forms are completed online. Please go to <https://www.scu.edu/apply/edcp/handler.cfm?event=home> to access the application.
2. **Application Fee** A \$50 nonrefundable application fee is required. The fee is payable online with a credit card.
3. **Documentation Packet** Your packet must include a completed copy of every form described above.
4. **Personal Statement** Download our Personal Statement Instructions Form (<http://www.scu.edu/ecppm/education/admissions/upload/personal-statement-instructions.pdf>) for the statement prompt and guidelines. Your personal statement must be double spaced and submitted electronically as part of the online application.
5. **Three Letters of Recommendation** Three letters and three Recommendations for Admissions form (<http://www.scu.edu/ecppm/education/admissions/upload/letter-of-recommendation.pdf>) must be submitted. The forms and letters should be written by three individuals who know you and are qualified to evaluate your academic competence, character and/or experience in professional or leadership roles. Professors, supervisors, and employers are often the best sources. References from a personal therapist, family members, or friends are not accepted.
6. **Official Transcripts** Applicants must submit official, sealed transcripts from each post-secondary institution attended regardless of the length of study or the number of courses taken. Faxed transcripts are not considered official. Graduates of a non-U.S. university system are required to provide officially evaluated and translated copies of all their college transcripts. See the “Additional Information for International Applicants” section below for more information.
7. **Grade Point Average (GPA)** All applicants must hold a minimum overall undergraduate GPA of 3.0.
8. **Resume** All applicants must submit a current professional resume listing positions, prior education, awards, classroom experience, and volunteer activities.

Additional Information for International Applicants

The Santa Clara University School of Education and Counseling Psychology welcomes applications from international students. Graduates of regionally accredited American colleges and universities or of recognized, comparable degree-granting institutions abroad are eligible to apply for graduate study.

Transcripts Graduates of a non-U.S. university are required to provide officially evaluated and translated copies of all their college transcripts. Official evaluations and translations must be provided to show U.S. bachelor's degree equivalency, course-by-course evaluation, and final cumulative grade point average. The evaluation and translation must be completed by an agency that is (a) accredited by the National Association of Credential Evaluation Services (NACES); and (b) approved by the Santa Clara University School of Education and Counseling Psychology. A list of approved agencies is available online at sss.scu.edu/ecp/studentsservices/International-Students.cfm.

Documentation of English Proficiency The California Commission on Teacher Credentialing requires all credential candidates to demonstrate high levels of competence in reading, writing, and speaking English. Therefore, all non-native English-speaking applicants—including those who have earned a Bachelor's or Master's degree at a U.S. university—must submit evidence of English language proficiency. A minimum TOEFL (Test of English as a Foreign Language) score of 600 on the paper test or 100 on the internet-based test is the required evidence of English proficiency.