

How to File for the Education Specialist Credential 2010-2011



Teacher Credential Go-to-Guide

This guide is created in order to assist you throughout your credential program here at Santa Clara University.


Santa Clara University offers many programs that are approved by the State of California and enable students to obtain a credential or certificate. All credentials or certificates are issued by the Commission on Teacher Credentialing (CTC) located in Sacramento. Credential laws are passed by the government and the California state legislature and implemented by this Commission.

As an employee of Santa Clara University, I serve as a liaison between the University, the CTC, and you the student. My responsibility is to participate in statewide conferences and workshops to insure that our programs here at Santa Clara University are compliant with state standards. I am also here to provide you with the most up to date information on the latest credentialing procedural changes. I will be the individual to assist you throughout your program and also when you have completed your program and ready to file for your credential.

Please feel free to stop by my office if you have any questions regarding credentialing requirements. I am also always available via email.

You have chosen to study and work in a field which impacts hundreds of other individuals. Allow me to make this process an easy one for you by submitting all materials required, honoring deadlines, and most importantly....asking questions.

Minh Virasak



Senior Records and Credentials Analyst

My contact information:
School of Education and Counseling Psychology
Loyola Hall
Graduate Services Office – 130
Email: mvirasak@scu.edu

FAQs: Frequently Asked Questions:

How do I transfer/waive courses from another institution?

Some credential courses are transferable if you have taken them at another institution. Once you have been admitted to a credential program, you can start the transfer/waiver process. To transfer or waive a course, you will need to submit the following items:

- ❖ Course syllabus
- ❖ Course description
- ❖ Official transcripts (if not already on file)

Transfer/Waiver form (available online at:

<http://www.scu.edu/ecp/studentervices/ecpforms.cfm>

Please note that all classes requested to be transferred must be graduate level work, from an accredited institution, and completed within the last 5 years.

What is a Certificate of Clearance and do I need one?

A Certificate of Clearance is a state issued document that notifies us you have passed your background check. **You will need a Certificate of Clearance before you start your Student Teaching.** To get a Certificate of Clearance, please follow the instructions on page 5.

If I have a 30-Day Substitute Credential, do I still need to be fingerprinted?

If you have a valid 30-Day Sub Credential and it can be found on this website: <https://teachercred.etc.ca.gov/teachers/index.jsp>, then NO, you do not need to be re-fingerprinted.

What is the U.S. Constitution Requirement? Have I met this requirement?

All CA issued credentials required you to meet the U.S. Constitution requirement. Please see page 6 oh how to obtain this.

What is an Intern Credential and am I eligible for one?

If you are offered a full-time position in the field of your studies and have completed 120 hours of required coursework, you are eligible for an Intern Credential. Please see the Intern requirements on page 19.

When I complete my program, when will my credential be issued?

Once you complete your program at Santa Clara University, you are NOT automatically issued a credential. You will need to follow the appropriate process to file for your credential.

What type of credential am I filing for?

Once you have completed your program at Santa Clara University, you will be issued a Level I Education Specialist Credential. This credential will be valid for 5 years.

My school district wants me to obtain a CLAD or EL Authorization....what is that?

For Special Education students, you will need to take certain classes in your program in order to gain this authorization.

What is NCLB and am I NCLB certified?

NCLB is the federal No Child Left Behind Act. NCLB in California is administered by the California Department of Education, not the university or the CTC. NCLB compliance is determined solely by your employing school district. Neither the University nor the CTC may determine NCLB compliance for you.

For more information about NCLB, visit: www.cde.ca.gov/nclb

When do I get my credential and is it mailed to my house?

Pending your answers to the Personal Fitness questionnaire and your online payment to the CTC, it will take approximately 10 business days to get your credential issued. Please know that the CTC does not mail anything to your house, but all credentials can be seen at the following website:

<https://teachercred.ctc.ca.gov/teachers/index.jsp>

How long does my credential last?

The Preliminary, Level 1, or Tier I credentials are valid for five years and are NOT renewable. In order to keep a valid credential, you will have to complete the necessary requirements to “clear” your credential and file for a Level II.

How do I clear my credential?

In order to clear your Level I credential, you will need to seek out an Induction program through your employer or through another institution. Santa Clara University no longer offers a Level II program.

Certificate of Clearance

A Certificate of Clearance is a document that verifies that the individual has completed the Commission on Teacher Credentialing's fingerprint and character and identification process.

****Individuals must obtain a Certificate of Clearance prior to beginning student teaching****

How to obtain a Certificate of Clearance:

1. Fill out LiveScan form and make 3 copies (one for the DOJ, one for SCU, and one for your records).
 - a. <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>
 - b. **Please make sure that your LiveScan form includes the Commission on Teacher Credentialing in the "Contributing Agency" field.**
2. Submit all 3 copies to a LiveScan location. Please see link below to find a location near you:
 - a. <http://caag.state.ca.us/fingerprints/publications/contact.html>
3. Complete fingerprinting process and pay rolling fee at the LiveScan location.
4. Navigate to the following link:
 - a. https://teachercred.ctc.ca.gov/cctc_phase3/InteractionMgr?interactionmgr.interaction=Enter_GeneralApplication
5. This is the website to apply for your Certificate of Clearance. Please fill out the online form and submit a payment of \$29.50 via credit card.
6. The CTC will then email you with confirmation that your payment has been processed.
7. Once the Department of Justice sends your LiveScan results to the CTC, your Certificate of Clearance will be issued.
8. You can check your pending applications at the following link:
 - a. <https://teachercred.ctc.ca.gov/teachers/index.jsp>

U.S. Constitution Requirement

In order to obtain your credential, you will need to meet the U.S. Constitution requirement. This is required by the State of California and all students must meet this prior to filing for their credential. Below are a couple options on how to clear this requirement.

1. Email Minh Virasak (mvirasak@scu.edu) to see if you have already taken classes that cover this requirement during your undergraduate studies.
2. Take an online test at: www.usconstitutionexam.com Once you have passed this online test, you will need to submit your score reports to the Graduate Services Office.
3. Take a written test at:

Santa Clara Local Education Agency (Lee Clark)
408-423-3530 Ext. 0

Once you have passed the written test, please submit your score report to the Graduate Services Office.

4. Take a course that covers the U.S. Constitution material.

DeAnza / Foothill
History 17A
Political Science 1

Mission College/West Valley
History 17A
Political Science 1

San Jose City College
History 1
History 17A
Political Science 1

Steps to obtaining your Level I - Education Specialist Credential

_____ Step 1: Transcripts and transfer coursework

Upon admission, submit any requests for Transfer or Waiver credit. If you are transferring coursework from another institution, please complete appropriate forms and attach all necessary documents. The form can be found online at:
<http://www.scu.edu/ecppm/studentservices/ecpforms.cfm>

_____ Step 2: Advisement

During your first quarter at Santa Clara University, you will need to set up an appointment with a faculty advisor. During this session, you will need to complete a program plan to map out your coursework here.

_____ Step 3: Certificate of Clearance

You will need to obtain a Certificate of Clearance before you begin your student teaching. Please see page 5 on steps to obtaining a Certificate of Clearance.

_____ Step 4: TB Test

Please complete a TB Test and submit your results to the Credential Analyst. This will also need to be done before you begin student teaching. The Cowell Health Center on campus provides this service free of charge.

_____ Step 5: Basic Skills Requirement

The California Basic Educational Skills Test (CBEST) is a basic skills test that is required for all credential programs. More information on this test can be found at the following website: www.ctcexams.nesinc.com . You can also opt to take the Writing Skills CSET test along with your other CSET exams to fulfill the CBEST requirement.

_____ Step 6: US Constitution Requirement

A course or examination in the U.S. Constitution is required for the Education Specialist credential. You may have met this requirement already through your undergraduate studies. Please contact the Credential Analyst to find out if your undergraduate work includes a course in this area. If you have not met the requirement, you can take a course that covers this material or an examination. Please see page 6 for options on how to meet this requirement.

_____ Step 7: Subject Matter Competency

The California Subject Examinations for Teachers (CSET) is a required test for all Mild Moderate candidates. It is recommended to take the Multiple Subjects test (subtest 1, 2, and 3).

You may also elect to take the CSET Writing Skills test along with the three subtests to waive the CBEST. For more information on CSET registration, test dates, scoring guides, etc., please visit www.ctcexams.nesinc.com.

Any student focusing on Early Childhood Education will not have to take the CSET test.

_____ Step 8: RICA

The Reading Instruction Competency Exam (RICA) is required of all candidates for the Mild/Moderate credential. For more information, please visit www.ctcexams.nesinc.com.

Any student focusing on Early Childhood Education will not have to take the RICA test.

_____ Step 9: Complete program requirements

During your advisement meeting with your faculty advisor, you will be given a course Program Plan map. This document will assist you in choosing the correct courses to take and when they are offered.

_____ Step 10: File for your credential

Once ALL your coursework, program requirements, and tests are complete, you are ready to file for your credential! Starting on page 12, you will find the credential packet you need to submit. Please submit all forms and documents needed along with this credential packet. Please note all documents need to be official, not photocopies.

Please only drop off your documents when you have a complete credential packet which includes all documents. Incomplete packets will not be processed.

_____ Step 11: Last Steps

Once your completed credential packet is received, your credential will be recommended online through the CTC website within 5 business days. Then, within 10 business days, the CTC will email you with a Personal Fitness questionnaire and a request for payment. You will need to complete the questionnaire and pay (\$57.00) for your credential with a credit card. Pending your answers on the questionnaire and receipt of payment, the CTC will issue your credential within 10 business days. Essentially, you will receive your credential within 25 days or less when you submit your packet.

Steps to obtaining your Level II - Education Specialist Credential

_____ Step 1: Transcripts and transfer coursework

Upon admission to the Level II program, please submit any requests for Transfer or Waiver credit. If you are transferring coursework from another institution, please complete appropriate forms and attach all necessary documents. The form can be found online at:

<http://www.scu.edu/ecppm/studentservices/ecpforms.cfm>

_____ Step 2: Advisement

During your first quarter at Santa Clara University, you will need to set up an appointment with a faculty advisor. During this session, you will need to complete a program plan to map out your coursework here. Please also see page 11 for a quick advisement sheet for the Level II program.

_____ Step 3: Health Course for Educators

Verification of the Health Course for Educators is required for the Level II credential. You can enroll for this course through our Center for Professional Development (www.scu.edu/cpd). By completing this course, you will also earn a CPR certification.

_____ Step 4: Technology Course for Educators

You can meet this requirement by taking our EDUC 271 course which is offered for a week in our Summer PreSession or Fall PreSession. Another option is to complete an online course called: Integrating Technology and Education K-12 **Level 2**, offered through UC San Diego Extension program.

_____ Step 5: CPR Certification

Current CPR certification in Adult, Child, and Infant CPR is required at the time you file for your credential.

_____ Step 6: Work Experience

You will need to submit a letter from your district verifying that you have worked for at least 2 years full-time as an Education Specialist while holding your Level I credential. This letter needs to state your title, hire date, and must be on school/district letterhead.

_____ Step 7: Complete program requirements

During your advisement meeting with your faculty advisor, you will be given a course Program Plan map. This document will assist you in choosing the correct courses to take and when they are offered.

_____ Step 8: File for your credential

Once ALL your coursework, program requirements, and tests are complete, you are ready to file for your credential! Starting on page 12, you will find the credential packet you need to submit. Please submit all forms and documents needed along with this credential packet. Please note all documents need to be official, not photocopies.

Please only drop off your documents when you have a complete credential packet which includes all documents. Incomplete packets will not be processed.

_____ Step 9: Last Steps

Once your completed credential packet is received, your credential will be recommended online through the CTC website within 5 business days. Then, within 10 business days, the CTC will email you with a Personal Fitness questionnaire and a request for payment. You will need to complete the questionnaire and pay (\$55.00) for your credential with a credit card. Pending your answers on the questionnaire and receipt of payment, the CTC will issue your credential within 10 business days. Essentially, you will receive your credential within 25 days or less when you submit your packet.

Congrats! Your Level II credential is valid for 5 years. Every 5 years, you must log onto the CTC website to renew and pay for your credential. No extra coursework is needed.

Level II: Education Specialist Program Requirements

The Level II Program for Education Specialist Credentials is hosted through Santa Clara University in conjunction with the Center for Professional Development.

Steps you need to take to obtain your Level II Credential:

- 1) Apply to the program through our online application:
<http://www.scu.edu/ecp/admissions/>
- 2) Once you are admitted, you will need to register for 1 unit of Induction during your **first quarter in the program** via ECampus.
 - a. Mild Moderate Disabilities students register for 305Q
 - b. Early Childhood Education students register for 305H
- 3) All other course requirements are listed below. Any course in **BOLD**, you will need to register via ECampus. Registration for all other courses is available through www.scu.edu/cpd. Please note that courses are offered on a yearly rotating basis. Please check online to see what is being offered for any given quarter.

	Early Childhood Education	Mild Moderate Disabilities
SEMINAR #1	EDUC 440: Advanced Topics and Special Topics EDUC 305H: Induction Plan	EDUC x500: Education Specialist Roles and Responsibilities EDUC 305Q: Induction Plan
SEMINAR #2	EDUC x506: Management and Leadership EDUC x507: Fieldwork	EDUC x503: Complex Assessment and Intervention EDUC x504: Fieldwork
SEMINAR #3	EDUC x501: Parent and Staff Development EDUC x502: Fieldwork	EDUC x508: Functional Curriculum and Transitional Planning EDUC x509: Fieldwork
SEMINAR #4		EDUC x608: Behavior Analysis and Positive Behavior Support EDUC x609: Fieldwork
Additional courses	EDUC x601: Health Education for Teachers	EDUC x601: Health Education for Teachers
	Technology for Teachers (see page 9)	Technology for Teachers (see page 9)

- 4) Aside from all required coursework, the State of California also has requirement for the Level II credential:
 - a. Hold a Level I credential and complete 2 years of full time work while holding an active Level I credential.
 - b. Hold a current CPR certification. CPR Certification must include Infant, Child, and Adult CPR skills.

****Please refer to our bulleting for academic policies, registration deadlines, etc.****

Education Specialist Credential Packet

****Submit the CTC checklist and the petition form along with your
required documents to the Graduate Services Office – Loyola 130****

Education Specialist – Early Childhood Level I Checklist

Student Name _____

	Program Requirements	Credential Analyst Approval
1	218A	
2	234	
3	235	
4	236	
5	237	
6	238	
7	239	
8	240	
9	247	
10	248	
11	305F	
12	305G	
13	440	
Other Program Requirements		
14	CTC Checklist (pg 15)	
15	Petition for Credential	

ELL Authorization Complete: _____

Education Specialist – Mild Moderate Level I Checklist

Student Name _____

	Program Requirements	Credential Analyst Approval
1	218A	
2	218B	
3	218C	
4	221	
5	236	
6	239	
7	240	
8	241	
9	242	
10	247	
11	305M	
12	309	
13	350A	
Other Program Requirements		
14	CTC Checklist (pg 15)	
15	Petition for Credential	

ELL Authorization Complete: _____



Education Specialist Instruction Credential California Prepared Level I

All of the following:

- California Basic Skills (refer to CL-667)
- Bachelor's or higher degree from a regionally-accredited college or university
- Developing English language skills, including reading, course
- Passage of the Reading Instruction Competence Assessment (RICA) – candidates for the ECSE authorization and those who possess a valid teaching credential that required a bachelor's or higher degree and completion of a professional preparation program and included student teaching are exempt from this requirement
- U.S. Constitution course or examination
- Subject-matter competence as follows:
 - CSET for Multiple Subjects; or
 - CSET or subject-matter letter in any available Single Subject area; or
 - Possession of a valid California teaching credential issued on the basis of a bachelor's or higher degree and completion of a teacher preparation program that included student teaching
- Commission-approved Level I program, including student teaching*
- Verification of employment on CL-777.1 (those who do not have an offer of employment may obtain a Certificate of Eligibility)
- Study for English learners
- Formal recommendation from a Commission-approved program via the online recommendation system+
- Fingerprint clearance

* Last date to enroll in Level I program = December 31, 2011 and Level I program must be completed by January 31, 2013

+ Program sponsor must request specialty area and English learner authorization during online recommendation process.

Level I Education Specialist (CL-808C):

<http://www.ctc.ca.gov/credentials/leaflets/cl808c.pdf>



State Of California
 California Commission On Teacher Credentialing
 Box 944270
 1900 Capitol Avenue
 Sacramento, CA 94244-2700

Telephone:
 (916) 445-7254 or (888) 921-2682
 E-mail: credentials@ctc.ca.gov
 Web site: www.ctc.ca.gov

VERIFICATION OF EMPLOYMENT AS AN EDUCATION SPECIALIST
 To be Completed by Employing Agency

1. PERSONAL INFORMATION

Applicant's Full Legal Name: _____

Social Security Number: _____ - _____ - _____

2. EMPLOYING AGENCY

Title of Education Specialist Position _____

Date of Initial Employment (mm/dd/yy) _____

County of Employment _____

Name of Employing Agency _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone () _____ - _____

Name of Immediate Supervisor _____

Position _____

 Signature of Employer or Designee

 Date

 Printed Name of Employer or Designee

 Title

3. TENTATIVE PLAN FOR DEVELOPING THE INDIVIDUALIZED INDUCTION PLAN

Name of Support Provider(s) Assigned to New Specialist _____

Position Held by Support Provider(s) _____

Credential(s) Held by Support Provider(s) _____

Employing Agency (if different from teacher) _____

Institution Tentatively Selected for Development of Individualized Induction Plan and
 Completion of Professional Clear Level II Program _____

I understand I must develop an Individualized Induction Plan during the first 120 days of employment on my Preliminary Level I Education Specialist Credential with the Level II institution and employer designee.

 Signature of Applicant

 Date

Submit this form with Level I application; copies to Level II institution and support provider.

CL-777.1 4/06

Education Specialist – Level II Checklist

Student Name _____

Early Childhood Checklist

	Program Requirements	Credential Analyst Approval
1	440	
2	305H: Induction	
3	x506 / x507	
4	x501 / x502	
5	x601: Health Ed	
6	Technology for Teachers	
Other Program Requirements		
7	CTC Checklist (pg 18)	
8	Petition for Credential	

Mild Moderate Checklist

	Program Requirements	Credential Analyst Approval
1	x500	
2	305Q: Induction	
3	x503 / x504	
4	x508 / x509	
5	x608 / x609	
5	x601: Health Ed	
6	Technology for Teachers	
Other Program Requirements		
7	CTC Checklist (pg 18)	
8	Petition for Credential	



Education Specialist Instruction Credential California Prepared Level II

All of the following:

- Possession of a Level I Education Specialist Instruction Credential
- Health Education course to include CPR training for adults, infants, and children
- Foundational computer education course or pass the Preliminary Educational Technology Test
- Two years of full-time teaching experience earned while holding the Level I credential
- Commission-approved Level II program*
- Formal recommendation from a Commission-approved program via the online recommendation system

+ Full-time teaching experience is defined as at least four hours per day for 75% of a school year

* Last date to enroll in Level II program = December 31, 2014 and program must be completed by January 31, 2019

Level II Education Specialist (CL-808C):

<http://www.ctc.ca.gov/credentials/leaflets/cl808c.pdf>

Education Specialist – Intern Credential Checklist

Student Name _____

		Credential Analyst Approval
1	Written approval from Dr. Cook for Intern Eligibility	
2	CTC Checklist (pg 20)	
7	Petition for Credential	



University Intern Credentials (Multiple, Single, and Education Specialist Instruction)

All of the following:

- California Basic Skills (refer to CL-667)
- Bachelor's or higher degree from a regionally-accredited college or university
- Pre-service requirement (120 clock hours or 6.0 semester units)
- U.S. Constitution course or examination
- Subject-matter competence as follows:
 - o **Multiple Subject** = CSET for Multiple Subjects
 - o **Single Subject** = CSET or subject-matter letter
 - o **Education Specialist** (individuals who hold a professional clear, clear or life teaching credential that required a bachelor's degree and completion of a program that included student teaching are exempt from this requirement):
 - *Level I Program* = CSET for Multiple Subjects or CSET/subject-matter letter in any available Single Subject area;
 - *Preliminary Program* = CSET for Multiple Subjects or CSET/subject-matter letter for art, English, foreign language, mathematics including foundational-level mathematics, music, social science, or science including foundational-level general science and specialized science
- Fingerprint clearance
- Formal recommendation from a Commission-approved program via the online recommendation system

University Intern (CL-402A): <http://www.ctc.ca.gov/credentials/leaflets/cl402a.pdf>

Early Completion Option (CL-840): <http://www.ctc.ca.gov/credentials/leaflets/cl840.pdf>