

How to File for the Single Subject 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/ecppm/studentservices/ecpforms.cfm>

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

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 7.

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.ctc.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 8 oh how to obtain this.

I have reported my CBEST, CSET, and RICA scores to Santa Clara University. Does that mean I do not have to bring my official score report to the Graduate Services Office?

If you have reported your scores to SCU, you must at least bring the testing dates of the tests you took. The only way we can look at reported scores is by test date. Scores are NOT automatically filed into your records.

I already have a credential, what do I have to do to get another credential authorization?

Depending on what type of credential you currently hold and what new area you wish to pursue, the requirements are all different. Please see the following document issued by the CTC on their requirements:

<http://www.ctc.ca.gov/credentials/leaflets/cl621a.pdf>

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 the Multiple or Single Subject program at Santa Clara University, you can file for a Preliminary 2042 credential.

What does 2042 mean?

The “2042” is the name of your credential type. Refers to the legislative bill that mandated the credential programs.

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

If you currently hold or will be filing for a 2042 credential, you already have the EL Authorization. The program you completed here at Santa Clara University covers all competencies for the English Learner or CLAD authorization. Your credential will indicate that you have a 2042 credential in which all school districts can see that it will cover the CLAD/EL Authorization.

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 1 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.

How do I clear my credential?

If you have a preliminary teaching credential and are currently teaching in a CA public school, you will have to complete a BTSA/Induction program at your school district.

Santa Clara University offers a pathway for students to “clear” their credential if they are currently teaching in a private/Catholic school with a Preliminary MS/SS credential.

Steps to obtaining your Preliminary Single Subject Teaching 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: Complete all course and program requirements requirements. Please review your credential handbook for all program requirements. Handbooks can be viewed at: <http://www.scu.edu/ecppm/education/academics/credential/upload/MS-SS-Candidate-Handbook-10-11.pdf>

_____ Step 3: File for your credential

Once ALL your coursework, program requirements, and tests are complete, you are ready to file for your credential! Email Minh Virasak (mvirasak@scu.edu) to check which documents are already in your file.

_____ Step 4: Bring all missing documents to the Graduate Services Office. Please note that all submitted documents must be official copies, not photo copies. Starting on Page 9, you will find the documents that need to be submitted when filing for your credential (Course Checklist, CTC Checklist, and Petition for Credential).

Incomplete packets will NOT be processed.

_____ Step 5: 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 Preliminary Multiple Subjects Teaching Credential within 10 business days. Essentially, you will receive your credential within 25 days or less when you submit your packet.

Congrats! Your Preliminary Credential is valid for 5 years. During these 5 years, you will need to obtain a full-time contract teaching with your credential and also complete an Induction Plan to “clear” your credential.

Certificate of Clearance / Emergency 30-day Sub Permit

A Certificate of Clearance or the Emergency 30-day Sub Permit 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 or an Emergency 30-day Sub Permit prior to beginning student teaching****

Emergency 30-day Sub Permits are granted through the district office.

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

Single Subject Credential Packet

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

Single Subject –
Preliminary Credential Course Requirements

Student Name _____

	Program Requirements	Credential Analyst Approval
1	250	
2	251	
3	306	
4	252	
5	253	
6	256	
7	256L	
8	271	
9	275	
10	276	
11	283	
12	287	
13	290	
14	323	
15	320	
16	321	
17	322	
18	324 (interns only)	
Other Program Requirements		
19	Valid CPR card	
20	Petition for Credential	



Multiple & Single Subject Teaching Credentials California Prepared Preliminary

All of the following:

- California Basic Skills (refer to CL-667)
- Bachelor's or higher degree, (major cannot be in professional education) from a regionally-accredited college or university
- Developing English language skills, including reading, course
- Multiple Subject only:** Passage of the Reading Instruction Competence Assessment (RICA); possession of a valid teaching credential that required a bachelor's or higher degree and completion of a professional preparation program that included student teaching are exempt from this requirement
- 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
- Commission-approved program, including student teaching and passage of the Teacher Performance Assessment (TPA)
- Health education course including CPR training for adults, infants, and children (See Program Sponsor Alert 08-12)
- Foundational computer education
- Formal recommendation from a Commission-approved program via the online recommendation system
- Fingerprint clearance

Multiple Subject (CL-561C): <http://www.ctc.ca.gov/credentials/leaflets/cl561c.pdf>

Single Subject (CL-560C): <http://www.ctc.ca.gov/credentials/leaflets/cl560c.pdf>