



Santa Clara Education and Counseling Psychology

Thank you for your interest in the Online Inservice Bilingual Authorization Program offered through the Center for Professional Development (CPD) at Santa Clara University's School of Education and Counseling Psychology.

Our program is designed for California teachers who hold a Single or Multiple Subject Teaching Credential and wish to add a Bilingual Authorization. This fully online program is available in two formats: a 6-month program (Summer-Fall) or a 9-month program (Fall-Winter-Spring). Below are some key highlights:

- **Truly Bilingual Instruction:** Courses are taught in Spanish.
- **Practical Application:** Courses include relevant, real-world experiences.
- **Experienced Faculty:** Instructors bring expertise in bilingual education.
- **Flexible Scheduling:** Designed to fit teachers' work schedules.
- **Supportive Formats:** A mix of synchronous (live) and asynchronous learning.
- **Proven Excellence:** A proven record of delivering exceptional online teaching with high levels of student satisfaction and meaningful impact.
- **Efficient Completion:** Finish in 6 months (two terms) or 9 months (three terms).
- **Affordable Pricing:** \$4,000 for the entire program (\$1,000 per course).

This is a non-degree program. Upon completing the coursework and submitting passing scores for the CSET LOTE III (Spanish), Santa Clara University will recommend to the California Commission on Teacher Credentialing (CTC) that the Bilingual Authorization be added to your existing credential.

Application Process:

It's important to select the correct application in our portal (Slate). Detailed instructions are provided.

A passing score on the CSET LOTE III (Spanish) is not required for admission to the program but is necessary for SCU's recommendation to the CTC.

If you have questions about the application process or the program, please feel free to contact me at chmendoza@scu.edu.

We look forward to supporting your journey toward earning the Bilingual Authorization!

All the best,

Dr. Mendoza
Director for Community and Professional Development

SELECT THE APPROPRIATE APPLICATION

- Go to <https://slate.scu.edu/apply/> and create an account. Make sure you remember your username and password.
- Click on Start Application and Select 2025 School of Education and Counseling Psychology
- Click on Create Application
- An Application Details box will appear. Click on the Open Application box.
- You will see our generic application portal. **It is very important that you select the correct application in order to generate the appropriate requirements.**

ANSWERS TO QUESTIONS TO GET TO THE NON-DEGREE BILINGUAL AUTHORIZATION APPLICATION

- “Are you a...?”
 - Select Non-Degree (use for Bilingual Authorization)
- Which non-degree program are you applying to?
 - Select Bilingual Authorization Professional Development
- Under Program of Study, select the following:
 - Degree Level: Non-Degree
 - Select the quarter you are applying to: Fall or Summer
 - Program of Study: Professional Development Bilingual Non-Degree
- Select SCU Affiliation and Previous Applicant as it applies to you.
- Click on Continue



SANTA CLARA UNIVERSITY
THE JESUIT UNIVERSITY IN SILICON VALLEY

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Program Of Study

Are you a (select one):
Non-Degree (use for Bilingual Authorization Professional Development, Clear Administrative Services Credential, Preliminary Serv ▼

Which non-degree program are you applying to?
☒ Bilingual Authorization Professional Development
☐ Clear Administrative Services Credential
☐ Preliminary Services Credential
☐ General

Program of Study

Degree Level
Non-Degree ▼

Please select the quarter for which you are applying:
☐ Fall
☒ Summer

Program of Study
Professional Development Bilingual Non-Degree ▼

SCU Affiliation

Have you ever attended or been employed by Santa Clara University?
☐ Yes
☐ No

Previous Applicant

Have you applied to any of SCU's graduate schools before?
☐ Yes
☐ No

[Continue](#)

Once you click Continue, you will see the correct application for the Non-Degree Bilingual Authorization.

If you see this bar on the left side, you are in the correct application

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COMPLETE THE APPLICATION

Make sure that you complete all the four sections and that you upload your materials. Specific instructions per section are given below:

The Professional Development Bilingual Authorization Application

There are 4 sections to the Professional Development Bilingual Authorization application:

1. Program of Study
2. Personal Background
3. Academic History
4. Bilingual Supplemental

On the Program of Study page select the following:

- Degree Level: Non-Degree
- Program of Study: Professional Development Bilingual Non-Degree

Application Requirements

1. Complete the online application.

Note: The application fee is waived upon submission.

Make sure you list all the post-secondary institutions that you attended in the Academic History section.

2. Proof of applicant's valid Preliminary or Clear Teaching Credential

California Teachers: Upload a screenshot of your credential from the [Search for an Educator CTC website](#). Must have a valid California or Preliminary or Clear Teaching Credential to be recommended to CTC for the California Bilingual Authorization.

Out of State Teachers: You can apply and be admitted to our program, but SCU can only recommend the Bilingual Authorization to be added to a valid California teacher credential to CTC. Unless you already have a valid Preliminary or Clear California Teacher Credential by the time you are admitted, you will not be able to be recommended retroactively to CTC at the end of the program.

3. Verification of Employment and Employer Support for Fieldwork

Please forward the following link to your principal and/or designated entity that can verify your employment and provide support for your fieldwork
<https://slate.scu.edu/register/bilingualauthorizationfieldsupport>

4. Local Language Competency Assessment

SUBMIT YOUR APPLICATION

Please remember that uploading all your documents is not the final step in completing your application. It is essential to complete the **Signature, Review, and Submit** sections. Your application cannot be processed until you click **SUBMIT**.

[Signature](#)

[Review](#)

Program Requirement for Credential Recommendation

Passing score on CSET LOTE III-Spanish.

Note: This is not required for admission, but must be passed and submitted prior to completing the Professional Development Online Inservice Bilingual Authorization program. SCU cannot provide the Bilingual Authorization Recommendation to CTC without a passing score on the CSET LOTE III-Spanish.

Early Decision Deadlines

Summer Deadline: May 1

Fall Deadline: August 1

Once You Have Applied

Once you submit your application, you will receive an email confirmation that your application has been successfully submitted to Santa Clara University. Completed and Submitted applications are processed within 2-4 weeks of receipt. If your application is incomplete and missing any documentation required, it shall remain unprocessed until all documents have been received. Once a decision has been made on a Bilingual Professional Development application, you will be notified via your email address with a link to view your final admissions decision.