



KALMANOVITZ
SCHOOL OF
EDUCATION

Student Credential Handbook

For

SB 2042 Tier I Teaching Credentials

(Multiple and Single Subject Programs)

Saint Mary's College of California
Kalmanovitz School of Education

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INTRODUCTION

Congratulations on being admitted to the Multiple or Single Subject Tier I teaching credential programs in the Saint Mary's College School of Education. The purpose of this Handbook is to make your credential application process as easy and efficient as possible.

As Credential Analyst, it is my job to recommend you to the California Commission on Teacher Credentialing (CTC) when you have completed your program and fulfilled all other credential requirements. The following pages explain both the School of Education recommendation process and the current state credential requirements.

Read this Handbook carefully. You will not have a test on its contents. However, you will not get a credential until you have fully satisfied all the State of California requirements which are in effect on the day you make your application. Unlike college policies, State standards are set by law and these laws and regulations change from time to time. You will be held to the legal requirements in effect on the day your application reaches CTC, not those in effect at the time when you began, or even when you finished, your program at Saint Mary's.

If you have any questions, please contact the Credential Office, located in the Kalmanovitz School of Education (KSOE) building. My name is Mel Hunt and my phone number is (925) 631-4727 (email: mlhunt@stmarys-ca.edu). However, before you call, please make sure you have checked first to see whether the answer to your question is in this Handbook.

CREDENTIAL PROCESS

Since you will become increasingly busy as your student teaching responsibilities increase, it is important that you complete as much of the credential process as possible in your first semester at the KSOE. In addition, some of the courses you will be taking (in particular daily student teaching) can only be taken after your completion of some of the credential requirements has been documented.

Moral Fitness or CTC Clearance Process

Acknowledgement of the Moral Fitness Requirement

As part of the admissions process you will have received information explaining why the California Commission on Teacher Credentialing (CTC) maintains a moral fitness procedure and how that procedure will impact you. The School of Education needs to ascertain immediately if there is any question concerning your fitness to be in a classroom with children.

The State of California requires that all teachers and administrators working with students in public schools meet the requirements for a Certificate of Clearance. This process will verify that you do not have a criminal or personal history that would render you unacceptable for school service. Once this clearance is established, the CTC will receive follow-up reports if you are ever arrested for a crime.

If you have been convicted of a crime in the past, it may affect your ability to become a teacher.

You will need to include an explanation of the circumstances of the event with your CoC application. It is to your advantage to accept responsibility for your actions and to indicate that you do not intend to repeat the conduct in the future.

CTC does not share information with other government or security agencies, so you will need to complete this process even if you already hold some other form of official clearance from some other government entity. This is true even if the clearance is from another California state agency or a branch of the federal government.

You will not be admitted to your credential program prior to establishing that you have at least begun the fitness process and paid CTC for your initial application. Only when the fitness process has been completed and a document issued in your name by CTC are you officially cleared to participate in field work and observations at K-12 school sites. (Please note that some school districts may at their discretion impose additional clearance procedures before you may be allowed on their facilities.)

Options to Establish Your Moral Fitness Status

(Must be completed prior to any classroom placement)

1. You have already completed the CTC fitness process:
 - a. Provide the Credential Office with a copy of a CTC document issued in your name. Appropriate documents include, but are not limited to items such as a:
 - i. Certificate of Clearance in process from the CTC website
 - ii. 30-Day Substitute Permit
 - iii. Children's Center Permit
 - iv. Activity Supervision Clearance Certificate
 - v. Variable Term Waiver
 - vi. Certificate of Clearance The CTC no longer issues hard copies of Certificates of Clearance. When you need a copy, it can be printed from the Commission web site (www.ctc.ca.gov) using the Online Services function.
2. If you have not yet completed the CTC Clearance Process:

Remember that this is an ADMISSIONS REQUIREMENT! You must supply the California Department of Justice and the FBI with your fingerprints by the Live Scan process, using the appropriate CTC forms. You can contact the DOJ on the web at <http://ag.ca.gov/fingerprints/publications/contact.php> for information about sites which offer the Live Scan service in the Bay Area.

Following the Live Scan you must provide the Credential with a copy of the Live Scan form so that you can be recommended by the Credential Analyst for your Certificate of Clearance. You will be notified by email when the recommendation has occurred and it is your responsibility to respond to the email to complete the application process and pay the fee (which will be refunded when you apply for your credential) on the CTC website. **Remember to pay for your document.**

The status of your Certificate of Clearance during the application process can be tracked at the CTC website (www.ctc.ca.gov) using the Online Services function at any time. If you have not answered yes to one of the fitness questions, the process should be completed in 10 working days, counting from the day you made your payment for the Certificate of Clearance. If your Certificate of Clearance application is taking significantly longer than that, you should contact the CTC's Division of Professional Practices between 12:00 to 4:45 PM Monday to Friday at 1-888-921-2682 (Option #5) to check the status of the recommendation. It may have become stuck at some point in the process and your call should get it unstuck.

You must provide proof that the moral fitness process is underway prior to admission to the program and the process must be COMPLETED prior to the start of any classroom placement.

CREDENTIAL FILE APPOINTMENT

Sometime early in your participation in the program, (usually in MSTE 311 or SSTE 215), a list of Credential File appointment times will be circulated. You need to schedule a meeting with the Credential Office to establish your Credential File. The meeting should last about 15 minutes. Sign up for one of the appointments during the class visit. Should you need to change the appointment date, you can do so by contacting Mel Hunt at 925-631-4727 and requesting a new time and day.

You will need to bring to the appointment all the documents or information that you wish to have considered to fulfill credential requirements. Some, such as transcripts and Basic Skills Requirement Exam scores, may already be in your KSOE file. If so, you do not need to supply them again.

At the conclusion of the Credential File meeting, you will be informed in writing of your status in regard to the Non-Program credential requirements (numbers 1 to 8 as listed below). It is your responsibility to see that all missing documents or requirements are supplied in a timely fashion.

Your Program Director will also be notified of your status. You may need to meet with the Program Director to resolve any outstanding issues. Program Directors will be regularly informed throughout each semester of those students who have not yet documented full compliance with the requirements. **Remember that some requirements must be documented BEFORE you can begin daily Student Teaching.**

ESTABLISHING A CREDENTIAL FILE

Before your credential application can be sent to CTC, you must supply the Credential Office with certain documents which certify that you have met the requirements for the credential. The required documents include:

Non-Program Requirements:

1. Printout of CTC-issued document verifying moral fitness*

2. Original transcript with BA posted*
3. Other college transcripts needed for credential purposes*
4. Verification of passing Basic Skills Requirement*
5. Subject Matter Competence: CSET or Subject Matter Program
6. U.S. Constitution course or exam
7. Complete CPR program for adults, infants and children
8. For Multiple Subject only: passage of the RICA exam

Program Requirements:

1. Successful completion of the PACT assessment
2. Demonstration fundamental ability to teach the major domains of the TPE
3. Summative assessment of competence in the TPE's in daily student teaching
4. Completion of the KSOE credential program, including Student Teaching

Each of these items is fully defined and the documentation needed to satisfy each is specified in the Basic Credential Requirements Standards section at the end of this manual.

Professional Employment file

Make Xerox copies of all original documents to be turned into the Credential Office for your file **before** the meeting. **Always keep copies of ALL material submitted to the Credential Office, the Kalmanovitz School of Education or CTC for your own records.** Your place in the teaching profession will be secured by documents and papers issued by a variety of organizations and institutions. If you have not already begun to do so, you should immediately establish your own personal Professional Employment file. Such a file should first contain your Basic Skills Requirement, CSET, RICA and/or TB exam results and extra, sealed copies of all your official college transcripts. You should also preserve the record you receive of your successful completion of the PACT. As you progress in the program, fingerprint information, further exam results, and your Saint Mary's transcript should be added. Finally, the file should include printed copies of your teaching credentials and certificates.

Please remember that it is your responsibility to provide such documentation to any current or prospective employer. It is not possible for the KSOE or the Credential Office to either collect these documents for you or to provide copies of them on a routine basis either to you or to other agencies. Documents submitted to the KSOE will not be returned to either students or applicants.

CLASSROOM PLACEMENT PRECONDITION: MORAL FITNESS

Prior to any placement in a classroom you must have completed the CTC moral fitness process and have a document of any type issued in your name by CTC. (Please note that some districts may require additional clearance procedures before you may begin student teaching in that district.)

Daily Student Teaching Prerequisites

Before you can begin your daily student teaching placement, you must have the following

documents on file with the Credential Office:

1. Verification of Passing Basic Skills Requirement Score
2. Documentation of Subject Matter Competence
3. Have demonstrated fundamental ability to teach the major domains of the TPE's
4. Having kept Credential File Appointment and established a Credential File

Consult with your Program Director for the time line in regard to obtaining your student teaching placement.

Class Visit during your Daily Student Teaching Course

During your daily Student Teaching course (MSTE 314/320/330 or SSTE 356), the Credential Analyst will visit one your class meetings. During this visit, you will initiate paperwork that will initiate the beginning of the online credential application process. The documentation you complete will be collected and held in the Credential Office as part of your Credential File. The credential recommendation process now occurs only online. Part of the process is making sure the Credential Office has access to an email address that will be good even after you have completed your program.

Once your file in the credential office is complete, an online recommendation will be sent to CTC for your credential. You will receive an email notification of the recommendation and must respond to the Commission website (www.ctc.ca.gov) within 30 days to complete your portion of the application process. Once you have done your part of the process you will receive an email in confirmation that you can show to employing districts. Your credential document should arrive from the CTC within 10 working days, if you do not have outstanding moral fitness and/or other clearance issues.

When the daily Student Teaching course visit occurs, you will be notified of any non-program requirements you have not yet completed. If you have any questions about the accuracy of the information, please contact the Credential office for clarification. Following the daily Student Teaching course visit you will need to supply the Credential Office with all items still required to complete your Credential file.

Since program completion is on of the preconditions for recommendation for a credential, you will need to provide the Credential Office with a printout of your complete grade record (usually a single page) from GaelXpress once ALL your grades have been posted as B- or better. If you have any incompletes or grades below a B- on your record, you MUST clear those grades by working with the instructor of the course before submitting the record to the Credential Office.

If you are unable to attend the daily Student Teaching course class visit, it is your responsibility to contact the Credential Office in order to receive the documents required to initiate the application process. Individual appointments will not be made to repeat the presentation given in class.

Recommendation Process

When your final grade record is received, the Credential Analyst will review your file for the

School of Education program requirements. Your complete credential file will then be passed on to the Program Director for approval. The Program Director's responsibility at this stage will be to determine whether or not you have successfully completed the Teacher Preparation Program.

If the program has been successfully completed, the Program Director will so indicate and return the file to the Credential Office. If the Program Director has any concerns or the program has not been successfully completed, program approval will be denied until the concerns are resolved. No recommendation to CTC will be made before the Program Director signs off on program completion. In general, this process takes a few days, although it may take longer during holiday or semester break periods. When the Program Director's approval has been received, and all other documentation is complete, your file is ready for online recommendation to CTC.

No recommendation will be made until your application file is COMPLETE and your program director has verified that you have completed the credential program. Your credential will normally date from the day you complete the final credential requirement, though the date may be later if the Credential Office does not receive the necessary documentation in a timely manner.

If you receive a formal job offer from a district and have not yet been recommended for your credential, notify the Credential Office of the offer at once with the following information: your name, the name of the district, and your start date. It is very important that your credential be valid when you start work or that if it is not, the district takes some alternative step to cover you in the classroom. This can only happen if you, the district, and the Credential Office communicate.

CTC Address and Phone Number

As noted above, CTC is the final authority in the credentialing process. On occasion, you may wish to contact the staff of the CTC for information, though this Handbook and the Credential Office should be your first resources. The Commission address is listed below.

California Commission on Teacher Credentialing
1900 Capitol Ave.
Sacramento, CA 94244-2700
888) 921-2682
Web Site: www.ctc.ca.gov

The phone number noted above is available only for limited hours each day. The web site is your best alternative for information, especially the credential look-up function. The website will answer many of the basic questions you may have regarding credential requirements. The web address gives also access to a great deal of credentialing information and through links to other sites, good information on legal and educational issues in California.

Employment Options during the Program

Districts with pressing needs, under certain circumstances, may employ less-than fully credentialed teachers under specific conditions, one of which is participation in a program to earn the credential required for the class to which they have been assigned. Only Local

Education Agencies (LEA's) may apply for Emergency Permits, so Saint Mary's may not process such applications directly. The federal law, ANo Child Left Behind@ has impacted these options, as the law requires that by July 1, 2006 all classrooms, including those staffed on an emergency basis, be staffed by teachers who are subject matter competent.

Emergency Substitute Teaching Permits (30 day Permits):

Some districts may allow student teachers the opportunity to substitute teach when the Master Teacher is absent from the class. The LEA's, at a minimum, will require the following information before processing an application for an Emergency Permit Application:

1. Official transcript with baccalaureate degree posted
2. Passing score on the entire Basic Skills Requirement exam
3. Fingerprints and Certificate of Clearance fee, unless previously applied for
4. Application fee (you will need to pay the fee **again** for your teaching credential)
5. A "Extra Live Scan" may be required at the discretion of the district. This requirement may delay your ability to enter the classroom as a substitute.

As noted above, if you have applied for a Certificate of Clearance through the Credential Office, you can verify your CoC on line at the Commission web site: www.ctc.ca.gov

Neither the Credential Office nor the School of Education may supply you with original or xerox copies of the transcripts you have submitted as part of the application process. You need to request copies of your transcripts from the issuing colleges or universities.

As noted above, you should establish your own permanent file of documents related to your teaching career, which include transcripts and exam scores. If you have misplaced some part of your documentation and you need copies of a document the Office is allowed to reproduce, it is your responsibility to provide sufficient time for the copy to be made. In normal circumstances, it takes two working days to process such a request, although it may be longer in holiday periods.

Short-Term Staff Permit (STSP):

The short-term staff permit can be requested by an employing agency when there is an acute staffing need. Examples of reasons that justify the need to request a short-term staff permit are: teacher of record is unable to finish the school year due to approved leave/illness, enrollment adjustments or as a bridge document when an individual has completed subject matter competency but is unable to enroll in an internship teacher preparation program. Please note that you can only have a single STSP document in your ENTIRE teaching career.

Candidate Requirement:

1. Bachelor's or higher degree
2. Passage of the a Basic Skills Requirement exam option
3. Specific course work or experience, explained in detail on the Short-Term Staff Permit Information Leaflet <http://www.ctc.ca.gov/credentials/leaflets/cl858.pdf>.

Provisional Internship Permit (PIP):

This permit is available when the employing agency knows that there will be a teacher vacancy yet is unable to recruit a suitable credentialed candidate. The expectations of the employer and the employee are higher since this individual will be the teacher of record and should be on a credential track. The focus of the document is meeting subject matter competency. Once a candidate completes subject matter competency, the candidate can be employed on a document such as an Individualized Internship Certificate or a University or District Intern Credential.

Candidate Requirements:

1. Bachelor's or higher degree
2. Passage of the a Basic Skills Requirement exam option
3. Specific course work or experience, explained in detail on the Provisional Internship Permit Information Leaflet <http://www.ctc.ca.gov/credentials/leaflets/cl856.pdf> .

University Internship:

Both the Multiple and Single Subject programs have been approved by the CTC to offer internships. However, before a district can hire a KSOE student as an intern the district must have a current memorandum of understanding with the KSOE and that contract needs to be signed-off on by the local bargaining unit and approved by the school board of the district in public session.

To qualify to be hired as an intern the student must have a job offer form an eligible district, have passed a Basic Skills Requirement exam option, have fulfilled the US Constitution requirement and be subject matter competent in the subject in which they will be assigned to teach. In addition, you are not eligible to become an intern until you have completed 120 hours of instruction in your program covering five basic content areas. Consult your program director for the current list of required courses.

EXTRAORDINARY CIRCUMSTANCES:

During your program there may be an instance when specific, extraordinary circumstances make it impossible for you to comply with certain Kalmanovitz School of Education Credential Office procedures. In that event, you must make a cogent and convincing written request to the Dean of the Kalmanovitz School of Education for an exemption from standard Credential Office procedure. The Dean will make a decision in consultation with the Program Director and the Credential Analyst in as timely a manner as possible. The student needs to understand that the School of Education may not waive, modify, or exclude **any** State requirement or regulation for a credential.

REQUIREMENTS TO OBTAIN AN SB 2042 PRELIMINARY CREDENTIAL

The following requirements must be met by anyone applying for a basic teaching credential in California.

A Preliminary Credential is the first teaching credential a Multiple or Single Subject teacher receives in California. The Preliminary Credential is good for a five year period and may **not** be

renewed. It is the holder's responsibility to complete all remaining requirements for the Clear Credential during the term of the Preliminary. However if employment as a teacher of record in California does not occur in the first five years extension options are available when employment is obtained.

Until such time as the Preliminary Credential is converted to a Clear document, the holder may be held responsible for any new requirements for the Clear Credential added by State law or regulations. If the Preliminary lapses, the holder is no longer able to use it as an authorization for employment in the public schools.

Under current state law, the Preliminary Credential holder is expected to complete a CTC-approved Induction program and have two years of successful full-time teaching before applying for the Clear Credential. If you find yourself in a situation where Induction is not available, other options will apply.

REQUIREMENTS THAT MUST BE MET BEFORE ANY STUDENT TEACHING PLACEMENT

A. Character Clearance by CTC

Before a candidate can participate in any classroom placement, they must have received character clearance from the CTC. That means that a Certificate of Clearance or other credential or permit must have ISSUED by the Commission in the student's name **prior to the beginning of ANY student teaching course**. It is best to complete the process as soon as possible after beginning the program as some school sites may require the student to CTC clearance even to visit their campus.

REQUIREMENTS THAT MUST BE MET BEFORE DAILY STUDENT TEACHING

A. Completion of the Basic Skills Testing Requirement (BSR)

Demonstration of proficiency in basic skills (reading, writing and mathematics) is a requirement that **must be met prior to participation in the daily student teaching course**. In recent years SB 1209 and SB 1186 have established new routes for candidates to fulfill this requirement in addition to passing CBEST exam. Unlike other examinations taken to meet credential requirements, a BSR score DOES NOT have a five-year time limit. Once fulfilled, the requirement is met for life.

BSR Options:

It is important to note that to fulfill the requirement you must complete one of the options listed below in its entirety. It is not possible to mix and match the successful completion of one element of one option with elements from another option to fulfill the BSR requirement.

CBEST:

At the moment, CBEST is still the best option for fulfilling this requirement. CBEST is offered in its paper and pencil format six times a year, once every two months at sites throughout the

state. At a slightly increased cost the CBEST is also available in a computer-based format at test sites throughout the country. Particularly if the candidate is in a rush to complete the BSR requirement the computer option is offered more frequently than the regular paper exam. The current registration fee for the paper CBEST is \$41 and is \$64 for the computer-based option.

If a student would like help in preparing for the CBEST, in addition to the preparation workshops available in the area and the published exam prep guides, the website www.achievementtech.com provides help on increasing basic skills in writing, reading and math at a reasonable cost.

CSET for Multiple Subjects Plus Writing Skills Examination:

Under this option an afternoon writing skills exam, similar to the current CBEST writing component, has been added to the regular CSET Multiple Subjects exam. The module costs \$35 and it is administered in the afternoon on the days the other three parts of the CSET Multiple Subject exam are administered in the morning. Students should note that this option combines the Basic Skills and the Subject Matter requirements and that passing all four modules will be required prior to advancement to daily student teaching or obtaining employment under a substitute permit.

Exams from other States:

The Commission staff has verified which states offer Basic Skills exam requirements for their teachers that are equivalent to CBEST. Candidates who have passed such an exam in one of those states will only need to provide proof of passage of the exam to verify completion of the California Basic Skills Requirement. Check with the Credential Office to see if a teacher basic skills test you have passed in another state meets the BSR requirement.

Pass the CSU Early Assessment Program or the CSU Placement Examinations:

This option is not a practical route for those who did not pursue it either in high school or while enrolled at a CUS campus as an undergraduate. The Early Assessment Program is generally taken in the 11th grade. The CSU Placement exams are generally taken just prior to or during the freshman year in college. The detailed information about this BSR option can be found at: <http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf>

It is the student's responsibility to have proof that one of these options for the Basic Skills requirement has been fulfilled on file in the Credential Office before beginning the daily student teaching course. You must complete all components of one of the options: results from more than one option CANNOT be combined.

B. Subject Matter Competency

There are two basic methods for establishing your Subject Matter Competency. You must either pass the relevant approved examination(s) or complete a Subject Matter Program ("Waiver" Program) at a California university or college with a CTC-approved program. Your Subject Matter Competency must be established before you can begin your daily student teaching course and you may only be placed in school settings in area(s) covered by your area(s) of full subject matter competency.

Examination Option (CSET Exam System):

The student must have passed all portions of the proper examination(s) **within five years** of the application date to CTC (not date of admission to the Saint Mary's Program). The CSET (California Subject Exams for Teachers), which began in January 2003, now covers ALL subject matter areas for the Multiple and Single Subject credentials. For information on the CSET exams, consult the NES website at www.cset.nesinc.com.

Students would be well advised to concentrate on subject matter preparation. Remember that the credential program coursework does not prepare the student for the subject matter exams. Students may wish to consider taking appropriate academic courses in preparation for the exams instead of SOE coursework until subject matter competence has been achieved.

Subject Matter Program (Waiver) Option:

Completion of the Subject Matter Program (Waiver) must be certified by the California university or college which GRANTS it. The document certifying the Subject Matter Program (Waiver) must be signed by a person authorized by CTC. Any hedging in the document (i.e. "does not address Subject Matter Competency" or lists one or more courses still to be completed, or is an Advisory form, etc.) makes it invalid, even if an official transcript shows the specified courses have been completed.

It is the student's responsibility to have a valid letter on file with the Credential Office before beginning the daily student teaching course begins. **Unfortunately, due to the provisions of NCLB, subject matter programs are no longer a valid option for establishing subject matter competence for Multiple Subject Candidates and ALL Multiple Subject candidates MUST take and pass CSET prior to beginning the daily student teaching course.** Subject matter programs REMAIN a valid option for Single Subject candidates.

Saint Mary's offers a Subject Matter Programs English and other California colleges and universities offer many other authorization areas. Please contact the Credential Office to obtain advice on which institution you should approach to obtain an analysis of your previous work. The first institution for the student to contact to see if a Subject Matter Program has been completed is the institution from which the baccalaureate degree was received. If the degree was completed out-of-state or the California institution from which the student graduated does not have a CTC-approved Subject Matter Program in that subject, the student needs to demonstrate program equivalence through an analysis of college transcripts. No college or university is required to conduct such an analysis. Currently, Saint Mary's College is not accepting requests from those who graduated out-of-state. All California Schools of Education will accept letters issued by other California colleges or universities with CTC-approved programs.

The Subject Matter Programs are essentially an opportunity to fulfill the Subject Matter Competency requirement. The Programs are intended for undergraduates at Saint Mary's College, who fulfill them while pursuing their baccalaureate degrees. While the Subject Matter Programs are open to graduate students, there is no guarantee that the courses necessary to fulfill the Program will be offered by Saint Mary's when needed by the student or that any Subject Matter Program may be completed within any specific time frame. It is the responsibility of the student wishing to complete the Subject Matter Program to check with the academic department

offering the class to determine any prerequisites or enrollment requirements for the courses. If coursework from another regionally-accredited college or university is to be considered as part of the Subject Matter Program, the Saint Mary's College academic department in which the Program course is offered has the final judgment in determining the equivalency of proposed transfer course.

C. Verification of Competence in the Domains of the TPE's (Standard 14)

Prior to the beginning of the daily student teaching course, the Credential Analyst will verify that the candidate has demonstrated the fundamental ability to teach the major domains of the Teaching Performance Expectations. This ability is demonstrated by the candidate successfully completing the courses in the preparation program which precede enrollment in the daily student teaching course. Successful completion is defined as a grade of B- or better in each course and that none of the courses has an Incomplete or In Progress grade.

ADDITIONAL REQUIREMENTS FOR THE PRELIMINARY CREDENTIAL

A. BA on Transcript/Credential Coursework

The credential requires that the student have earned a baccalaureate degree from a regionally accredited institution or its equivalent. It is strongly recommended that all baccalaureate coursework be completed before entering the credential program.

The student must provide the Credential Office with an official transcript for all coursework leading to the bachelor's degree and/or used to meet credential requirements. Which transcripts are required will be determined at the meeting where your Credential File is established. Program Directors will receive periodic notice of students who are missing transcripts.

If you have a bachelor's degree from outside the United States, CTC requires that you have your degree coursework analyzed to determine its equivalency to academic work done in the United States. The names of the organizations which are authorized to conduct these foreign degree evaluations can be found at: <http://www.ctc.ca.gov/credentials/leaflets/c1635.pdf> . Should the evaluating agency find your degree is not comparable to a US degree from a regionally accredited college, you will either need to obtain a US degree or use a higher degree in place of your bachelor's degree. It is the student's responsibility to have all necessary official transcripts and evaluations on file with the Credential Office before an application for any basic credential will be forwarded to CTC.

B. Constitution Requirement

This requirement can be met either by passing a college or university examination or by successfully completing coursework. The course should be one in American Government or in U.S. History which covers the period prior to 1865. The course must be for a minimum of two semester or three quarter units of credit and the student must have received a passing grade (a C- or better). Advanced Placement units in History are not acceptable.

If taken at a California four year institution, the course must appear on the Credential Counselors and Analysts of California (CCAC) list of approved courses. At some schools, two courses are

required to fulfill this requirement. If the course comes from out-of-state or from a community college, it must conform to one of the topics noted above.

Saint Mary's offers the Constitution Test on a quarterly basis. It is only available to Saint Mary's students and can only be taken one time. If a student fails the exam, then it must be re-taken elsewhere. The Contra Costa County Office of Education (925-942-3335) offers a Constitution test the third Thursday of every month except November and December.

It is the student's responsibility to have an official transcript from the institution at which the Constitution course was taken or an official test result from a college or university in California on file with the Credential Office before an application for any basic teaching credential will be forwarded to CTC.

C. Health Requirement: CPR for Adults, Infants and Children

The Preliminary Health requirement is not fully met unless the student also completes an appropriate CPR course that meets the requirements set by the legislature. **The course you take MUST cover CPR for adults, infants and children.** All three types of CPR must be covered by the course and the card you receive must reflect the fact that you got CPR training across the age spectrum. If the card does not specify the full coverage, then you need to obtain a statement from the sponsor of the training that adult, infant and child training was completed.

You should contact organizations such as the Red Cross or the American Heart Association and find out when the appropriate courses are being offered in your area. Your fellow students are also a good source for training options, as most of them will be taking a course too. **Remember that the course you complete MUST cover adult, infant and child CPR.**

Since the course can be taken at any point during the program, students are encouraged to get this requirement out of the way as soon as possible. When you get the card from the training agency make sure that it accurately reflects all the training you took so that you do not have to have it corrected later. If boxes need to be checked or other manual modifications made to card, take time be sure they are accurate.

It is the student's responsibility to have a xerox copy of both sides of the official CPR card issued and signed by the agency offering the course on file with the Credential Office before an application for a Preliminary Credential will be forwarded to CTC.

D. Completion of the PACT Teaching Performance Assessment (TPA)

SB 1209, which took effect on January 1, 2007, requires that students who begin a teacher preparation program on or after by July 1, 2008 must successfully complete a CTC-approved TPA prior to earning a recommendation for a credential.

The KSOE has adopted the PACT assessment as the version of the TPA that will be used to assess the candidates in our programs. Please consult the PACT advisor in your program for more information about this assessment and how it will be administered in your program.

Since the PACT assessments are distinct and fundamentally different for the Multiple and the

Single Subject programs, should a candidate wish to switch from program before completing the first program it would be necessary to repeat the entire PACT assessment in the new program prior to recommendation for a credential.

E. Summative Assessment of Competence in the TPE's

Since the PACT assessment is concluded prior to the beginning of the candidate's participation in daily student teaching, a summative evaluation of the candidate's competency each of the TPE's will be conducted after the candidate has completed the takeover of the K-12 classroom. The program placement coordinators will supply the Credential Office the date each candidate completed this final summative assessment.

F. RICA Exam (Multiple Subject ONLY)

Passage of the RICA (Reading Instruction Competence Assessment) Exam is required for all those applying for their **initial** Multiple Subject credential. The RICA has a test option and a performance option. Contact Pearson Evaluation Systems (ES) at www.rica.nesinc.com for registration information.

The RICA has shifted to an on-demand computer-based format. You need to contact ES directly to schedule an appointment to take the RCIA exam.

Please consult with your Program Director and/or the faculty of your reading instruction courses for advice on preparing for the RICA exam. Before applying for their first Multiple Subject Credential the student must supply the Credential Office with a copy of their passing RICA Exam report

G. Definition of Teacher Preparation Program Completion

Before a recommendation for any credential can be made, the student must complete the courses which make up the Saint Mary's Teacher Preparation Program. **All courses in the program must be completed with a grade of B- or higher.**

Before a Preliminary Credential application may be forwarded to CTC, the approval of the Program Director must be secured. The student does not need to take any additional steps to see that this is done. Once all final application materials reach the Credential Office, a student's file is sent to the Program Director as a matter of course.

If less than one-half of a student's teacher preparation program was taken at Saint Mary's, the college residency requirement has not been met, and the Credential Office will not formally recommend the student for the credential. It should be noted that neither competency evaluations nor challenged courses may be used to meet this residency requirement.

REQUIREMENTS FOR THE CLEAR CREDENTIAL

For information about clearing your credential consult the CTC leaflet at this link:

<http://www.ctc.ca.gov/credentials/leaflets/c1561c.pdf>

The following text comes from the leaflet:

Requirements for the Clear Credential

Individuals who complete a teacher preparation program and receive a five-year preliminary credential must earn a clear credential by completing one of the following three options:

Option 1

Complete a Commission-approved **General Education Induction Program** through an approved school district, county office of education, college or university, consortium, or private school. The induction program includes the advanced study of health education, special populations, computer technology, and teaching English learners.

Individuals applying for the clear credential under Option 1 must submit their application through their approved Induction Program sponsor.

Holders of SB 2042 preliminary credential issued on or after August 30, 2004 must complete Option 1.

You can find the available General Education Induction Programs on the CTC website using the following link:

http://www.11/134.186.81.79/fmi/xs/CTC_apm/recordlist_GEClear.html

**SUBJECT MATTER AND SUPPLEMENTARY
AUTHORIZATIONS**

It is possible to add Subject Matter or Supplementary Authorizations to either a Multiple or Single Subject Preliminary or Clear Credential. These authorizations allow the holder to teach the subject in departmentalized classrooms through the 9th grade (and in some cases, for Single Subject Credential holders, through the 12th grade). Subject Matter Authorizations are required for core academic subject covered by the federal law called No Child Left Behind and require a major or 32 semester units of work. The Supplementary Authorizations cover the non-core areas and require a major or 20 semester units of work.

Before applying for a Subject Matter or Supplementary Authorization, the student should be certain that he or she **wants** to teach the subject in a departmentalized classroom. Once the authorization is obtained, the employing district may assign the holder to teach the subject on a full- or part-time basis. Refusal of the assignment is the same as resigning from the teaching position. Each year, CTC receives a small number of requests for the removal of supplemental authorizations from a credential. So, do not request a Supplementary Authorization unless you want to teach in that subject area as much as in your basic credential.

The specific requirements for adding a Subject Matter or a Supplementary to either a Multiple or Single Subject Credential can be found at the following CTC websites:

Subject Matter Authorizations: <http://www.ctc.ca.gov/credentials/leaflets/cl852.pdf>
(Worksheet) <http://www.ctc.ca.gov/credentials/leaflets/cl849.pdf>

Supplementary Authorizations: <http://www.ctc.ca.gov/credentials/leaflets/cl629.pdf>
(Worksheet) <http://www.ctc.ca.gov/credentials/leaflets/cl603.pdf>
<http://www.ctc.ca.gov/credentials/leaflets/cl696b.pdf>

CREDENTIAL TEACHING AUTHORIZATIONS (AND NCLB)

California Teaching Credential Authorizations

California teaching credentials authorize teaching based upon the context in which the teaching is delivered rather than upon the grade level involved. The basic distinction is between self-contained (Multiple Subject) and departmentalized (Single Subject) teaching. Self-contained teaching is instruction in two or more academic subjects to the same group of students and is most often seen in the elementary grades. Departmentalized teaching is instruction in a single academic subject area to a changing class of students in each period and is most often seen in high school settings.

As a result of this philosophy, California Multiple Subject credentials authorize teaching in self-contained settings at Preschool, K-12 and adult levels. The credential also authorizes teaching in Acore classrooms@ or classrooms where at least two academic subjects are taught tot he same group of students in grades K-8. California Single Subject credentials authorize teaching in departmentalized settings at Preschool, K-12 and adult levels, in the subject(s) in which the teacher has established subject matter competence.

NCLB and California Authorizations

For full information on California's response to NCLB, please see the NCLB Teacher Requirements Resource Guide at <http://www.cde.ca.gov/nclb/index.asp>. NCLB recognizes only elementary and secondary classrooms and teachers rather than the California self-contained and departmentalized distinctions. California's use of self-contained and departmentalized K-12 authorizations does not match the NCLB system and in particular the specific authorization for the use of Multiple Subject teachers in core classes through the 8th grade is at variance with the NCLB view of schools.

District Reporting

As of May 2004 every district in California must report each year how many elementary and how many secondary courses it is offering. For Grades 6th through 8th each district will need to determine, based upon the grade level and the curriculum offered, whether the course is offered at the elementary or the secondary level. The staffing of the course will depend on that classification. Within a district, the classification of course (such as 6th grade Social Science/Language Arts core or 8th Grade Mathematics) must be consistent at all school sites in

the district. In general, the lower the grade and the less advanced the curriculum, the more an elementary classification may be advisable and the higher the grade level the more advanced the curriculum the more a secondary classification may be advisable. But each of the 1000 districts in California will be making an independent decision.

Thus is it almost to be expected that neighboring districts will have made different decisions on the classification of specific courses offered. So in one district, the Social Science/Language Arts course could be considered an elementary level class and be staffed by a teacher with a Multiple Subject credential and in another the same class could be considered to be secondary and staffed by teachers with Single Subject Credentials. As a result, new teachers with middle school teaching as a goal should expand their job search to the widest geographical extent possible and also understand why one district may be interested in them for a specific position while another district may not even accept their application for an identical position.

SAINT MARY'S COLLEGE KALMANOVITZ SCHOOL OF EDUCATION
NON-PROGRAM REQUIREMENTS DOCUMENTATION REPORT FOR SB 2042 TEACHING CREDENTIALS

Student's Name: _____ SS#: _____ - _____ - _____

Semester Adm: FA JAN SP SU 20__ SB 2042 Program: MS SS SMC Intern Dist _____

PRECONDITION FOR ADMISSIONS	Not documented CA Initial/Date	Documented CA Initials/Date
A. Moral Fitness Begun: Application to CTC Paid or District App posted with:		
PRECONDITION FOR ANY STUDENT TEACHING PLACEMENT	Not Documented	Documented
A. Moral Fitness Completed: Document Issued by CTC		
PREREQUISITES FOR DAILY STUDENT TEACHING	Not Documented	Documented
A. BSR Verification: CBEST CSET MS&WS CSU OSS		
B. SUBJECT MATTER: Multiple Sub. Single Sub. 1. Exam Area _____ CSET 3 _____ CSET _____ Date: ___/___/20___ CSET _____ 2. CTC-approved SMP (SS Only): Subject: IHE:		
C. Verification of Standard 14: has demonstrated fundamental ability to teach the major domains of the TPE's		

REQUIREMENTS FOR PRELIMINARY CREDENTIAL	Not Documented	Documented
A. Official transcript with baccalaureate degree posted		
B. US Constitution: (need: <input type="checkbox"/> Course description <input type="checkbox"/> Trans) Course # IHE: <input type="checkbox"/> Exam		
C. Copy of card covering CPR for Adults, Infants and Children		
D. Verification and date of successful completion of the PACT		
E. Verification and date of a successful summative evaluation of competence in all the TPE's		
FOR MULTIPLE SUBJECT ONLY	Not Documented	Documented
F. RICA Exam Passing Verification and date passed		

I have been informed that my field work and student teaching MUST INCLUDE the following elements:

- a. experience of all phases of the K-12 school year at a public school site (first and last day)
- b. experience in low performing, hard-to-staff schools, as well as significant experience with EL students
- c. MS candidates: have teaching assignments in two of three grade levels: K-2, 3-5 and 6-9
SS candidates: have teaching assignments in at least two content areas or levels of advancement
- d. any private school setting must use state-adopted core curriculum (i.e. be WASC Accredited)
- e. a daily student teaching assignment covering a full grading period in a public K-12 setting

I have been provided with a copy of this report. I have been told it reflects the current status of my file. I realize that it is my responsibility to provide any missing documentation to the Credential Analyst. If I wish credit for any outside courses not listed here, I realize I need the approval of my Program Director and the Credential Analyst.

Signed: _____

Date: _____

YOUR CREDENTIAL TIME LINE

When you apply to the program must have either taken a Basic Skills Requirement option or provide proof of registration for the next time a Basic Skills Requirement option is offered. You must also be enrolled in a CTC-approved subject matter program, have begun the appropriate CSET set of exams or have registered for the next exam offering when you apply for the program. Please note that the most common reason for delayed program completion is failure to pass these exams in a timely manner. CTC website: www.ctc.ca.gov

APPLYING FOR A CERTIFICATE OF CLEARANCE

1. If you have no prior CTC Clearance: Apply for a Certificate prior to admittance to the program.
2. If you already have full CTC clearance, you can submit a copy of your document
3. You must have at least paid for application for a document issued by the CTC PRIOR to admittance to the program.

CREDENTIAL FILE APPOINTMENT

Make and keep a Credential File Appointment with the Credential Analyst by the term you take MSTE 311 or SSTE 215. Failure to do so by the end of the term will lead to an incomplete grade in the student teaching course.

BEFORE BEGINNING ANY STUDENT TEACHING PLACEMENT

1. Before beginning ANY student teaching course you must provide the Credential Analyst with the following items:
 - a. A print out from the CTC Look Up Credential function verifying that a document has been issued in your name.

BEFORE BEGINNING THE DAILY STUDENT TEACHING COURSE

1. Before beginning your daily student teaching course you must provide the Credential Analyst with the following items:
 - a. A Xerox copy of verification of passing score for the Basic Skills Requirement
 - b. Subject Matter Competence via Xerox copies of passing exam results (Multiple of Single Subject programs) or an official, original letter affirming completion of a Subject Matter Program (Single Subject only).
 - c. Have kept a Credential File appointment and established a Credential File

DURING YOUR DAILY STUDENT TEACHING EXPERIENCE

1. During class visits by Credential Analyst you will begin the online application for your credential. At that time you will be notified of the fee CTC requires for processing your credential application and of any items not yet in your credential file. You must provide a valid email address other than an AOL account.

BY THE END OF YOUR FINAL SEMESTER

1. You must have completed all program coursework. There can be no incompletes or grades below B in courses required for the credential.
2. Provide the Credential Analyst with your COMPLETE GaelXpress unofficial

transcript

3. Provide the Credential Analyst with a copy of a CPR card covering adults, infants & children
4. Complete the Constitution requirement
5. Provide the Credential Analyst with transcripts from any other IHE at which you took credential courses.
6. Multiple Subject ONLY: provide proof of passing the RICA exam.

IF YOU HAVE COMPLETED THE PROGRAM AND ARE NOT YET RECOMMENDED FOR YOUR CREDENTIAL

If you have not yet been recommended for a credential, inform the Credential Office once you have been offered a position by an employing school or school district. Contact the Credential Office and specify the employing school district and the day you are to start in the classroom.