Department of Education Studies
University of California, San Diego

M.Ed./Multiple Subject Credential Program

Student Handbook
2016-2017
Course of Study
M.Ed./Preliminary Multiple Subject Credential Professional Preparation

Once selected for advancement, M.Ed./Preliminary Multiple Subject Credential students will complete the Professional Preparation Coursework (MS-2 year). This full time program consists of 14 (BLA-16) professional preparation courses and 15 weeks of student teaching, all taken at the graduate level, for a total of 70 quarter units (BLA-74 units).

All courses in this list (except Student Teaching requirements: EDS 369AB, and EDS 190) must be taken for a Letter grade only. The professional preparation courses are:

- EDS 190 (4 units) Research Practicum (Pre-Student Teaching for Fall
- EDS 201 (4 units) Introduction to Resources for Teaching and Learning
- EDS 203 (4 units) Technology, Teaching and Learning
- EDS 204 (4 units) Technology and Professional Assessment
- EDS 205 A-B (2-2 units) Reflective Teaching Practice
- EDS 206 (4 units) Teaching Performance Assessment Portfolio
- EDS 250 (4 units) Equitable Educational Research and Practice
- EDS 351 (4 units) Teaching the English Language Learner
- (EDS 352 A-B **(2-2 units) Bilingual Instructional Practices (BLA Students)
- EDS 361 A-B-C (6-6-4 units) Innovative Instructional Practices
- EDS 369 A-B (9-9 units) Multiple Subject Student Teaching Practicum
- EDS 382 (4 units) Inclusive Education Practices

Note: EDS 201 and EDS 203 are considered Fall courses although they are offered in advance of Fall quarter, during a special session (starting on 8/22, which is before the Fall quarter officially begins). Please plan ahead to take these early Fall courses.

1. Students who are admitted to the (MS-2) preparation course of study must complete the following requirements by September 1, 2016 in order to participate in Student Teaching:
   a) Passing score on all required CSET Subtests for MS (101, 102, 103).
   b) Passage of the CBEST or CSET 142.
   c) Certificate of Clearance.
   d) Copy of a negative TB Test result dated after 1/16.

2. Students are required to complete the U. S. Constitution requirement prior to completion of the program (satisfied through coursework, or college approved examination by Spring 2015).
NOTE: Make copies of all your test scores/documents prior to submitting them to EDS since we will NOT be able to provide you with any copies of items once they are included in your EDS file.

** You will need to submit copies and sometimes original, official test scores/documents to the school district when you apply for jobs.

In order to apply for a Preliminary Multiple Subject Teaching Credential with Ed Ashton in June 2017, and obtain a Master of Education by October 2017, students must complete the full, required course of study included in this handbook. This will satisfy the minimum 62 post baccalaureate quarter units (graduate units) necessary for the credential/degree.

** Students admitted to any Bilingual Authorization Program (BLA) must also take EDS 352A-B (2-2 units) (Bilingual Instructional Practices).

The following program of study will lead to a California Preliminary Multiple Subject Teaching Credential (SB 2042) and a Master of Education.

A typical student schedule for the MS-2 Professional Preparation Program is shown below. This is the Professional Preparation Course of Study for the M.Ed./Preliminary Multiple Subject Credential Program. Course schedule is subject to change.

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** BLA candidates also take:
- EDS 352A
- EDS 352B

* EDS 190: Enroll under your supervisor’s name only. Please wait to enroll for EDS 190 until you are assigned a faculty supervisor during your first class meeting of EDS 361A in the Fall. Also, please make sure to enroll for this class for 4.0 units since it is a required course for the M.Ed. Failure to do so will require you to enroll for this class after the completion of the program and this will delay your M.Ed. If you previously enrolled in EDS 190 and entered the wrong supervisor, go back to TritonLink and drop EDS 190. Then, please add it back again before the deadline for the correct section number, under the appropriate faculty member (supervisor).

* EDS 201 and * EDS 203 are considered Fall courses although they are offered in advance of Fall qtr. during a special session, (before the official start of Fall quarter - during the first three weeks of September). The first class meeting is on 8/22. Please take this into account when planning your schedule. These courses will not be offered any other time and are required for the M.Ed./Credential. Please check the Fall Schedule of classes on TritonLink.
**Bilingual Authorization Program**

• A Bilingual Authorization Program (BLA) in Spanish is available for students who can teach in Spanish and English. Candidates interested in being recommended for the Bilingual Authorization Program in Spanish must demonstrate:

2. **Cultural Competence**: Program (History & Culture, with EDS courses), OR CSET: LOTE Subtest V in the culture of emphasis.
3. **Language Competence**: Program, OR CSET: LOTE Subtest III.
4. A desire to teach in a bilingual setting.

• A Bilingual Authorization Program (BLA) in Asian & Middle Eastern Languages (Arabic, Cantonese, Japanese, Korean, Mandarin, Tagalog (Filipino), Vietnamese) Candidates interested in being recommended for any of these BLA Programs in Asian & Middle Eastern Languages must demonstrate:

2. **Cultural Competence**: Program (History & Culture, with EDS courses), OR CSET: LOTE Subtest V in the culture of emphasis.
3. **Language Competence**: CSET: LOTE for each language as follows: Arabic and Filipino: Subtest II Cantonese, Japanese, Korean, Mandarin and Vietnamese: Subtest III
4. A desire to teach in a bilingual setting.

A detailed information session about the Bilingual Authorization Program (BLA) will be presented immediately after your orientation.

If you are interested in doing the BLA Program, please complete the Verification of Candidate Competence form with Giselle Van Luit in order for you to be considered officially part of the BLA Program. You will have up to 5 years from the date you are recommended at EDS for your Preliminary Credential to complete the BLA program and be recommended for this BLA authorization.

Any questions, please contact Giselle Van Luit at (858) 534-2958 or gvanluit@ucsd.edu
Multiple Subject Students earning a Single Subject Credential

EDS supports you to complete the program that you were admitted into. Any additional credential recommendations will only be considered once you have completed your own program.

Multiple Subject candidates wishing to earn a FULL Single Subject Teaching Credential in any of the following 4 areas that EDS can recommend: English, Math, Science or World Language will need to do the following:

1) **Contact Ed Ashton** at (858) 534-7297, or erashton@ucsd.edu for information regarding this option & get proper advising so that he can monitor your progress.

2) **Complete all MS requirements first** including meeting all TPEs, CBEST, CSET, US Constitution, First Aid, RICA, PACT (all items passes) as well as passing all required MS coursework by the end of Spring quarter, before you will be allowed to complete the additional SS methods course (offered during summer session at EDS).

3) **Verify Subject Matter Competence** by passing the appropriate combination of CSET Subtests/Examination(s) in the chosen area, and/or locally assessed proficiency assessment. Please look at the following table below for a list that contains the required CSET Subtests in order to verify subject matter competence and verify this information for your credential type with Ed Ashton before signing up for the test: [http://www.ctcexams.nesinc.com/tests.asp](http://www.ctcexams.nesinc.com/tests.asp)

4) **Enroll in the corresponding course** SPECIFIC to your subject matter pedagogy. These classes are offered in the summer, but are restricted to Single Subject candidates. **Departmental approval is required** since it also depends on availability. Therefore, you will need to contact and get permission from the appropriate SS faculty to enroll in the course that you need by doing the following:

   a) By email, request permission to the instructor of the methods course and cc Ed Ashton in your message.

   b) Forward the approval email from the instructor to Ed Ashton since he will need to preauthorize you in order for you to enroll in the class.

   c) Complete the appropriate 4 unit Single Subject Methods Class specific to your subject area (offered during your last summer at EDS):

   - **English:** EDS 373, **Math:** EDS 374, **Science:** EDS 375, **World Language “foreign language”** EDS 372
   - **Faculty:** English: Dr. Alison Black, amblack@ucsd.edu
   - Math: Dr. Erica Heinzman, eheinzman@ucsd.edu
   - Science: Dr. Rachel Millstone, rmillstone@ucsd.edu
   - World Language: Dr. Luz Chung, lmchung@ucsd.edu or Dr. Cheryl Forbes, cforbes@ucsd.edu

If you want to obtain another SS Credential, you will need to take an additional SS methods course specific to your subject area and pass the required CSET exams.
Miscellaneous - Important Information for MS-2 candidates

GPA

You must maintain a UCSD GPA of 3.00 to be considered in good standing.

Our web site is http://eds.ucsd.edu

CS0 (Community Service Officer) (858) 534- WALK.

Use it without hesitation in order for you to be escorted at night.

Staying in Touch

Your graduate student BLUE mailbox is now available in the EDS Graduate Commons (Room 380). All university mail from EDS and other UCSD departments will be sent here, and not to your home address. The confidential door code is 1542. PLEASE CHECK YOUR EDS MAILBOX AND YOUR E-MAIL ON A REGULAR BASIS. We rely on these two methods to get important information to you. Please inform EDS of any address, E-mail, or phone number change since our records must be current at all times. Please update your records officially on TritonLink as well.

Working as a Graduate Student

The faculty at EDS does not recommend that you work while you are in the program. Nevertheless, if you are considering taking any job as a graduate student on campus, it is required that you first consult and obtain permission from the faculty of your subject area, and from our Director of Teacher Education, Dr. Forbes.

Credentials and Requirements

In order to begin your Student Teaching position, the following must be completed by September 1, 2016: TB Test, CBEST, CSET and a Certificate of Clearance.

At the end of the credential program in June 2017, you will apply for a California Preliminary Multiple Subject Teaching Credential with Ed Ashton, our Credential Analyst. You must satisfy the CPR requirement (if you haven't already done so), and the US Constitution by then.

If you have any questions about the recommendation process, please contact Ed Ashton at: erashton@ucsd.edu, or call him at (858) 534-7297.
Official UCSD Graduation/Commencement

Your official Graduate Student Commencement is tentatively scheduled for a day during mid-June 2017. You will only be able to walk for the credential at this time, since the M.Ed. coursework is not completed until mid or end of July 2017. Nevertheless, the following year, June 2018, you may walk for the M.Ed. at the general Graduate Division Graduation.

Therefore, you could attend the UCSD Commencement twice. You will need to register with the Graduate Division and rent a cap and gown from the library. There is no limit on the number of guests that you could bring to the UCSD, Graduate Division Graduation.

Any questions regarding the official UCSD Graduation should be directed to Ed Ashton at erashton@ucsd.edu, or (858) 534-7297.

EDS Reception/Ceremony for M.Ed. Candidates

Because of the gap in acknowledging the Teaching Credential and the Master of Education Degree, EDS hopes (based on the budget) to have an informal, internal reception in order to celebrate both your Credential and your M.Ed. The date, TBD will be, most likely, the day of your final presentation, (last day of summer classes - mid to end of July 2016).

The reception is a small, fun, afternoon celebration with your classmates, few guests and the EDS faculty. Light refreshments cap the ceremony.

We will update you in the Spring quarter with details regarding this ceremony and the site. EDS will send an Evite invitation. The planning of the agenda for the event will depend on your involvement and student representation. The program for the ceremony will be designed based on students’ participation. We already anticipate that if this ceremony takes place, you will be able to invite a maximum of 2 guests due to space and budget limitations.

Any questions about the EDS reception should be directed to Ed Ashton at erashton@ucsd.edu or (858) 534-7297.

MA-ASL CANDIDATES will have their own group reception at the end of their program in August 2018.
Master of Education Degree

Your M.Ed. coursework only will be completed by the end of July, 2017. Your M.Ed. is considered a Summer Degree. Therefore, official proof of this in the form of a transcript will not be available until October.

The first verification of your M.Ed. degree will come in the form of a letter from the Dean of the Graduate Division (GD) after all grades have been posted. Please note that this is a congratulatory letter stating that you have completed all requirements for the degree of Master of Education, but it does NOT mention that your M.Ed. has been conferred, since only the Registrar’s Office has this ability. You should receive the Dean’s letter by the end of August to your CURRENT mailing address posted on Tritonlink. By July 16, please make sure to update your CURRENT mailing address on Tritonlink and change it from EDS to your own current one. If you do not receive the Dean’s letter by the first week of September, please contact Giselle Van Luit at (858) 534-2958. Give this verification letter to the school district as proof of your M.Ed. while you are able to obtain an official transcript with the word “M.Ed. Conferred” and a date from the Registrar’s Office. Please note that most districts will NOT consider the letter from the Dean as official verification since most will require an official transcript, and this could affect your pay scale. Please double check with your district on their specific requirements for employment.

An official transcript with the word: M.Ed. Conferred will not be available until mid October/November. The conferral of your degree is time consuming. It will be processed by the Registrar’s Office. The date of your conferral will be included in your transcript (the posted date on the document will usually be a date during the first week of September).

Please take this into account as you apply for jobs since you will NOT be able to provide your district with an official transcript until probably October or November. The Graduate Division will process the final paperwork for the degree and will send it to the Registrar’s Office. Academic Records will confer your degree once the courses are reviewed and approved. This process may take from 30 to 90 days after the end of the quarter of graduation (summer session). The conferral of degree process begins after all summer terms have ended and grades have been posted. Therefore, even though your courses have finished, summer session is still in session and your summer degrees cannot be processed earlier. These deadlines have been established by the Registrar’s Office.

Please note that an official transcript will NOT be sent to you automatically. You will need to order it from the registrar’s office at: http://students.ucsd.edu/academics/exams-grades-transcripts/transcripts- verifications/index.html

You may request your transcripts online, but make sure to first check on Tritonlink that your M.Ed. has been officially conferred before you request them. You can either have the transcripts mailed to you, or you may pick them up at the Registrar’s Office.

Your official M.Ed. Diploma from UCSD will arrive to your PERMANENT address 3-6 months after the end of summer quarter. Please make sure to verify or update your
PERMANENT mailing address on Tritonlink so that your Diploma does not get lost. Your diploma will be sent to you automatically by December.

VERY IMPORTANT: Your name on the DIPLOMA will look exactly as it currently appears on Tritonlink. If you have recently changed your name officially and would like to have the new name reflected on Tritonlink, and on your diploma, please make sure to go to the Registrar’s Office with a valid ID in order to make this change official. The name shown on Tritonlink will be reflected on your diploma.

Any questions regarding the conferral of the M.Ed. degree should be directed to Giselle Van Luit at gvanluit@ucsd.edu, or (858) 534-2958.

California Credential Requirements
Use this information to be sure that you will have completed all of the State of California requirements for the California Preliminary Multiple Subject Teaching Credential by June of 2017.

**Important Items to Remember:**

**Student Teaching Requirements (deadline 9/1/16)**
Please see Ed Ashton for any questions regarding pending admissions requirements. You should also contact him if you are having any difficulties completing the deadline for student teaching. Failure to complete these requirements in a timely manner will most likely prevent you from continuing in the program. If this is your situation, you might be required to either take a Leave of Absence until you can continue the following year, or Withdraw from the program.

- Certificate of Clearance, or alternative approved option (CTC valid document).
- CBEST: EDS must have in your student file, the official paper passing score that you received as a pdf, or CSET 142 or alternative (see Credential Analyst at EDS).
- Subject Matter Competency (Passage of all CSET Subtests). EDS must have the OFFICIAL, original document with the passing score in your file. You will need to show EDS your original CSET and please bring a copy of your CSET score if you would like the Credential Analyst to return the original document to you once he has verified its authenticity.

**Credential Requirements (deadline 6/1/16) for a MS Preliminary Teaching Credential:**
Please see Ed Ashton if you have any questions.

Successful completion of ALL EDS coursework
- Second Language Sensitivity Requirement.
- U.S. Constitution college level approved Examination, or coursework completed.
- RICA (Reading Instruction Competence Assessment), completed by April.
- Computers, Health and Mainstreaming classes (EDS 203, EDS 361B, and EDS 382)
- CPR

**Reading Instruction Competence Assessment (RICA)**
The purpose of the RICA is to ensure that candidates for Multiple Subject Teaching Credentials possess the knowledge and skills important for the provision of effective reading instruction to students. The RICA requirement applies to all Multiple Subject credential candidates effective October 1, 1998. The RICA consists of two separate assessments: the RICA Written Examination and the RICA Video Performance Assessment. Multiple Subject credential candidates must take and pass either one of the two assessments to fulfill the RICA requirement. RICA registration bulletins and information are available at the EDS office. **RICA must be completed by April of next year. Do not wait until June to take the test.**

In addition to the Reading Instruction Competence Assessment (RICA), there will be subsequent credential requirements (which will incur fees) related to program completion and **Teacher Performance Assessment (EdTPA)** submission. There is also a fee associated with this requirement.

**CPR Training Information**
In order to receive a California credential, you must have CPR certification that is current at the time of your application for the credential. Your CPR training must include adult, child, and infant training. The course usually takes a minimum of 6 to 8 hours. This course should meet the criteria of the American Heart Association or the American Red Cross. Please check their guidelines. Any questions about CPR should be directed to Ed Ashton at (858) 534-7297.

Be sure your course includes:

- Prevention of Cardiovascular Disease
- Risk Factors
- Signs and Symptoms of heart attack
- Adult-pediatric (infant and child) CPR
- Child rescue breathing
- Child CPR
- Infant rescue breathing
- Infant CPR
- Skills and written test required

(from Credential Information Alert)

Courses: (PLEASE CALL FOR LATEST INFORMATION)

Office of Cardiac Life Support Training 619-294-6445
UCSD Medical Center, Hillcrest
Renewal classes only
Offered every Friday from 10:00am to 1:00pm ($40)
Booklet can be faxed to you (need to call and request it)
Also a new class on Wednesday from 6:00pm to 9:00pm
Reservations are not necessary, but you should call and confirm the class is being offered before you go.

San Diego Firefighters Association 619-563-6161
10405 San Diego Mission Road
Classes are held on Saturday from 9:00am to 3:00pm
Students must pre-pay, $45
Must call and confirm date.

Mercy Hospital-CPR Registration Information 619-260-7140

UCSD Recreation Center 858-534-4037
CPR courses are offered every quarter.

State Of California
Commission On Teacher Credentialing
1900 Capitol avenue Sacramento, CA 95811-4213 (888) 921-2682 E-mail: credentials@ctc.ca.gov Website: www.ctc.ca.gov
Subject Matter Authorizations


Introductory Subject Matter Authorizations
An Introductory Subject Matter Authorization authorizes the holder to teach the subject matter content typically included in curriculum guidelines and textbooks approved for study in grades 9 and below. This allows an employer to assign a teacher with an Introductory Subject Matter Authorization to teach a class in which the curriculum is for grades 9 and below but the students in the class may be in grades K-12.

Introductory Subject Matter Authorizations are available in the following subjects:

Art - must include course work in the content areas of art history including aesthetics and appreciation, two-dimensional art including drawing, painting, and printmaking, three-dimensional art including sculpture and ceramics, and photography/computer generated imagery

English – must include course work in the content areas of grammar or language structure, advanced composition, speech, drama or theatre, and literature

A Language Other Than English (specify) – must include course work in the content areas of grammar, composition, culture, conversation, and literature

Mathematics – must include course work in the content areas of algebra, advanced algebra, geometry, probability or statistics, and development of the real number system or introduction to mathematics

Music – must include course work in the content areas of vocal music including the analysis of repertoire and literature appreciation for developing musicians, instrumental music including the analysis of repertoire and literature appreciation for developing musicians, aural musicianship, keyboard, music history including music appreciation, world music, conducting and music theory

Science – must include course work in the content areas of biological sciences, chemistry, geosciences, and physics

Social Science – must include course work in the content areas of United States history, California history, world history, world civilization or world cultures, physical geography, and United States government

Introductory Subject Matter Authorizations may be added to the following credentials:
• Single Subject Teaching Credential
• Multiple Subject Teaching Credential
• Standard Elementary Teaching Credential
• Standard Secondary Teaching Credential

To qualify, individuals must satisfy all of the following requirements:
1. Posses a valid prerequisite teaching credential.
2. Complete one of the following:
a. 32 semester units (48 quarter units) of non-remedial course work in the subject, including a minimum of three semester or four quarter units of course work in each content area. The balance of the units may be in any course within the subject category. (Exception: the subject of Science requires at least six semester or eight quarter units in each of the four science content areas [biological sciences, chemistry, geosciences, and physics]), OR

b. A degree major from a regionally-accredited college or university in a subject directly related to the subject to be listed on the credential.

**Specific Subject Matter Authorizations**
A Specific Subject Matter Authorization authorizes the holder to teach the specific subject in grades preschool, K-12, and classes organized primarily for adults.

Specific Subject Matter Authorizations are available in the following subjects:

- Art History/Appreciation
- Biological Sciences
- Chemistry
- Civics/Government
- Dance
- Drama/Theatre
- Economics (social science)
- English Composition
- Geography
- Geosciences
- History
- Instrumental Music
- Literature
- Photography
- Physics
- Plant Science
- Three-Dimensional Art
- Two-Dimensional Art
- Vocal Music

Specific Subject Matter Authorizations may be added to the following credentials:
- Single Subject Teaching Credential
- Multiple Subject Teaching Credential
- Standard Elementary Teaching Credential
- Standard Secondary Teaching Credential
- Special Secondary Teaching Credential (in academic subjects only)

To qualify, individuals must satisfy all of the following requirements:
1. Posses a valid prerequisite teaching credential.
2. Complete one of the following:
   a. 32 semester units (48 quarter units) of non-remedial course work (Exception: the subject of History requires a minimum of 16 semester units in both world history and U.S. history).
   b. A degree major from a regionally-accredited college or university in a subject directly related to the subject to be listed on the credential.

More information can be found at:
http://www.ctc.ca.gov/credentials/leaflets/cl852.pdf

The Subject Matter Authorization worksheet can be found at:
http://www.ctc.ca.gov/credentials/leaflets/cl849.pdf

**EDJOIN – Tips for Credential Program Graduates**

Visit the EDJOIN website at www.edjoin.org
1. Go to “LOGIN/REGISTER” to begin

2. Create a new account and begin entering your personal information. When you’re done with each page, click on the “Save” and then “Next” button.

3. Eventually, you will reach a page where you must enter your credential information. Bear in mind that you will not actually possess a credential until you are recommended for one at the end of the Spring quarter of the year when you complete the program. Nevertheless, many of you will be applying for jobs well before this time. For the purposes of using EDJOIN, you must pretend that you have already been recommended and hold a credential, or the system will not allow you to post information about yourself that the districts will want to view.

Under the section that states: “I possess the following Teaching Credential(s)”, you must select the type of credential you expect to receive. Under “Credential Type” on the drop down menu, select “Multiple Subject Teaching Credential SB 2042 (TCMS)” for the elementary students, and “Single Subject Teaching Credential SB 2042 (TCSS)” for the secondary students. Under “Authorized Field”, select “GSX – General Subject (Examination)” for MS students and for the SS students, one of the following:

- ENGX – English (Examination)
- MATH – Mathematics (for students who completed the SMPP)
- MATX – Mathematics (Examination)
- SBSX – Science: Biological Sciences (Examination)
- SCX – Science: Chemistry (Examination)
- SGX – Science: Geoscience (Examination)
- SPX – Science: Physics (Examination)

For Foreign Languages, choose the one that includes “(Examination)”, since everyone who earns this credential will have to have passed the CSET exams.

Please note: the EDJOIN codes bear no relationship to the codes the CTC assigns to your credentials and other authorizations.

Under “Expiration Date”, choose the date exactly 5 years from the date you will be recommended, which will always be the Monday following the last day of the Spring quarter. You will have to enter these dates manually—do not use the calendar function.

If you have already received your credential, use the expiration date listed on your CTC document.

Finally, click on the “Add Credential” button.

4. In the section, “I possess a Certificate of Compliance for the No Child Left Behind Act (NCLB) in the following Subject Areas”, check off the subject area that you are receiving your credential in. You can choose more than one. All SB 2042 credentials (the type you will receive) are NCLB-compliant. Your CSET score report or your SMPP verification letter will serve as your Certificate of Compliance.
5. “Credential Indicators”: check off “I hold a valid California Teaching Credential”.

6. “Applied For Credential”: this is where you make it clear that you do NOT currently hold a valid credential, but you WILL be recommended for one shortly. For “Date Applied”, enter the expected recommendation date as explained above. If you have already received your credential, you can ignore this section.

7. “Tests, Certificates and Programs”: pretty self-explanatory. You have not yet completed a BTSA program, and all graduates will have an English Learner Authorization (not a certificate) embedded in your SB 2042 credential. The best choice here for everyone other than the BLA candidate is “ELD/SDAIE”. For those of you pursuing a Bilingual Authorization, list this information in the “Other” section, along with the specific language.

8. On the next page, you get to add your attachments. You have a 12 MB limit, 1 MB per document! Most districts want to see your transcripts, your resume, your C-19 verification letter, proof of NCLB compliance (see item #4 above), and anything else they ask of you. If they want your ELL authorizations, print out a Word document that states: “My CLAD emphasis is embedded in my SB 2042 credential”, and upload this.

The information provided has proven to be helpful to our graduates in the past. EDS is not responsible for information entered incorrectly by the applicant due to inadequacies of the EDJOIN website to address each state’s unique credentialing requirements. As noted in the handbook, the codes used by EDJOIN bear no relationship whatsoever to the authorization codes the California Commission on Teacher credentialing assigns in their credentialing system. We have indicated what we believe are the best possible choices among the menu selections and the best "workarounds" when EDJOIN does not provide a more accurate choices. You may choose other entries or menu items at your own discretion.

The CTC does not consider ANY printed document to be "official". Only information/documents viewed on their website is regarded as "official" information. The districts or schools you are applying to may have a different interpretation. You can email a formal copy of your credential to yourself, print it out, scan it, and upload it to EDJOIN if you wish (as per the instructions in the handbook). You can also disclose your social security number and date of birth to your prospective employer, and they can look up the details of your authorizations themselves. If you choose this option, make sure you are disclosing this information on a secure website.

C-19 letters are the verification letters that Ed Ashton will give you at your exit interview, which indicate that, "given satisfactory progress", you will be recommended for your credential on a certain date. Some districts and schools will accept this letter; others will only accept applications from people who have already been issued a credential. You will not have a valid credential until 5 to 10 business days after you have paid for your credential recommendation. If you have not received the notification from the CTC within several days after Ed Ashton recommends you by mid June of your last year in the program, check your junk mail or spam mail; it's possible your mail program will not recognize it as a valid email. If it's not there, contact Ed Ashton immediately. Most of the students will have an official, printable document before the last day of June.

**Information about your California Teaching Credential**

Once you have been recommended for a Preliminary Teaching Credential, please make sure to check your inbox for an email from the CTC with instructions on the next step.
so that you may pay for your document. If you do not receive an email from the CTC with information about your credential, please complete the following steps:

- Using Firefox, Google Chrome, or IE as a browser, go to the CTC website at [http://www.ctc.ca.gov](http://www.ctc.ca.gov)
- Click on the button: "Online Services For Educators"
- On the next page, click on the orange button: "Educator Page"
- On the next page, enter your social security number and date of birth, and click "OK"
- Review your personal information. If any of it is inaccurate, use the "Edit" and "New" buttons to correct it, save the information using the "Save" button, and then click on the "Next" button on the right hand side of the screen.
- The next page that opens should display your credential recommendation under the blue heading "Recommends". Make sure that line is highlighted in yellow; if it's not, click on the little blue rightward-pointing arrow on the left side of the field. You can review you credential details by clicking on "Single Subject/Multiple Subject Teaching Credential" and a new page will open. If everything looks all right, click on the "Back" button.
- Under the "Select" column, click on "Yes". When you do, two boxes immediately above will highlight; click on the "Complete" button.
- You will then have to proceed through a series of Professional Fitness questions, and there are a number of pages of them. Make sure you read them carefully and answer correctly, or you will not be allowed to proceed.
- Eventually, you will be guided to a page that requests payment. Once you've actually entered your credit card payment information, this should finish the process.

**Fee Information**
First time applicants will pay for a Preliminary Teaching Credential. The fee is paid online, by credit card, and the cost of the credential is $100.00. There is also a “credit card convenience fee” of $2.50, which will be added to the total cost. You may have a fee credit of $50.00 from your Certificate of Clearance, which will be deducted from the total if you have not already used it for other purposes. So for most graduating credential candidates, paying for your first credential will cost you either $102.50 or $52.50, depending on whether or not you have a fee credit available. Each subsequent credential you add or renew will cost you $102.50. Additional fee information can be viewed on the CTC website at [http://www.ctc.ca.gov/credentials/leaflets/cl659.pdf](http://www.ctc.ca.gov/credentials/leaflets/cl659.pdf)
Please note that fees are subject to change.

*Your recommendation will expire in 90 days, so please make sure to pay for your credential before the deadline.*

*Note: Preliminary Credentials are valid for 5 years. Recipients of Preliminary Credentials must earn a Clear Credential by completing a Commission-Approved General Education BTSA-Induction Program or a Commission-Approved Clear Credential Program (neither of which are offered at EDS). You may request an extension from the CTC if you are not able to clear it within the timeframe.*
Please note that EDS cannot release, nor make copies for you, of any document included in your student file. When you apply to the program, we specifically ask you to keep copies of any materials submitted to EDS for your own records.

Any questions regarding your Teaching Credential and recommendation process should be directed to Ed Ashton at erashton@ucsd.edu or (858) 534-7297.

Instructions for Printing Documents from the CTC Website

How to Print your Teaching Credential:
Be sure you are using Firefox, Internet Explorer, or Google Chrome as your Internet browser. The CTC site does NOT support Safari.

1. Go to the CTC main site at www.ctc.ca.gov and click on the button: "Online Services For Educators"
2. When the next page opens, click on the button: "Educator Page"
3. Enter your social security number and date of birth, then click "OK"
4. Verify your personal information (name, email, phone, etc.), then click on the button: "NEXT"
5. The next page displays your valid issued and pending credentials or permits. Click on the document number of your credential (or Certificate of Clearance, if you would like a copy of that document)
6. The next page displays the details of your credential or document. This is actually a more useful page than the document itself because it includes authorization codes, so you may want to print out this page and upload it to EdJoin. If you'd rather print out a copy of the document itself, click on the "Email Document" button, and it will be emailed to whatever email address you have on file. The document will have the State of California logo and the CTC emblem, and it is suitable for framing.

Use steps 1 through 4 only if you only wish to edit your personal information (such as changing your last name when you get married, or your email address)

Name Change Process

It's is the educators’ responsibility to keep his/her contact information up to date in the Commission records. This includes name, postal address, email address, and telephone numbers. An educator may verify and change personal profile and contact information by clicking on the Educator Page button on the Commission website, entering you date of birth and social security number, then using the Edit and Save buttons when viewing your profile.
If the system blocks you from changing your name, it's because the Commission needs verification of some sort. Use the **Declaration of Name Change Form (41-NC)**, downloadable from the CTC website, and send it to the Commission along with supporting documentation (marriage certificate, court order, divorce decree, naturalization papers, etc.) to the address on the form, or you can fax it to (916) 327-3166, or scan it and attach it to an email sent to credentials@ctc.ca.gov.

### Updating your Mailing Address

The Commission on Teacher Credentialing has just issued a new policy alert you should be aware of:

> "An educator is required by statute to inform the Commission of a current mailing address. The easiest method of changing an address or personal profile information on file is to use CTC Online"

You are **required** to notify the CTC of any change of address. I have included instructions on editing your personal information in this Handbook, but here is the pertinent information:

*Be sure you are using Firefox, Internet Explorer, or Google Chrome as your Internet browser. The CTC site does NOT support Safari. Also, please disable any popup blocker function on your browser.*

1. Go to the CTC main site at [www.ctc.ca.gov](http://www.ctc.ca.gov) and click on the button: "Online Services For Educators"
2. When the next page opens, click on the button: "Educator Page"
3. Enter your social security number and date of birth, then click "OK"
4. Verify your personal information (name, email, phone number, address, etc.) Use the “Edit” and "New" buttons if your information has changed or you wish to add information, make your entries, then click “Save”.

If you have any difficulties with making these changes, contact Ed Ashton at erashton@ucsd.edu or (858) 534-7297 or contact the Commission Information Services Unit.

### Registering your Teaching Credential

New educators who wish to work for any district in San Diego County must register their credential with the San Diego County Office of Education. Their website concerning this is viewable at [http://www.sdcoe.net/human-resources/credentials/Pages/default.aspx](http://www.sdcoe.net/human-resources/credentials/Pages/default.aspx).

"If you need to register your credential with the San Diego County Office of Education (SDCOE), come to either of our two locations. Using your social security number and date of
Birth, a credential technician will locate your credential at the CTC website and then record it in the SDCOE database.

You may also call them at 858-292-3581 or 800-560-5060 x3581

Your Preliminary Single Subject Teaching Credential will include the following Codes and Authorizations:

This information will be useful as you apply for teaching jobs!

Your teaching credential is titled: SB 2042 California Preliminary Multiple Subject Teaching Credential, and a Single Subject Teaching Credential (if this is the case). It includes English Learner Authorization and will expire 5 years from the issuance date of your credential. Make sure to either clear your credential before the expiration date, or request an extension. If for any reason, you cannot complete induction and are recommended for your Clear Credential by your district, contact a 5th Year Program (e.g. UCSD Extension) so that you can get advise on how to clear your credential through a program. Before your preliminary credential expires, you may request an extension from the CTC online at: http://www.ctc.ca.gov

* R2M (Multiple Subject) or R1S (Single Subject): This document authorizes the holder to provide English learners content instruction delivered in the language of emphasis listed in single-subject-matter (departmentalized) courses as authorized on this document; and instruction for primary language development in the language of emphasis listed above in grades twelve and below, including preschool, and in classes organized primarily for adults.

* ELAM – Multiple Subject Credential Holders
* ELAS – Single Subject Credential Holders
* ELAE – Education Specialist Credential Holders
This document authorizes the holder to teach the subject area(s) listed, to provide English learners instruction for English language development and specially designed content instruction delivered in English in single-subject matter (departmentalized) courses as authorized on this document in grades twelve and below, including preschool, and in classes organized primarily for adults.

* BASP for Bilingual Authorization in Spanish, or in any of the languages that we recommend for a BLA. Ex. BAV – Bilingual Authorization in Vietnamese, etc. This document authorizes the holder to provide English learners instruction primarily in the language that the Bilingual Authorization specifies.

Your English Learner (EL) Authorization is embedded in your (SB2042) teaching credential. Therefore, you DO have an English Learner Authorization. You will not receive a separate document since this authorization is already included in the type of credential that you will obtain from the CTC. The same applies for an ELD/SDAIE certificate. You will not receive a separate certificate since these authorizations are already included in your teaching credential. When applying
for jobs, you should check the box as YES having ELD/SDAIE certification.

You will receive a Preliminary SB2042 Teaching Credential with English Learner Authorization embedded in your credential (previously similar to a CLAD Certificate). Currently, there is no more CLAD, it is now the English Learner Authorization. Please see below:

The English Learner (EL) Authorization and Crosscultural, Language, and Academic Development (CLAD) Certificate authorize instruction to English learners. For a summary of all documents that authorize instruction to EL students, see the leaflet Serving English Learners, CL-622. The section below lists the types of instruction authorized. Each type of instruction is defined below.

Types of Instruction Authorized by the EL Authorization/CLAD Certificate
• Instruction for English Language Development (ELD)
• Specially Designed Academic Instruction Delivered in English (SDAIE)

Documents Currently Issued by the Commission that Authorize Instruction to English Learners:

Teaching Credentials with English Learner or Bilingual Authorization:
All teacher candidates admitted to a California Multiple or Single Subject Teacher Credential Program on or after July 1, 2002 complete an embedded English Learner coursework authorized under Assembly Bill 1059 (Chap. 711, Stats. 1999). In June 2006, an English Learner authorization was also embedded in the coursework for the Education Specialist Credential. These individuals earn an English Learner Authorization directly on their teaching credential.

Information regarding serving English Language Learners, including EL Authorization/CLAD Certificate can be found at:
http://www.ctc.ca.gov/credentials/leaflets/cl628c.pdf

http://www.ctc.ca.gov/credentials/leaflets/cl622.pdf

CTC does not support Safari, please copy and paste any CTC link on Firefox or Google Chrome.

Routes to Clear a Multiple or Single Subject (SB 2042) Teaching Credential


This provides information on the routes an individual may use to earn a Clear Multiple or Single Subject (SB 2042) Teaching Credential with specific clarification on:

1) Whether a teacher may participate in an approved Induction program.
2) The types of employer that may sign the form (CL-855 Verification of Unavailability of a Commission-Approved Induction Program) verifying that Induction is not available allowing a candidate to complete a General Education (Multiple and Single Subject) Clear Programs.

**Background**

AB 2210 established completion of a Commission-approved Induction Program as the required route to earn a Clear SB 2042 Multiple or Single Subject Credential. If an induction program is not available as determined by an eligible employer, the credential holder may complete a Commission-approved General Education Clear Credential Program.

The following chart lists the employer by type and whether or not a teacher may participate in induction based on the type of teaching assignment. It also explains whether an employer is eligible to verify that induction is unavailable and if so, whether the candidate may opt to complete one of the approved General Education (Multiple and Single Subject) Clear Programs.

**Contact Information:**
Commission’s Information Services Unit email credentials@ctc.ca.gov.

<table>
<thead>
<tr>
<th>Type of Employer</th>
<th>Teacher may participate in Induction</th>
<th>Employer is eligible to verify that Induction is not available. Candidate may opt to complete a General Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public school district or county office of Education</td>
<td>Yes</td>
<td>Yes *</td>
</tr>
<tr>
<td>Charter School</td>
<td>Yes</td>
<td>Yes *</td>
</tr>
<tr>
<td>Private School, religious or nonsectarian</td>
<td>Yes</td>
<td>Yes *</td>
</tr>
<tr>
<td>Nonpublic, nonsectarian school</td>
<td>Yes</td>
<td>NA</td>
</tr>
<tr>
<td>Juvenile court schools</td>
<td>Yes</td>
<td>Yes *</td>
</tr>
<tr>
<td>Adult Correctional System</td>
<td>Yes</td>
<td>Yes *</td>
</tr>
<tr>
<td>Juvenile Corrections</td>
<td>Yes</td>
<td>Yes *</td>
</tr>
<tr>
<td>School under a state agency jurisdiction</td>
<td>Yes</td>
<td>Yes *</td>
</tr>
<tr>
<td>Teaching outside California</td>
<td>Yes, if an approved Induction Program will accept the candidate and a plan is developed.</td>
<td>No</td>
</tr>
<tr>
<td>Long-term substitute ¹</td>
<td>Yes</td>
<td>Depends</td>
</tr>
<tr>
<td>Day-to-Day Substitute</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Working for the state of California (CDE or CTC)</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Working in Pre-School</td>
<td>Working in Higher Education</td>
<td>The plan must provide for the range of induction experiences and opportunities including experiences with children to demonstrate knowledge and skills required by the program.</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Teaching/tutoring for an agency, i.e. studio, modeling agency, hospital, circus</td>
<td>?</td>
<td>No</td>
</tr>
<tr>
<td>Teaching/Tutoring for a ‘for profit’</td>
<td>Yes *</td>
<td></td>
</tr>
<tr>
<td>After school program</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Home School teacher – not affiliated with a public/private school</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Education affiliated setting, i.e. museum/zoo</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Summer camp, YMCA</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Employed in a non-education setting</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Unemployed individuals</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

* Employer is defined as a California public school, any school that is sponsored by a private California K-12 school, non-public, non-sectarian school or agency, charter school, or a school operated under the direction of a California state agency. Employer must complete, and superintendent or designee, sign the CL 855 Induction Program Verification of Unavailability of a Commission Approved Program form.

1 The employing agency makes this decision. Factors to consider include the length of the assignment and the individual's employee status with the agency.

2 If the preschool is run by the school district AND the teachers are on the regular teacher salary schedule, then ‘Yes’ to the employer signing the CL 855 letter. Otherwise ‘No’.

FOR FUTURE REFERENCE: If after graduating from our teacher preparation program, you are planning to relocate to another state, you must take steps to have your credentials transferred to that state. Every state has its own requirements for teacher certification and it would be impossible for us to give you specific advice on how to accomplish this. Approach the local state or county Education agency for assistance with your credential transfer, or you can apply directly to that state’s equivalent to the CA Commission on Teacher Credentialing.