

Education Studies Department
University of California, San Diego

**M.Ed./Credential Program
Exit Orientation
Handbook
2014**

EDJOIN – Tips for Credential Program Graduates

Many of you will start looking for jobs well before you graduate. EDJOIN is the most commonly-used site to seek prospective employers.

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 “Next” button at the bottom.
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)”, click on “Add a Credential”. A box will open; under “Credential Type”, 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 are receiving) 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 a **CLAD emphasis** (not a certificate) embedded in your SB 2042 credential. 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, 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 that comes 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/>
- Click on the "Online Services For Educators" button
- On the next page, click on the orange "Educator Page" button
- 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 your 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.

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

Please note that EDS cannot release, nor make copies for you of any document included in your student file. When you applied to the program, we specifically asked 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 does NOT support Safari!

1. Go to the CTC main web page at www.ctc.ca.gov/ and click on the "Online Services For Educators" button
2. When the next page opens, click on the "Educator Page" button
3. Enter your social security number and date of birth, then click "OK"
4. Verify your personal information (name, email, phone number, etc.), then click on the "NEXT" button
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 download 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 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 your 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 is 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.

Mailing Address Information

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"

In other words, you are **required** to notify the CTC of any changes of address. I have included instructions on editing your personal information in your Exit Orientation Handbook, but here is the pertinent information again:

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

1. Go to the CTC main web page at www.ctc.ca.gov/ and click on the "Online Services For Educators" button
2. When the next page open, click on the "Educator Page" button
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 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 page concerning this is viewable at <http://www.sdcoe.net/human-resources/credentials/Pages/default.aspx>.

From SDCOE:

"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 contact the SDCOE at 858-292-3581 or 800-560-5060 x3581.

Authorizations and Codes Included in the Preliminary Multiple or Single Subject Teaching Credential

Your teaching credential is titled: **SB 2042 California Preliminary Single OR Multiple Subject Teaching Credential**. 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 be recommended for your Clear Credential by your district, contact a 5th Year Program like UCSD Extension so that you can get advise on what is the next step to clear your credential through a program. Before your preliminary credential expires, you can request the CTC for an extension, which is done online at <http://www.ctc.ca.gov>

*** R1S (Single Subject) or R2M (Multiple Subject)** In addition, 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.

*** ELA1** 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>

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

www.ctc.ca.gov/educator-prep/PS-alerts/2011/PSA-11-15.pdf

<http://www.btsa.ca.gov/files/Routes-to-a-Clear-Multiple-or-Single-Subject.pdf>

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)
- <http://www.ctc.ca.gov/credentials/cig2/CIG-leaflets/cl855.pdf> 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.

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

* 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'.

Professional Services Division
1900 Capitol Ave, Sacramento, CA 95811 PSDinfo@ctc.ca.gov

Bilingual Authorization Program

For candidates still working towards a Bilingual Authorization, please note that a copy of your BLA Program Exit Summary Report will be kept at EDS for the next **5 years, which is the limit time that you have to come back and be recommended for the BLA**. Any pending requirements along with official transcripts/score reports for you to complete the Bilingual Authorization, must be submitted to EDS, Student Services (Ed Ashton) **well in advance of the expiration of your preliminary credential**. You have 5 years from the issuance date of your base credential to come back to EDS and have the credential analyst recommend you for the BLA. Please note that there will be an additional fee associated with this recommendation, which is \$70.00 + the online transaction fee of \$2.00 and is paid online, by credit card. The payment will go to the California Commission on Teacher Credentialing. Please note that these fees are subject to change.

• **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:

1. **Methodological Competence:** EDS 125 (4), *History, Politics & Theory of Bilingual Education* **and** EDS 352 A B (2-2), *Bilingual Instructional Practices*.
2. **Cultural Competence:** Program (History & Culture along with EDS required courses), **OR** CSET: LOTE Subtest V in the culture of emphasis.
3. **Language Competence:** Program Assessment, **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:

1. **Methodological Competence:** EDS 125 (4), *History, Politics & Theory of Bilingual Education* **and** EDS 352 A B (2-2), *Bilingual Instructional Practices*.
2. **Cultural Competence:** Program (History & Culture along with EDS required 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.

Master of Education Degree

Your **M.Ed. coursework** will be completed by the end of July, and therefore considered a Summer Degree. **The official proof of your degree in the form of a transcript will be available until October/November.**

The **first verification of your M.Ed. degree** will come in the form of a letter from the Dean of the Office of Graduate Studies (OGS) after all grades are posted. Please note that this is a congratulatory letter stating that you have completed the requirements for the degree, but it does NOT mention that your M.Ed. has been conferred since only the Registrar's Office can process the conferral with a date and include it in a transcript. You should receive the congratulatory letter by the end of August to your **CURRENT** mailing address posted on Tritonlink. **By July 15, 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. This letter is the one that should be given to the school district as proof of your M.Ed. (while you are able to request an official transcript with the word "M.Ed. Conferred" and a date on it from the Registrar's Office). Please note that some districts might not consider the letter from the Dean as official verification since most require an official transcript as final proof of the degree. If you need the letter from the Dean of Graduate Studies sooner than the end of August, please contact Giselle at EDS (gvanluit@ucsd.edu) who will request OGS to expedite it, if possible. Giselle will need an email with an explanatory letter of why OGS would need to expedite your paperwork.

An official transcript with the word: M.Ed. Conferred and the date will be available until mid October/November because the Registrar's Office needs to process a large amount of degrees for spring and summer. The date of your conferral will be included in your transcript (the posted date on the document will usually be a day 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 October or November. OGS 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 until all summer terms have ended and grades have been posted. Even though your courses might have finished, summer session is still in session and your summer degree 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 these 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 any transcripts. A fee is associated with this process, but 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.