COMPLETING YOUR CREDENTIAL PROGRAM

HANDBOOK

FOR MULTIPLE/SINGLE SUBJECT AND EDUCATION SPECIALIST CREDENTIALS

University of San Diego
SCHOOL OF LEADERSHIP AND EDUCATION SCIENCES
Welcome to the Credential Program at USD!

Credentials or certificates in the state of California are issued by the Commission on Teacher Credentialing (CTC) in Sacramento. Credential laws are passed by the federal government and the California state legislature and implemented by this Commission. The role of the credential analyst is to serve as liaison between the CTC, the university, and you, the student. In order to ensure that you are provided with the most up to date information on the latest credential procedures and policies, credential analysts also participate in statewide conferences and workshops. Throughout the program, you will be receiving guidance, making sure you meet state and university credential requirements. When you have completed the credential program the credential analyst will also assist you in processing the credential application materials and then apply for the credential for you, certifying to the state that you have met all credential requirements.

As soon as you have been admitted to the credential program at USD, please arrange a meeting so that requirements may be reviewed and discussed. Feel free to visit anytime during your program should you have questions or need guidance.

You have chosen to work in a challenging and rewarding field, that of education. By submitting materials, honoring deadlines, asking questions, and meeting with the credential analyst, this path can be made an easier one. My office is in the School of Leadership and Education Sciences building, Dean’s Suite, Room 205A.

Andrea Estrada
Credential Analyst

CONTACT INFORMATION
Phone: (619) 260-4821
E-mail: andreaestrada@sandiego.edu
Address: Credential Analyst
    School of Leadership and Education Sciences
    University of San Diego
    5998 Alcala Park
    San Diego CA 92110-2492
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CREDENTIAL CHECKLIST
Check off each step as you complete them

☐ Step 1: Admission*
Apply and be admitted to a credential preparation program in the School of Leadership and Education Sciences (SOLES). Admission to the university requires an application fee. Upon admission to the program your USD e-mail address will be added to the list serve appropriate for the credential program you are enrolled in. Check your USD e-mail regularly for important list serve announcements pertaining to your credential. For more information, visit USD SOLES Admissions website.

☐ Step 2: Basic Skills Requirement*
The California Basic Educational Skills Test (CBEST) is a basic skills test required upon admission to a credential program. The test consists of 3 parts including reading, writing and mathematics. For information on registration, the tests, test dates, passing scores and sample tests, visit the CBEST web site. There is a fee to take the CBEST. The test is offered year round in various locations throughout California. A copy of passing verification must be submitted to the Credential Analyst prior to student teaching. Graduate Multiple Subject and Education Specialist students see Step 8 for an alternative option. Students with basic skills exams from other states should consult the Credential Analyst.

☐ Step 3: Transcripts
Submit ALL official transcripts (Bachelor’s, Master’s, transfer, etc.) to the Credential Analyst. It would be in your best interest to order additional copies of your transcripts as they are requested for the credential application and job applications.

☐ Step 4: Pre-Credential Meeting
Meet with the Credential Analyst in 205A to fill out the Contract for Preparing to be a Teacher. The Credential Analyst will review the contract with you and provide materials for the certificate of clearance, exams and other state requirements you will need to complete prior to admission to student teaching and issuance of the California credential.

☐ Step 5: Advising
You will be assigned a School of Leadership and Education Sciences (SOLES) faculty advisor when you are admitted to the credential program. Make an appointment with your faculty advisor throughout the duration of your program to discuss your career in education and to plan your education coursework.
Step 6: Certificate of Clearance*
A LiveScan fingerprint clearance and background check through the Commission on Teacher Credentialing (CTC) are required upon admission to the credential program. Forms and information are available from the Credential Analyst. Follow the instructions and complete the process at the San Diego County Office of Education. Submit verification to the Credential Analyst. If you hold a California credential, such as an emergency or sub permit, submit a copy to the Credential Analyst. Note that additional fingerprinting and fees may be required by the employing district when hired. The certificate of clearance must be posted on the CTC web site prior to admission to student teaching. A fee is required by the LiveScan service and by the CTC to perform the background check. See also the pages on “Certificate of Clearance” in this handbook.

Step 7: U.S. Constitution*
A course or examination in the U.S. Constitution is required for all Multiple and Single Subject and Education Specialist credentials (History 171 or Political Science 125 at USD). If you received credit for one of the above courses at USD via Advanced Placement you must supply the credential analyst with a copy of your AP results from the USD Registrar’s Office. If you do not have a college level course or examination in U.S. Constitution (as is often the case with graduates of the University of California system) you must complete the course or examination (may require a fee) prior to issuance of the credential. A list of courses and exams is included in this handbook.

Step 8: CSET Examinations* and Subject Matter Competence Requirement
The CSET: Multiple Subject subtests I, II and III are required of all candidates for the Multiple Subject and Education Specialist credential. Single Subject candidates must pass all of the subtests of the CSET exam in the appropriate subject area or complete an approved program if available (see “CSET Examinations” in this handbook). Contact the Credential Analyst regarding available approved programs. Multiple Subject (and some Education Specialist) candidates may elect to meet both the basic skills requirements and subject matter competence by passing the CSET: Multiple Subject Subtests I, II and III, and the CSET Writing Skills. This option will be most attractive to graduate Multiple Subject (and some Education Specialist) students who need to meet the Basic Skills Requirement and subject matter competence during the first semester of credential coursework. For information on CSET registration, the tests, test dates, passing scores, and sample tests visit the CSET web site. There is a fee to take the CSET tests. The CSET score report must have been passed within 5 years and a copy of passing verification submitted to the Credential Analyst prior to clearance for student teaching. (See – “CSET examinations” in this handbook).
Step 9: Education Specialist Interns ONLY – Apply for Intern Credential*

As soon as you have 1) been admitted to the Education Specialist Intern program at USD and 2) have met with your special education faculty advisor in SOLES to set up an intern agreement with your employing school, complete and submit the intern credential application available from the Credential Analyst. Steps 1-8 are required to apply for the Intern credential. Verification of employment in an intern position is also required. When your intern application has been processed, the Commission on Teacher Credentialing (CTC) will send you an e-mail with a credential verification to show to your employing school district.

Step 10: RICA (Multiple Subject/Education Specialist)

The Reading Instruction Competency Exam (RICA) is required of all candidates for the initial Multiple Subject and/or Education Specialist credentials. The RICA exam tests the competencies taught in the Methods of Teaching Reading course and should be taken upon the completion of EDUC 383/583. For information on registration, the tests, test dates, passing scores and to view sample tests visit the RICA web site. There is a fee to take the RICA. Please note that the RICA is not required for the Single Subject credential.

Step 11: Completion and Verification of Program

Upon completion of the credential preparation program, the following will need to be completed before the credential will be issued:

- **Degree:** Bachelor's Degree posted on the transcript.
- **Final Grades:** Final grades, including grades for student teaching and seminar, posted on the transcript.
- **Incompletes:** Any incompletes cleared on the transcript.
- **Official transcripts:** Official (sealed) transcripts submitted to the Credential Analyst such as from USD Continuing Education for courses such as EDU 558XB and for U.S. Constitution results.

Step 12: Credential Application

During your final semester of credential coursework, you must complete and turn in a credential application. You can find the application in this handbook on page 22. Complete and return application to the credential analyst.
**Step 13: Receive Credential Verification**
When all credential requirements including student teaching, seminar and the final assessment have been completed and final grades have been posted to the USD transcript your credential application is approved by the Chairperson of the Department of Learning and Teaching. The Credential Analyst then submits the credential recommendation on-line to the CTC. You will receive an e-mail from the CTC asking for payment of the credential fee by credit card. When that process is completed the CTC sends you e-mail verification of the credential to print out and show to employers.

**Step 14: Apply for Jobs**
Prepare for the employment search using information available from USD Office of Career Services. Contact school districts for job applications and employment information using web based resources such as EdJoin and information from the San Diego County Office of Education. *(See page 40 for information on obtaining employment).*

**Step 15: Clear the Credential**
Begin planning for the clear or level II credential. *(See “Clearing/Renewing your Credential” in this handbook).*

*Step may require paying a fee. Consult the indicated web site or registration materials for fee information.*
Certificate of Clearance: Application Instructions

A Certificate of Clearance from the California Commission on Teacher Credentialing (CTC) is REQUIRED PRIOR to placement in observations, practicum, fieldwork or student teaching. The ONLY time you do not need to apply for a Certificate of Clearance is if you already have a current valid certificate of clearance, credential, or substitute permit issued by the CTC. You must still submit the teaching contract to be cleared for fieldwork.

**HOW TO APPLY FOR A CERTIFICATE OF CLEARANCE:**

1) **Make an on-line appointment** for DUAL REPORTING at the San Diego County Office of Education (SDCOE). Follow their instructions and print out two copies of the **“Dual Reporting” Form** and bring them to the appointment. Complete the dual reporting LiveScan process.

2) Fill out and submit the **“Contract for Preparing to be a Teacher” OR “Contract for Preparing to be a Special Education Teacher/Intern”** form to the Credential Analyst. Bring along a copy of the completed LiveScan Dual Reporting form. **YOU WILL NOT BE CLEARED FOR ANY FIELDWORK IF YOU DO NOT SUPPLY THE CREDENTIAL ANALYST WITH THE CONTRACT.**

3) You will receive an e-mail from the Commission on Teacher Credentialing (CTC) asking you to pay the Certificate of Clearance fee by credit card ($30). Once you have paid you will receive an e-mail from the CTC confirming your payment and notifying you that they are completing the “professional fitness review.”

4) When the CTC has completed their professional fitness review an email will be sent informing you that your Certificate of Clearance has been issued. To verify that you have the Certificate of Clearance, visit the **CTC web site** and click on the “Look up a Teacher” button. Forward a copy of this email to the **credential analyst** so that you may participate in practicum, classroom observations, fieldwork, and student teaching.

If you have any questions contact the Credential Analyst in Room 205A, (619) 260-4821, credential@sandiego.edu.
Something on Your Record?
What to do if something on your record may affect your qualification for the Certificate of Clearance.

The state of California takes the safety of its children very seriously and has one of the most extensive background checks in the nation. The background search performed by the Commission on Teacher Credentialing (CTC) Department of Professional Practices (DPP) is comprehensive and they will be informed of everything on your record including instances that have been expunged. Therefore you will want to disclose any and all instances when you fill out the on-line professional fitness questions. The information you submit to the CTC is confidential and they will not use information that they do not need.

IF YOU HAVE ANY QUESTIONS YOU ARE ENCOURAGED TO SEEK LEGAL ADVICE. Your personal information is confidential and the Credential Analyst is not qualified to answer ANY questions about your background/record so please do not ask. If your information is referred to DPP because of something on your record your application for the Certificate of Clearance may be delayed for up to one year. So-called “minor offenses” such as DUI that are more than 5 years old will usually result in clearance once the DPP has completed its investigation.

If you answer yes to any of the professional fitness questions, you will want to do the following:
1) Disclose ANY and ALL instances when responding to the professional fitness questions.
2) Submit a letter to the DPP explaining your situation. Include with this letter records of arrests, records of licensing actions, police reports, court documents, conviction documents, dates, remedial actions and professional growth completed since the incident (e.g. AA logs, counseling, community service, etc.), and letters of recommendation from professional colleagues referring to the incident or misconduct.

Commission on Teacher Credentialing
Department of Professional Practices
P.O. Box 1559
Sacramento CA 95812-1559

Information on deniable offenses is available in sections 44346, 44346.1 and 4424 of the California Law: Education Code.
Substitute Teaching

You may substitute teach if you have a Bachelor’s Degree and a passing score on the CBEST. You can use your substitute permit for fingerprint clearance. You do not need a substitute permit if you have already received a teaching credential and have e-mail/web site verification of issuance of a teaching credential from the CTC.

The Emergency 30-Day Substitute Permit is applied for through the San Diego County Office of Education (SDCOE). To apply for the permit visit the Credential Office at the SDCOE, 6401 Linda Vista Rd. Room 404 (east of USD) 858-292-3581. The required materials are listed on the web site: www.sdcoe.net/hrt2/cred/?loc=sub. Application for the permit and employment may require additional fingerprinting. Follow the SDCOE instructions and return materials and fees to the SDCOE.

The substitute permit authorizes the holder to substitute in school districts within the county where the permit is issued. The substitute permit may allow a student teacher to substitute teach and/or fill in for their cooperating teacher should an emergency arise. Whether or not the student teacher can substitute for their cooperating teacher is to be decided by the student teaching supervisor, cooperating teacher, and the school district. In no way does substituting meet the student teaching assignment and under no circumstances are student teachers able to substitute teach for other teachers during their student teaching assignment.

School districts hire their own substitute teachers. You must contact individual school districts for substitute teaching applications. Contact information for these school districts can be found on the SDCOE web site. Five local districts have formed a substitute consortium: Cardiff, Del Mar, Encinitas, Rancho Santa Fe and Solana Beach. For more information on the consortium, contact the Encinitas School District.

Using the sub permit as fingerprint clearance: Students may use the fingerprinting done for the substitute permit as their clearance requirement. However, you will not be cleared for classroom interactions until the permit is posted on the CTC web site. If you have already completed the fingerprinting process for student teaching, make sure to inform the SDCOE when you apply for the sub permit.
Credential Requirements

**Multiple Subject**
- Certificate of Clearance
- Basic Skills Requirement (CBEST or equivalent)
- Subject Matter Competence (CSET)
- Copy of current infant, child, and adult CPR certification
- Original sealed transcript for linguistics course
- Copy of RICA passing verification
- Official transcript or original exam results for U.S. Constitution
- Transcript showing B.A. degree

**Single Subject**
- Certificate of Clearance
- Basic Skills Requirement (CBEST)
- Subject Matter Competence (CSET or approved program)
- Copy of current infant, child, and adult CPR certification
- Original sealed transcript for linguistics course
- Official transcript or original exam results for U.S. Constitution
- Transcript showing B.A. degree

**Education Specialist Level I (see below for internship requirements)**
- Certificate of Clearance
- Basic Skills Requirement (CBEST or equivalent)
- Subject Matter Competence (CSET or approved program)
- Copy of current infant, child, and adult CPR certification
- Copy of RICA passing verification – *not required for early childhood specialization*
- Official transcript or original exam results for U.S. Constitution
- Transcript showing B.A. degree
- Original sealed transcript for linguistics course--if required for EL

**Education Specialist Intern**
- Copy of admission letter to USD
- Transcripts of all college coursework including: B.A. degree, “Introductory Special Education” course, and “Classroom Management” course.
- Verification of pre-requisite experience
- Copy of fingerprint clearance OR California credential OR Certificate of Clearance application packet and fees.
- Basic Skills Requirement (CBEST or equivalent)
- Subject Matter Competence (CSET or approved program)
- "verification of employment as an intern" form, page 36, filled out completely by your supervisor/employer for the internship.
U.S. Constitution Requirement

Multiple and Single Subject and Education Specialist credentials require the completion of a course or examination in the provisions and principles of U.S. Constitution prior to issuance of the credential. This must be a college level course or examination with a grade of C or better. Credit for high school courses such as those given by the University of California system is not acceptable. To determine if you have a course that meets this requirement, provide the Credential Analyst with a copy of your transcript or AP results.

The U.S. Constitution requirement may be met in ONE of the following ways:

- Accredited community college or university course: American institutions course, first semester course of two semester U.S. history series or Political Science course on American government/political system with a grade of C or better – Check with Credential Analyst.
  - Institutions that offer courses that fulfill this requirement:
    - University of San Diego: History 117 OR Political Science 125 (3 units)
    - National University: Political Science 201-American Government and Politics OR History 220A-History of the U.S. I.
    - San Diego State University-Office of Continuing Education: Political Science 320 (3 units)
    - UCSD Extension: U.S. Constitution Preparation Course Number X3V008 and examination.

- Receive a passing score on a U.S. Constitution Exam.
  - Institutions that offer a U.S. Constitution Exam:
    - Point Loma Nazarene University: (619) 563-2818
    - San Diego County Office of Education: 6401 Linda Vista Rd., (858) 292-3825
    - Notre Dame de Namur University: On-line Exam
    - UC Riverside Extension: (909) 787-4361
Linguistics Course Requirement

A course in English linguistics is required for the Preliminary Multiple Subject, Single Subject, and Education Specialist credentials. It is required that you finish this requirement well before you enter student teaching. This requirement must be completed and an official sealed transcript of this course must be delivered to the Credential Analyst before you receive your teaching credential.

Meeting this Requirement:

- **USD Liberal Studies majors** meet this requirement by completing English 318, Development of the English Language.

- **All other credential candidates**: You may meet this requirement by either completing English 318 OR by taking an extension course through USD Continuing Education: EDU 558XB-First and Second Language Development. USD Continuing Education is a separate division from the School of Leadership and Education Sciences (SOLES). Enrolling in the EDU 558XB class costs approximately $320 and may be done through the USD Continuing Education Office located in the Manchester Building on campus or on the [Continuing Education web site](https://www.usd.edu/ce). Click on the red button that reads: “Scheduled Courses: Registering Now”, then click on “San Diego County,” and finally click on “First and Second Language Development” to register.
  - If you take the EDU 558XB course to meet this requirement, order an official sealed transcript at the web site [www.usd-online.org](http://www.usd-online.org) for the Credential Analyst. Click on the red apple “Request a Transcript – Click Here for Request” which can be found on the upper right side of the web page.

- **If you completed or plan to complete an English linguistics course at another university/community college**: Submit a course description and an official sealed transcript (if course work was completed) to the Credential Analyst in the SOLES Dean’s Suite Room 205A.

  Equivalent Linguistics Courses:
  - **USD**: EDUC 540-Intro. To Language & Linguistic Analysis
  - **SDSU**: Linguistics 420-Linguistics OR English 520-Fundamentals of Linguistics
  - **National University**: English 350-Fundamentals of Linguistics
  - **UCSD Extension**: Ling 40000-Linguistics for Language Teachers
CPR Certification Requirement

Current infant, child, and adult CPR Certification is required for Preliminary Multiple Subject, Single Subject, and Education Specialist credential candidates. Be sure and complete the entire infant, child and adult CPR series. “CPR Saturday” or “Save a Life Saturday Activities” offered by the Red Cross will not meet this requirement as they cover adult CPR certification only.

CPR Certification is available through:

- **ABCPR:** Offers courses in the USD area, call (858) 693-3304 or sign up on-line. On-line courses are also available, sign up at the above number or on-line at [http://www.a-b-cpr-onlinetraining.com](http://www.a-b-cpr-onlinetraining.com). Promo code: Teach
- **Red Cross:** Infant, Child, and Adult CPR with AED.
- **Heart Association:** Heartsaver Adult and Pediatric CPR
- Fire departments, hospitals and other agencies: Contact the agency directly for more information.
Subject Matter Examinations Requirement

CSET

Subject matter examinations for the state of California are offered by Pearson Evaluation Systems only. No other examinations are acceptable. Not all exams are offered on all dates, verify on the web sites. Information on the exams is available at www.cset.nesinc.com and www.ctc.ca.gov/credentials/leaflets/cl674s.pdf.

Multiple Subject/Education Specialist Candidates

- CSET: Multiple Subjects Examination Subtests I, II and III
  - Multiple Subject and Education Specialist candidates may elect to meet the Basic Skills Requirements AND Subject Matter Competence by passing the 3 CSET Multiple Subject subtests and the CSET Writing Skills. This option will be most attractive to graduate Multiple Subject and Education Specialist students who need to meet the Basic Skills Requirement and Subject Matter Competence during the first semester of credential coursework.

Single Subject Candidates

AGRICULTURE
CSET Agriculture Subtests 172, 173 and 174

ART
CSET Art Subtests 140 and 141

BIOLOGY (Includes general, introductory and integrated science)
CSET Biology Subtests 118, 119 and 120

BIOLOGY SPECIALIZED (to teach Biology only)
CSET Biology Subtests 120 and 124

BUSINESS
CSET Business Subtests 175, 176 and 177

CHEMISTRY (Includes general, introductory and integrated science)
CSET Chemistry Subtests 118, 119 and 121

CHEMISTRY SPECIALIZED (to teach Chemistry only)
CSET Chemistry Subtests 121 and 125

ENGLISH: CSET English Subtests 105, 106, 107 and 108

GENERAL SCIENCE (to teach introductory and general science only)
CSET Science Subtests 118 and 119
GEOSCIENCE (Includes general, introductory and integrated science)
CSET Geoscience Subtests 118, 119 and 123

GEOSCIENCE SPECIALIZED (to teach Geoscience only)
CSET Geoscience Subtests 122 and 126

HEALTH SCIENCE
CSET Health Science Subtests 178, 179 and 180

HOME ECONOMICS
CSET Home Economics Subtests 181, 182 and 183

INDUSTRIAL AND TECHNOLOGY EDUCATION
CSET Industrial and Technology Education Subtests 184 and 185

LANGUAGES OTHER THAN ENGLISH:
CSET Language Subtests I, II and III
*It is necessary to pass all 3 subtests in the desired language.*

BCLAD Spanish Authorization: Subtests III, IV and V
See web site for specific languages offered and exam numbers [www.cset.nesinc.com](http://www.cset.nesinc.com)

MATHEMATICS
CSET Mathematics Subtests 110, 111 and 112
FOUNDATIONAL-LEVEL MATHEMATICS (to teach through Algebra/Geometry)
CSET Mathematics Subtests 110 and 111

MUSIC
CSET Music Subtests 136, 137 and 138

PHYSICAL EDUCATION
CSET P.E. subtests 129, 130 and 131

PHYSICS (Includes general, introductory and integrated science)
CSET Physics Subtests 118, 119, 120
PHYSICS SPECIALIZED (to teach Physics only)
CSET Physics Subtests 123 and 127

SOCIAL SCIENCE
CSET Social Science Subtests 114, 115 and 116

SPANISH
CSET Spanish Subtests 145, 146 and 147
Subject Matter Competence

Credential candidates may meet subject matter competence by passing the CSET examinations. Single Subject candidates may also meet subject matter competence by completing a CTC approved examination waiver program. USD offers an approved Single Subject matter program in Mathematics. Completing the Bachelor of Arts degree does not guarantee completion of the approved subject matter program. Ask your advisor for an official list and evaluation of the courses required for the approved single subject matter program at USD.

If you completed an examination waiver program at another California institution submit a letter of verification from the Credential Analyst at that college or university. The CSET must have been passed within 5 years. You are required to submit a copy of your CSET results to the Credential Analyst before clearance to student teach even if you indicated USD as a reporting site. A list of the exams required for each area is on the following pages. Read this list carefully as several different subtests are required for each subject. Make sure you take all the required subtests for your subject area. Verify which exams are offered on which dates on the exam web site.

For further information consult the CTC web site: Credential Information.
The following agencies have offered test preparation in the past. Contact them for information on session dates, times and fees. This list is for informational purposes only, the USD School of Leadership and Education Sciences does not endorse any of these agencies.

**Mesa College:** CBEST  
(619) 388-2230

**San Diego State University:** CBEST, RICA, and CSET Multiple Subject  
Office of Continuing Education: (619) 594-5152

**Southern California Teacher Recruitment Center:** CBEST  
www.teachsocal.org  
(619) 388-2230  
8885 Rio San Diego Drive Conference Room 100  
San Diego CA 92108

**CSU San Marcos Extended Studies:** CBEST, CSET Multiple/some Single Subjects, and RICA  
Foundation Classroom Bldg. Room 6-108  
San Marcos CA 92096  
(760) 750-4020 or (800) 500-9377  
http://www.csusm.edu/el/

**UCSD Extension:** CSET Multiple Subject, and RICA  
www.extension.ucsd.edu (858) 534-3400

**National University Continuing Education:** CSET  
www.nu.edu/el (800) 628-8648 ext.866

**Linnea Lagerquist:** CBEST, and CSET  
teach@testmaven.com  
(619) 464-8326

**Test Guides**  
[CSET test guides and multiple subject practice test](#)

**Books**  
*Cliffs Test Preparation CSET*- ISBN 0764539833  
Publisher: Wiley, John and Assoc. Inc. August 2003

*Ready for RICA*- James Zarillo  
Pub: Barnes & Noble
# Preparing to be a Teacher Contract

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Please fill out information above and bring this form with any listed materials to the credential analyst in MRH 205A. You will not be cleared by the credential office for practicum, fieldwork, or student teaching placement if this form is not reviewed and signed by you and the Credential Analyst.

#1, 2, and 3 MUST BE COMPLETED BEFORE APPLYING FOR STUDENT TEACHING PLACEMENT

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<tr>
<th>Preparation #1: Certificate of Clearance</th>
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<td>Obtain Certificate of Clearance application and complete LiveScan. Apply for clearance through Credential Analyst.</td>
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<th>Preparation #2: Basic Skills Requirement (CBEST or equivalent)</th>
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<td>Submit copy of passing verification to the Credential Analyst.</td>
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<th>Preparation #3: Subject Matter Competence/CSET Exams for teaching credential</th>
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<td>Submit copy of CSET passing results to the Credential Analyst. To register for the exams visit <a href="http://www.cset.nesinc.com">www.cset.nesinc.com</a> OR complete an approved examination waiver program form with an education faculty advisor - submit a copy to the Credential Analyst.</td>
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<th>Preparation #4: Official transcripts</th>
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<td>Submit transcripts for every college or university attended. These transcripts are in addition to the transcripts submitted to USD for admission. Transcripts will be checked for:</td>
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<td>• BA Degree: Completed or in progress</td>
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<td>• U.S. Constitution: Political Science 125 or History 117 at USD or equivalent course or exam from another university or community college</td>
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<th>Preparation #5 English Linguistics Course for teaching credential</th>
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<tr>
<td>Complete English 318E or EDU 558XB through USD Continuing Education. If using Continuing Education course 558XB submit official sealed transcript.</td>
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<th>Preparation #6: CPR Certification</th>
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</thead>
<tbody>
<tr>
<td>Submit copy of valid infant, child, and adult CPR certification upon completion of credential program.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preparation #7: RICA (Multiple Subject, Mild/Moderate, and Moderate/Severe only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take the Reading Instruction Competency Exam (RICA) upon completion of the Teaching of Reading course (EDU 383P/583P). Submit copy of passing verification to Credential Analyst. To register visit <a href="http://www.rica.nesinc.com">www.rica.nesinc.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preparation #8: GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete all credential/education coursework with grade of B- or better and appropriate overall GPA.</td>
</tr>
</tbody>
</table>

**Bilingual Emphasis:** Submit language and culture exams to Credential Office

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Credential Analyst Signature</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*SOLES Building Room 205A (E) Credential@sandiego.edu (P) 619-260-4821 (F) 619-849-8195*
Preparation to be a Special Education Teacher/Intern

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>USD ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Cell #</th>
<th>Permanent E-mail</th>
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<tr>
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</table>

<table>
<thead>
<tr>
<th>SSN</th>
<th>DOB</th>
<th>Credential Area:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Please fill out information above and bring this form with any listed materials to the credential analyst in MRH 205A. You will not be cleared by the credential office for practicum, fieldwork, or any other placement if this form is not reviewed and signed by you and the Credential Analyst. 

#s 1-7 MUST BE COMPLETED PRIOR TO ACCEPTING AN INTERN POSITION

### Preparation #1: Admission
Submit copy of admission letter to USD. *(for internship only)*

### Preparation #2: Recommendation
Meet with Special Education faculty for recommendation. *(for internship only)*

### Preparation #3: Exams
**Basic Skills Requirement (CBEST or equivalent)**
To register for the exams visit www.cbest.nesinc.com. Submit passing verification to the Credentials Office.

**CSET Exams or Approved Program**
Submit copy of CSET passing results to the Credential Analyst. To register for the exams visit www.cset.nesinc.com OR complete an approved examination waiver program form with an education faculty advisor - submit a copy to the Credential Analyst.

**NOTE:** The CSET: Writing Skills exam when passed in combination with ALL 3 Multiple Subject subtests will satisfy the CBEST and CSET requirement for the Education Specialist credential. *Not required for Early Childhood Specialist or if met for previous credential.*

### Preparation #4: Certificate of Clearance
Obtain Certificate of Clearance application and complete LiveScan. Apply for clearance through Credential Analyst.

### Preparation #5: Official Transcripts
Submit transcripts for every college or university attended. These transcripts are in addition to the transcripts submitted to USD for admission. Transcripts will be checked for:
- BA Degree: Completed or in progress
- U.S. Constitution: Political Science 125 or History 117 at USD or equivalent course or exam from another university or community college

### Preparation #6: Prerequisite Coursework
120 clock hours of intern pre-service experience.
Submit official transcript or verification of enrollment in:
- Mainstreaming/Exceptional Children course EDSP 589
- Special Education Behavior Management course EDSP 571
- English Linguistics Course English 318E or Ed 558XB through USD Continuing Education

### Preparation #7: Apply for the Intern Credential
**MUST HAVE #1-6 COMPLETE TO APPLY FOR THE INTERN CREDENTIAL**
Obtain the intern application packet from the USD Credential Analyst and apply for the intern credential. *(for internship only)*

### Preparation #8: Intern Contract
Submit "verification of employment in an intern position" form available with the credential application packet. *(internship only)*

#9 & 10 REQUIRED FOR PRELIMINARY CREDENTIAL *(not for internship)*

### Preparation #9 GPA
Complete all credential/education coursework with grade of B or better and appropriate overall GPA

### Preparation #10 RICA *(Multiple Subject, Mild/Moderate and Moderate/Severe only)*
Take the Reading Instruction Competency Exam (RICA) as soon as the Teaching of Reading course (Ed 383P/583P) has been completed and submit copy of passing verification to Credential Analyst.

### Bilingual Emphasis: Submit language and culture exams to Credential Office

---

Student Signature __________________________ Date: __________

Credential Analyst Signature __________________ Date: __________

SOLEs Building Room 205A (E) Credential@sandiego.edu (P) 619-260-4821 (F) 619-849-8195
PETITION FOR APPROVAL OF TRANSFER CREDENTIAL COURSE

Whenever possible, PRIOR to class registration, complete this form and obtain signatures of approval.

Name: 
USD ID#:  
USD E-mail: 
Personal E-mail:  
Phone: 
Cell:  
SSN:  
DOB:  

Credential program (circle one):  
Multiple Subject  
Single Subject  
Ed. Specialist  
PPS  
Administrative

Please supply the following information concerning the course you wish to have approved at USD:

• Name of college/university offering course (must be accredited and USD/CTC approved):

<table>
<thead>
<tr>
<th>Course No.:</th>
<th>Number of Units:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Course Title:  
| Course Description:  |
| | |

Attach description from catalog and official (sealed) transcript if course is completed.

• Semester course was/will be taken:  Semester (FA/I/SP/SU) and Year:____________

Final day of semester (mm/dd/yyyy): ______________________

• This course is petitioned to meet following requirement (USD course number and title):

___________________________________________________________________________

UPON COMPLETION OF THE COURSE SUBMIT AN OFFICIAL TRANSCRIPT TO THE CREDENTIAL ANALYST. APPROVAL WILL NOT BE GRANTED WITHOUT THIS SIGNED FORM AND A SEALED TRANSCRIPT.

Student Signature ___________________________________________ Date ______________________

(Do not write below this line)

APPROVAL:

SOLES Advisor: ______________________________________ Date: ______________________

SOLES Chair/Program Director: ______________________________ Date: ______________________

Credential Analyst: ______________________________________ Date: ______________________

Denied/Comments: ______________________________________

Credential Analyst, Andrea Estrada@sandiego.edu, (619) 260-4821, SOLES MRH 205A
TEACHING CREDENTIAL APPLICATION

CONTACT INFORMATION to appear on credential:

Last Name ___________________________ First Name ___________________________ USD ID# ____________

Cell # ___________________________ SSN ___________________________ DOB ___________________________

Permanent e-mail ___________________________ USD e-mail ___________________________ @sandiego.edu

Indicate which credential(s) are being applied for:

☐ Multiple Subject

☐ Single Subject (Indicate field): ___________________________

☐ Education Specialist:

☐ Mild/Moderate

☐ Deaf/Hard of Hearing

REQUIREMENTS

Please fill in how requirements for your credential were or will be met and attach a copy (make or order a copy of all materials including this application for yourself). Transcripts must be in a sealed envelope.

REQUIREMENT: WHERE COMPLETED: DATE: ATTACHED:
Transfer (non-USD) Transcripts:
Bachelor's Degree:
U.S. Constitution:
CPR infant, child and adult:
Eng 318e OR Ed 558XB:
RICA Exam: ___________________________

DEADLINE

Submit this packet as soon as possible to the Credential Analyst. You may not receive verification of credential completion if you do not submit this completed packet before the posted deadline. At the end of the semester after the Credential Analyst has received final grades you will receive an e-mail from the Commission on Teacher Credentialing (CTC) requesting payment by credit card. Respond to this e-mail in a timely manner so that you may receive verification of your credential. Once the CTC has completed a professional fitness review you will receive an e-mail verifying you qualify for the credential to print out and show prospective employers.

SUBMIT TO:
Credential Analyst, SOLES Dean’s Suite Room 205A
Mailing address: 5998 Alcala Park, San Diego CA 92110-2492
(619) 260-4821 Fax (619) 849-8195 e-mail: credential@sandiego.edu

I understand the above and authorize USD to release my information including transcripts to the CTC:

Student Signature ___________________________ Date ___________________________

 Applicants please do not write below this line

CREDENTIAL APPROVAL

By my signature I verify that this student will complete all USD credential program requirements:

Credential Analyst ___________________________ Date ___________________________

Program Director (if applicable) ___________________________ Date ___________________________

Program Chair ___________________________ Date ___________________________
Adding Authorizations to Your Multiple or Single Subject Credential

ADDITIONAL AUTHORIZATIONS OR SUBJECTS ON YOUR CREDENTIAL MAKE YOU MORE EMPLOYABLE!

Credential candidates may add subjects to the credential to teach at the middle school or introductory high school level. See “Subject Matter Authorizations” and “Supplementary Authorizations” in this handbook for a list of requirements and subjects available.

It is also possible to obtain a multiple subject credential when you already hold a single subject credential OR to obtain a single subject credential when you already hold a multiple subject credential WITHOUT completing another credential program or student teaching. This is called an 80499 Added Authorization [www.ctc.ca.gov/credentials/leaflets/cl621a.pdf](http://www.ctc.ca.gov/credentials/leaflets/cl621a.pdf).

If a candidate holds a preliminary multiple subject credential, the following is needed to obtain a preliminary single subject credential:

- Passing scores on the CSET tests in the single subject area or completion of an approved program in the single subject area (see “Subject Matter Competence” and “CSET Examinations” in this handbook).
- A course in methodology for the departmentalized classroom (EDU 332 or 532)

If a candidate holds a preliminary single subject credential, the following is needed to obtain a preliminary multiple subject credential:

- Passing scores on the CSET Multiple Subject Subtests I, II and III
- A course in methodology for the self-contained classroom (EDU 385 OR 585)
- A course in developing English language skills for beginning readers (EDU 383 OR 583) OR pass RICA exam
Supplementary Authorizations

The subjects listed below may be added to a Multiple or Single Subject Teaching Credential and may or may not meet NCLB compliance*. These subjects authorize the holder to teach the subject in grades 9 and below. The subjects which may be listed on the credential are printed in bold. To obtain a subject, the teacher must verify at least one course in each of the areas listed after the subject.

REQUIREMENTS

- 20 semester units (or 10 upper division semester units) in the subject, with at least one course in each of the specified areas listed, with a grade of “C” or better.  
- A Bachelor’s Degree in the subject.

Agriculture: animal science, plant science, and agricultural mechanics

Art: drawing and painting, art history or appreciation, and crafts

Business: business management, business marketing or introduction to business, computer concepts and applications, economics, business communications or business English, and accounting

Computer Concepts and Applications: software evaluation and selection, hardware operation and functions, and classroom use of computers

English: composition, literature, and grammar or language structure

Language Other Than English (Specify): grammar, composition, conversation, and literature, plus oral language proficiency; See next page for information on verifying the oral language requirement

Health Science: substance abuse (including alcohol, drug, and tobacco); family life education (including human sexuality, HIV/AIDS, and sexually transmitted diseases); nutrition; comprehensive school health systems or programs; and health education theory, behavior, or foundations

Home Economics: food and nutrition, clothing, child development, and family life and parenting (course of study must include course work in both food and nutrition but the areas may be covered with one course; the same is true for the family life and parenting area; at least one course must include a laboratory component)

Industrial Arts: drafting or graphic arts, woods or metals, and electricity or electronics

Mathematics: college algebra, geometry, and development of the real number system or introduction to mathematics; or three courses in calculus or other mathematics courses for which algebra and geometry are prerequisites (all course work shall be at least at a level for which intermediate algebra is a prerequisite)

Music: vocal music, instrumental music, music history or appreciation, and music theory

Physical Education: team sports and games; fundamental and creative movement skills (such as dance and gymnastics); human movement, motor development, and/or motor learning; and individual, dual, nontraditional, and global sports and games (such as aquatics, conditioning, and archery)

Science: biological sciences, chemistry, geoscience, and physics (the course work must include a one year sequence of courses in at least two of the listed subject areas and at least one course must include a laboratory component)

Social Science: Unites States history, California history, world history, geography, and United States government.

*These authorizations are subject to change at any time without notice. Verify current information on the CTC web site: www.ctc.ca.gov/credentials/leaflets/cl629.pdf

*Contact your employer for information on NCLB compliance.
### Specific Subjects
(For single subject credential holders only)

These subjects are available only to holders of Single Subject credentials and authorize the holder to teach the specific subject at the K-12 grade level.

<table>
<thead>
<tr>
<th>Accounting including finance</th>
<th>Economic and consumer education</th>
<th>Painting and Drawing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture mechanics</td>
<td>Electronics</td>
<td>Photography</td>
</tr>
<tr>
<td>Animal Science</td>
<td>English Composition</td>
<td>Physics*</td>
</tr>
<tr>
<td>Anthropology</td>
<td>Family life and parenting (Home economics)</td>
<td>Plant Science</td>
</tr>
<tr>
<td>Auto mechanics</td>
<td>Family life education including drug, alcohol</td>
<td>Plastics (Industrial arts)</td>
</tr>
<tr>
<td>Biological Sciences*</td>
<td>and tobacco use prevention (Health science)</td>
<td>Psychology</td>
</tr>
<tr>
<td>Chemistry*</td>
<td></td>
<td>Sociology</td>
</tr>
<tr>
<td>Child development</td>
<td>Food and nutrition (Home economics)</td>
<td>Speech</td>
</tr>
<tr>
<td>(Home economics)</td>
<td>Forestry and horticulture</td>
<td>US Government and US Civics</td>
</tr>
<tr>
<td>Clothing and textiles</td>
<td>Geography</td>
<td>History</td>
</tr>
<tr>
<td>(Home economics)</td>
<td>Geosciences*</td>
<td>US and California</td>
</tr>
<tr>
<td>Comparative political systems and International Relations</td>
<td>Industrial crafts and plastics</td>
<td>Vocal music</td>
</tr>
<tr>
<td>Computer Concepts and Applications</td>
<td>Interior design (Home economics)</td>
<td>Woods (Industrial arts)</td>
</tr>
<tr>
<td>Consumer education</td>
<td>Literature</td>
<td>World History</td>
</tr>
<tr>
<td>(Home economics)</td>
<td>Marketing/Entrepreneurship</td>
<td></td>
</tr>
<tr>
<td>Crafts, including jewelry and Ceramics (Art)</td>
<td>Office technologies</td>
<td></td>
</tr>
<tr>
<td>Dance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drafting</td>
<td>Processing and business</td>
<td></td>
</tr>
<tr>
<td>Drama</td>
<td>communications</td>
<td></td>
</tr>
<tr>
<td>Economics</td>
<td>Ornamental horticulture</td>
<td></td>
</tr>
</tbody>
</table>

The specific subjects in science must include the components for that area as shown below. At least one course must include a laboratory component:

- **Biological Sciences**: Molecular and Cellular Biology, Biology of Organisms, and Evolution
- **Chemistry**: Structure and Stability, and Chemical Reactions
- **Geosciences**: Astronomy, Geology, Meteorology, and Oceanography
- **Physics**: Energy-Mechanics, Energy-Heat, Energy-Electricity and Magnetism, Wave Motion, and Atomic and Nuclear Physics

### ORAL LANGUAGE PROFICIENCY

Oral language proficiency in the language to be listed on the credential may be verified by either:

- Passage of the speaking and listening sections of Test 6 of the CTEL Examinations, [www.ctel.nesinc.com](http://www.ctel.nesinc.com)
- a letter from the Chair of the Language Department of a regionally accredited four-year college or university stating that the applicant’s oral proficiency is equivalent to that of a person with a bachelor’s degree with a major in that language,

**OR** a letter from the authorized person at a college or university that has an approved Bilingual Cross-cultural Language and Academic Development (BCLAD) Emphasis Credential Program stating that the applicant’s proficiency in the language is equivalent to the level required to complete the program.
Subject Matter Authorizations

The subjects listed below may be added to a Multiple or Single Subject Teaching Credential to increase the areas authorized to teach. Subject Matter Authorizations meet NCLB compliance (see next page) for Multiple and Single Subject credentials.

**REQUIREMENTS**
- 32 semester units in the subject, with a grade of “C” or better, –OR-
- A Bachelor’s Degree in the subject

**Introductory Subject Matter Authorizations** (Grades 9 and below): The subjects which may be listed on the credential are printed in **bold**. To obtain an Introductory Subject Matter Authorization, the credential holder must verify at least 3 units (6 in Science) in each of the areas listed after the subject.

- **Art:** two dimensional including drawing, printmaking and painting, art history including aesthetics and appreciation, 3-D including sculpture and ceramics and photo/computer generated imagery
- **English:** advanced composition, literature, and grammar or language structure, speech, theater or drama
- **Language Other Than English (Specify):** grammar, composition, conversation, culture and literature
- **Mathematics** algebra, advanced algebra, geometry, development of the real number system or introduction to mathematics, and statistics or probability
- **Music:** 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:** biological sciences, chemistry, geosciences, and physics
- **Social Science:** Unites States history, California history, world history, physical geography, world civilization or world cultures, and United States government.

**Specific Subject Matter Authorizations** (Grades K-12 in the specific subject area): The subjects which may be listed on the credential are listed below. To obtain a Specific Subject Matter Authorization all coursework must be in that subject. [www.ctc.ca.gov/credentials/leaflets/cl852.pdf](http://www.ctc.ca.gov/ credentials/leaflets/cl852.pdf)

<table>
<thead>
<tr>
<th>Art History/Appreciation</th>
<th>Instrumental Music</th>
<th>Geosciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Sciences</td>
<td>Literature</td>
<td>History</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Photography</td>
<td></td>
</tr>
<tr>
<td>Civics/Government</td>
<td>Physics</td>
<td></td>
</tr>
<tr>
<td>Dance</td>
<td>Plant Science</td>
<td></td>
</tr>
<tr>
<td>Drama/Theater</td>
<td>Three Dimensional Art</td>
<td></td>
</tr>
<tr>
<td>Economics (Social Science)</td>
<td>Two Dimensional Art</td>
<td></td>
</tr>
<tr>
<td>English Composition</td>
<td>Vocal Music</td>
<td></td>
</tr>
<tr>
<td>Geography</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NCLB: The No Child Left Behind Act

NCLB is the federal No Child Left Behind Act. NCLB in California is administered by the California Department of Education (CDE) [www.cde.ca.gov](http://www.cde.ca.gov) not the university or the Commission on Teacher Credentialing. NCLB compliance is determined by the employing school district. If you have not yet been employed then NCLB compliance will be determined by your employing school district once you have been hired. Neither the university nor the Commission on Teacher Credentialing may determine NCLB compliance for you; it is up to the employing school district using CDE guidelines.

**NCLB CORE SUBJECTS**

*The NCLB Core Academic Subject Areas are as follows:*

- English
- Reading
- Language Arts
- Mathematics
- Science
- Foreign Languages
- Civics and Government
- Economics
- Arts
- History
- Geography

For more information about NCLB visit the web site of the California Department of Education [www.cde.ca.gov/nclb](http://www.cde.ca.gov/nclb).
SUBJECTS WITHIN THE SINGLE SUBJECTS AREA

Title 5 §80005(a) clarifies the authorization for the subject areas for service in departmentalized classes to allow an individual to be assigned to teach classes that fall within the broad single subject areas. Some subjects are listed under more than one subject such as photography which may be found under both art and industrial and technology education and child development which is listed under both health and home economics. The employing agency must make the decision which broad single subject area the content of the class falls under for subjects listed under more one subject.

The regulation also allows flexibility at the local level. An employing agency may determine that an individual may teach a class directly related in content to one of the broad subject areas if the subject is not already listed under another subject area. There is no flexibility if the class already appears on the list.

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Subjects that Fall Within Single Subject Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>Agricultural management, agricultural mechanics, agricultural science, animal science, forestry, horticulture, landscaping, and plant science</td>
</tr>
<tr>
<td>Art</td>
<td>Art appreciation, art history, arts and crafts, art theory, calligraphy, cartooning, ceramics, commercial art, costume design, crafts, design, drawing, humanities, illustration, interior decoration, jewelry, leather making, painting, photography, sculpture, stagecraft, and yearbook</td>
</tr>
<tr>
<td>Business</td>
<td>Accounting, business communications, business English, business mathematics, business management, business marketing, computer concepts and applications, consumer education, data processing, economics, general office occupations, keyboarding, marketing, shorthand, typewriting, and word processing</td>
</tr>
<tr>
<td>English</td>
<td>Composition, creative writing, debate, drama, forensics, grammar, humanities, journalism, language arts, language structure, literature, poetry, public speaking, speech, theater arts, and yearbook</td>
</tr>
<tr>
<td>Health</td>
<td>Child development, family life, human sexuality, nutrition, sexually transmitted disease education, and substance abuse</td>
</tr>
<tr>
<td>Home Economics</td>
<td>Child development, clothing, consumer education, family life, foods, family economics, housing, human development, interior design, nutrition, parenting, and textiles</td>
</tr>
<tr>
<td>Industrial and Technology Education</td>
<td>Automotive mechanics, carpentry, computer technology, construction, drafting, electricity, electronics, industrial crafts, industrial design, metals, millwork, photography, plastics, radio and television, technical science/power mechanics, welding, and woods</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Basic or general mathematics, algebra, calculus, computer science, consumer mathematics, geometry, mathematical analysis, statistics and probability, and trigonometry</td>
</tr>
<tr>
<td>Music</td>
<td>Instrumental music, music appreciation, music theory, and vocal music</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Aquatics, dance, fundamental and creative movement, gymnastics, interscholastic sports, motor development or learning, physical</td>
</tr>
</tbody>
</table>
conditioning, sports, and weightlifting

Science: Biological Science
Anatomy, biology, botany, ecology, environmental science, evolution, genetics, physiology, and zoology

Science: Chemistry
Chemical reactions, qualitative analysis, quantitative analysis, and structure and stability

Science: Geosciences
Astronomy, cosmology, earth science, forestry, geology, meteorology, oceanography, and paleontology

Science: Physics
Energy, mechanics, and thermodynamics

Social Science
American government, anthropology, contemporary issues, current events, cultural studies, economics, ethnic studies, geography, government, history, humanities, international government, law, politics, psychology, sociology, United States history, and world history

Commonly Asked Topics Concerning Subjects within Subject Areas

Foundational Level Mathematics (FLM): FLM authorizes the holder to teach the following content areas: general mathematics, all levels of algebra, geometry, probability and statistics, and consumer mathematics. Calculus and math analysis classes are outside the scope of the authorization. Trigonometry is not included in the authorization for FLM. If the content of a precalculus (or any other math) class has a significant focus in trigonometry, the FLM credential does not authorize such an assignment. This introduction of trigonometry in an algebra or geometry class is authorized by the FLM credential. An introduction to the next progression area of math does not require an authorization in the introduced area of math.

Multimedia and Web Design: Many multimedia and web page design classes are computer classes which fall within the subject areas of business, mathematics, and industrial and technology education.

Science: The list may also be applied to holders of Single Subject Teaching Credentials in Life and Physical Science. Holders of life science credentials may teach the subject areas that fall under Science: Biological Science. Physical science credential holders may teach subject areas that fall under Science: Chemistry, Physics, and Geosciences because all three of these areas are physical sciences.

Science: Biological Science, Chemistry, Geosciences and Physics credentials have a broad authorization. See the charts in the Appendix beginning on page 3. Specialized Science credentials have a limited authorization and only allow the holder to teach the specific science area listed.

Standard Teaching Credentials: The list may also be used as a guide when assigning individuals who hold Standard Secondary or Special Secondary Teaching Credentials with majors or minors in broad subject areas. A Standard Secondary Teaching Credential in a specific subject area such as sociology authorizes the holder to teach only sociology not all of the subjects that fall within the broad subject area of social science.

Video Broadcasting and Editing: Classes such as video production, broadcasting, video editing, while not specifically listed in the regulations, would generally fall under the area of radio and television within the industrial and technology education area.

The Administrators’ Assignment Manual: Appendix-1 8/01
OBTAINING EMPLOYMENT

Hiring in San Diego County and in California is handled by each individual school district. Increasingly, school districts are using on-line application procedures. The on-line employment site used by most California school districts is www.edjoin.org. Schools post job openings and prospective teachers fill out an on-line profile and scan and submit letters of recommendation and other required papers electronically.

AS A PROFESSIONAL EDUCATOR IT IS YOUR RESPONSIBILITY TO KEEP IN A SAFE PLACE THE FOLLOWING PROFESSIONAL DOCUMENTS. (Scan and make copies of these materials before you submit them to the Credential Analyst.)

☐ A COMPLETE SET OF TRANSCRIPTS:
   It is wise to have an unofficial copy and several sets of official transcripts for all colleges and universities attended.
   USD TRANSCRIPTS: To receive a copy of USD transcripts visit the One-Stop-Shop in the University Center http://www.sandiego.edu/registrar/transcripts_diplomas/transcripts.php. Order one copy to open and duplicate and several extra official copies in sealed envelopes to use when official transcripts are requested.
   Transfer transcripts: Order a complete set of all transfer transcripts by sending a transcript request to each college/university attended. Order one copy to open and duplicate and several extra official copies in sealed envelopes to use when official transcripts are requested.

☐ COPIES OF EXAM RESULTS (CBEST, RICA, CSET etc.)

☐ FINGERPRINT CLEARANCE
   Print certificate of clearance from CTC web site www.ctc.ca.gov and click on “Look up a Teacher”

☐ COPY OF CTC CREDENTIAL VERIFICATION E-MAIL

☐ COPY OF CREDENTIAL(S)
   Print from CTC web site www.ctc.ca.gov/ and click on “Look up a Teacher”

☐ CAREER SERVICES
   Visit Career Services Office in HC 110 or on Thursdays during the semester from 4-6 drop in advising is available in the SOLES Career Services office Room MRH 122B. Discuss career options, interview tips and the job search and receive help with your resume and job application packet.
MOVING TO OTHER STATES:
CERTIFICATION IN STATES OTHER THAN CALIFORNIA

A California credential will earn you preliminary certification in most other states. The first step is to complete your California credential including exams, student teaching and application for the credential. Contact the certification office in the capitol of the state(s) you are interested in. Consult the CTC website www.ctc.ca.gov (use “related links” on the left hand side, click on “educational organizations in other states”) for contact information.

Many states will send you a certification form to be filled out by the institution where you completed your credential program. At USD the state certification form is filled out by the Credential Analyst in the School of Leadership and Education Sciences. In order to have the certification form filled out you must have completed the credential program and received the credential through USD.

Please supply the Credential Analyst with the following:

- State certification or Institutional recommendation form
- A copy of all California credentials, even if expired
- Copies of transcripts to verify completion of a certification program/student teaching through USD.
- A stamped envelope addressed to where the certification is to be sent

Submit to:
Credential Analyst
University of San Diego
School of Leadership and Education Sciences
5998 Alcala Park
San Diego CA 92110-2492
Phone: (619) 260-4821 Fax: (619) 849-8195
credential@sandiego.edu

**Information on employment in other countries is available at www.cois.org**
CLEARING/RENEWING YOUR CREDENTIAL

Below are the requirements for completing the clear credential through your school district. Please read the options carefully and contact the Credential Analyst or your BTSA/Induction Director if you have questions.

2042 MULTIPLE/SINGLE SUBJECT:
If you are completing or have completed the current credential program then you have the “2042” credential (the renewal code on your credential is R14I). Preliminary 2042 Multiple and Single Subject credentials REQUIRE completion of a 2 year BTSA/induction program at an employing school district. The induction program will include advanced health, mainstreaming, English language learner and computer competencies. You are required to complete all induction requirements as assigned by your employing school district including advanced versions of coursework you have already completed. Some units in the induction program may apply toward a Master’s Degree, contact the district and university for information.

EDUCATION SPECIALIST:
Currently the Level II Education Specialist credential requires completion of a Level II program including coursework at a university with an approved Level II program and an induction program at an employing school district.

RENEWING THE CLEAR CREDENTIAL:
Clear credentials are valid for 5 years. No further coursework is required to renew the clear credential, you simply apply to the Commission on Teacher Credentialing (CTC) 1 year before the credential expires and pay a fee. Renewal is handled on the CTC web page www.ctc.ca.gov by clicking on “renew/apply on-line”, filling out the on-line form and paying by credit card.

- What if you are not employed in a position that offers BTSA/Induction to clear the multiple or single subject credential?
  If you are employed at a school that does not offer BTSA/Induction you may enroll in a California university that offers a clear 2042 credential program. USD does not offer such a program. If you are not currently employed in education or are out of state then your credential will lapse and you will be allowed to re-instate the credential for 2-3 years should you want to seek a teaching position in California.

- What if you have both a general and special education credential to clear?
  At the present time you must complete clear credential requirements for each credential held. The CTC is currently revising standards that will allow for clearing both credentials using the same requirements. The credential analyst will have information when the new program is available.
FAQs: Frequently Asked Questions

- **What do I need to do in order to be admitted into the Undergraduate Teaching Credential Programs?**
  - **Meet with Kathy Estey,** Program Specialist, in the School of Leadership and Education Sciences. Meet with Kathy to gather information about becoming a teacher and taking Education courses.
    
    Kathy Estey- MRH-101E
    (619) 260-4159
    kestey@sandiego.edu

  - **CBEST** *(the California Basic Educational Skills Test)* must be passed before you are formally admitted to the Teacher Credential Program. Registration information is available at [www.cbest.nesinc.com](http://www.cbest.nesinc.com). Formal admission to the program must be received in order to take upper division professional preparation courses in Education.

  - **Apply to the Teacher Credential Program** during the second semester of your sophomore year. You must have a minimum 2.75 GPA, letter of recommendation, interview with a faculty member, and passing CBEST score for admission. See Kathy for application materials.

  - **Complete the lower division “Indispensable Competencies”** *(English, Math, and Logic)* before applying to the Teacher Credential Program.

- **After admission to the Teacher Credential Program,** you will be assigned to a SOLES faculty advisor for assistance with program and professional information. Take all courses for a grade (no pass/fails allowed in the Liberal Studies major).

- **Apply to student teach the semester before you wish to student teach.** Permission to student teach requires meeting the following: Minimum 2.75 cumulative GPA, C or above in core and concentration courses for Liberal Studies majors, B- or better in professional preparation courses (EDUC classes), passing score on the CSET exam (or subject matter program signed by SOLES advisor if using for Single Subject or Special Education), acceptable performance in practicum experiences, appropriate professional disposition, and faculty approval of student mid-point portfolio.
What Do I Need To Do To Be Admitted To: the Graduate Credential Program?

*Application deadlines vary by semester and students should visit: [www.sandiego.edu/soles/prospective](http://www.sandiego.edu/soles/prospective) for the most current deadlines.*

**Graduate Multiple Subject USD Credential Applicants:**
While applicants are evaluated based on a holistic method, the successful candidate for the program will demonstrate his or her candidacy in the following manner:

- Completed USD application, which can be submitted online.
- College or university transcripts. Applicants must submit one official sealed transcript from every college or university attended. It is highly recommended that applicants order an additional set of official transcripts.
- Three professional letters of recommendation from a current supervisor or a professor attesting to both academic and personal skills and, if possible, to teaching abilities. Please do not submit personal recommendations.
- Statement of purpose explaining reasons for seeking the USD credential and including information on an applicant’s experience in working with children or adolescents in school or non-school settings.
- Resume.
- A minimum grade point average of 2.75 (on a 4.0 scale) in all undergraduate coursework.
- Passing score on the California Basic Educational Skills Test (CBEST) or photocopy of reservation confirmation to take CBEST on next available date. Or passing scores on all three subtests of the California Subject Examinations for Teachers (CSET): Multiple Subjects and new CSET: Writing Skills test.

**Graduate Single Subject USD Credential Applicants:**
While applicants are evaluated based on a holistic method, the successful candidate for the program will demonstrate his or her candidacy in the following manner:

- Completed USD application, which can be submitted online at: [www.sandiego.edu/admissions/graduate/application](http://www.sandiego.edu/admissions/graduate/application).
- College or university transcripts. Applicants must submit one official sealed transcript from every college or university attended. It is highly recommended that applicants order an additional set of official transcripts.
- Three professional letters of recommendations from a current supervisor or a professor attesting to both academic and personal skills and, if possible, to teaching abilities. Please do not submit personal recommendations.
- Statement of purpose explaining reasons for seeking the USD credential and including information on an applicant’s experience in working with children or adolescents in school or non-school settings.
- Resume.
o A 2.75 grade point average (on a 4.0 scale) in all undergraduate coursework.
o Passing score on the California Basic Educational Skills Test (CBEST) or photocopy of reservation confirmation to take CBEST on next available date.

Admission Requirements for Graduate Education Specialist Credential Applicants

Additional Information for International Applicants

- I am interested in a USD credential program only – why am I applying for graduate admissions?
All applicants who hold a Bachelor’s Degree are admitted as graduate students regardless of whether they are applying to a USD credential, master’s or doctorate program.

- Can I get help paying for my tuition at USD?
Many programs are available for financial aid, scholarships and monetary awards. Information is available on the following web site: http://www.sandiego.edu/soles/admissions/financial_aid/

- May I transfer courses from another credential program into this program?
It is sometimes possible to substitute one or two credential courses for equivalent courses in the USD credential program. Once you have been admitted to the USD credential program you will be assigned a faculty advisor in SOLES. Bring transcripts, course descriptions and course syllabi to meet with that faculty advisor to determine what if any coursework you may transfer. Obtain verification of any substitution in writing from your faculty advisor and submit a copy along with official sealed transcripts to the USD credential analyst. PETITION FOR APPROVAL OF TRANSFER CREDENTIAL COURSE

- How do I get an education advisor?
You will be assigned a SOLES faculty advisor upon admission to your program. The advisor will be a professor in your specialty area and you will meet with her or him each semester prior to class registration. At your first meeting, your advisor will complete a checklist of program and USD credential requirements to give you an overview of required coursework, certification matters and administrative procedures. In graduate school, the role of an advisor expands from a program counselor to a professional mentor. You are encouraged to consult with your advisor on a regular basis – office hours are posted on the doors. Additionally, the staff in the Student Services Center is available to provide you with support and advice on USD credential, testing, procedural and field experience matters.

- How do I become a substitute teacher?
See “Substitute Teaching” in this handbook.

- **How do I get an emergency credential?**
  There is no such thing as an “emergency” credential. If you wish to substitute teach see “Substitute Teaching” in this handbook. Short Term Staff Permits (STPs) and Provisional Intern Permits (PIPs) are permits applied for by a school district that is unable to find a credentialed teacher to fill a position. The school district must certify to the Commission on Teacher Credentialing (CTC) that they have an emergency situation in which a regularly credentialed teacher cannot be found for the position. The district then applies to the CTC for the STP or PIP for the candidate. It is necessary to be enrolled in a credential program and make progress toward a credential in order to teach on an STP or a PIP.

- **Where can I get information on the credential exams and test preparation?**
  CBEST: [www.cbest.nesinc.com](http://www.cbest.nesinc.com)
  CSET: [www.cset.nesinc.com](http://www.cset.nesinc.com)
  RICA: [www.rica.nesinc.com](http://www.rica.nesinc.com)
  Various sites offer test preparation, see the page on “Exam Preparation” in this handbook. USD students are offered a RICA preparation class before the exam, watch the list serve for the announcement.

- **Who should take the CSET Writing Skills Exam?**
  Both a Basic Skills Requirement and subject matter competence are required for teaching credentials. Basic Skills is required for admission to the program and subject matter competence is required prior to student teaching. Basic Skills is normally met by CBEST and subject matter is met by passing the CSET. Single Subject candidates may also meet subject matter competence by completing a CTC approved examination waiver program. Multiple Subject (and some Education Specialist) candidates may elect to meet the basic skills requirements and subject matter competence by passing the 3 CSET multiple subject subtests and the CSET Writing Skills. Information is available at [www.cset.nesinc.com](http://www.cset.nesinc.com) This option will be most attractive to graduate Multiple Subject (and some Education Specialist) students who need to meet the Basic Skills Requirement and subject matter competence during the first semester of credential coursework.

- **Are informational meetings held so I can learn more about what is required for student teaching?**
  Yes, there is a mandatory preliminary meeting each Fall and each Spring for students applying to student teach for the following semester. The dates for these meetings are mid-October for Spring student teaching and mid-March for Fall student teaching, and are announced two to three weeks before the meeting. Student Teaching Applications are obtained from the Office of Field Experiences at that meeting.
• **Can I select the school or district where I want to do my student teaching?**
  Student teacher placements are made within most San Diego County school districts. Placement preferences are taken into consideration, but cannot always be honored. The most important consideration in the placement process is providing experiences with competent, professional cooperating teachers in school settings that will support student learning. Students receive their placements at a mandatory placement meeting the week before student teaching begins.

• **Do I get paid for student teaching?**
  No, student teachers are not paid. The student teaching experience is primarily designed as an opportunity for you to learn rather than as a test of how much you already know. The aim is to produce good beginning teachers. During your student teaching experience, you will work under the direction of one or two Cooperating Teachers as you learn to translate academic theory into sound classroom practice.

• **Who do I speak to about student teaching in Special Education?**
  Please note that Special Education internships and student teaching have additional requirements. Please contact Dr. Jerry Ammer for more information by calling (619) 260-4292.

• **How do I get an intern position?**
  An intern position is a paid teaching position in which the intern teaches while completing the credential program. USD currently offers an intern credential for those employed in education specialist positions and the administrative services credential. To qualify for a special education intern position through USD it is necessary to be admitted to USD and the education specialist credential program, have the recommendation of the Special Education Program Director and the employing school district, and have completed the following requirements: CTC fingerprint clearance, BA degree, Basic Skills Requirement, Subject Matter Competence through passage of CSET or completion of an approved program, U.S. Constitution and any pre-requisite courses required by the Special Education Program Director.

• **What grades will I be able to teach?**
  The **Multiple Subject credential** is a Preschool – Adult credential for the self contained classroom. A self contained classroom is one where all subjects are taught. If you are interested in teaching at the elementary school level (typically kindergarten through 6th grade) then you will want to complete the Multiple Subject credential program.

  The **Single Subject credential** is a Preschool – Adult credential for the departmentalized classroom. A departmentalized classroom is one where one subject is taught. If you are
interested in teaching at the middle/junior high or high school level then you will want to complete the Single Subject credential program.

The **Education Specialist credential** is a Preschool – Adult credential authorizing teaching in the special education classroom. The education specialist may teach at the elementary school level (typically kindergarten through 6th grade), the middle/junior high or the high school level. Several different areas of special education are available, USD offers programs for mild/moderate and deaf and hard of hearing disabilities.

- **What subjects can I teach?**
  The **Multiple Subject** credential is a Preschool – Adult credential for the self contained classroom. A self contained classroom is one where all subjects are taught. With the USD multiple subject credential you will be able to teach all the subjects taught in the elementary school classroom.

  The **Single Subject credential** is a Preschool – Adult USD credential for the departmentalized classroom. A departmentalized classroom is one where one subject is taught. With the USD single subject program you will earn a credential in the subject you wish to teach by completing the approved program or passing the CSET in that subject. You may obtain a single subject credential in more than one subject. For a list of what classes you may teach with your subject see the page on “**Single Subject Areas**” in this handbook.

  There are several different ways to add subjects to your credential. See the page on “**Adding Authorizations to the Credential**” in this handbook, or contact the USD Credential Analyst regarding available subjects, what areas those subject cover and the best way to add subjects to your credential.

- **What If I complete one teaching credential program and wish to add other subjects or subject areas?**
  See “**Adding Authorizations to the Credential**” in this handbook regarding requirements for obtaining a different level credential or adding subjects to your credential. If you are a single subject USD credential candidate you may obtain the Single Subject credential in more than one subject. See the pages on the “**Single Subject Areas**” in this handbook.

- **What credential will I hold?**
  If you are completing or have completed the current Multiple or Single Subject credential program then you have the preliminary “2042” USD credential.

- **What is the 2042 credential?**
The “2042” is the name of your credential type. 2042 refers to the legislative bill that mandated the credential program. If you are completing or have completed the current Multiple or Single Subject credential program then you have the preliminary “2042” credential

- Do I have CLAD/English Learner (EL) authorization?
  Your credential covers all competencies for English Learner and CLAD. Your credential will indicate that you have the EL authorization and school districts will be aware that your credential covers EL and CLAD competencies.

- What is the CLAD and do I need it?
  The 2042 and Education Specialist credential programs at USD embed the competencies for English Language Learners (EL), therefore if you hold the USD credential you DO NOT NEED CLAD. You have met the equivalent of CLAD and more with your USD credential.

  The “Ryan” credential is the “old” credential (the renewal code on the Ryan credential is R14). If you have the Ryan credential and want to know if you have CLAD look at the credential. If you have CLAD it will be clearly indicated on the credential.

- What is NCLB and am I NCLB certified?
  NCLB is the federal No Child Left Behind Act. See “NCLB” in this handbook for more information.

- What do I have to do to receive the USD credential?
  The “credential program” consists of all of the USD education courses, USD student teaching and all exams and pre-requisites. Consult “Steps to Getting a Credential” in this handbook for an outline of all of the requirements to receive the USD credential.

- When will I get my USD credential?
  The procedure to receive the credential or credential verification is as follows:
  During your final semester of credential coursework request the credential application packet from the credential analyst. Watch your USD e-mail for list serve announcements about the Credential and Careers Meeting and the availability of the credential application packet. When you have completed all credential requirements including coursework, exams, and student teaching, and the credential analyst has received your final transcript with your grade for student teaching/fieldwork, the credential analyst will submit your credential application online to the Commission on Teacher Credentialing (CTC). You will then receive an e-mail at the permanent e-mail address that you provide on the application from the CTC asking you to pay the credential fee (currently $30-60) by credit card. When that process is complete the CTC will send you e-mail verification of the credential to your e-mail address for you to print out and
show to employers. The credential itself will be posted to the CTC web site approximately 10 days after you receive the e-mail. You will not receive a paper credential, the CTC web site www.ctc.ca.gov has the official posting of the credential once it has been issued.

- **How long is the credential good for?**
  The preliminary and level I credentials are good for 5 years and are not renewable. Within the 5 years it is necessary to complete requirements to “clear” the credential. See “How do I clear my credential?” below.

- **How do I clear my credential?**
  The preliminary and level I teaching credentials are good for 5 years and are not renewable. It is necessary to complete a BTSA/Induction program (or a clear/level II program for special education) in order to clear the credential. For information on how to receive the Clear or Level II teaching credential see “Clearing and Renewing the Credential” in this handbook.

- **Do I have to take courses or complete other requirements after I clear my credential?**
  The clear credential is good for 5 year increments and is renewable by applying to the CTC on-line and paying a small fee, currently approximately $60. No other requirements are needed to renew the clear credential.

- **What if I want to move to another state after I receive my credential? How do I apply for a credential in another state?**
  See “Moving to Other States” in this handbook.

- **How Do I Look for a Job?**
  See “Obtaining Employment” in this handbook for information on how to prepare for your job search.
  - **Who can help me with my resume and job search?**
    The USD Office of Career Services is located in Room 110 of the Hughes Administration Center and offers advising to USD students on job search strategies, resume writing and interviewing. Web site: www.sandiego.edu/careers.

- **What is a placement file and how do I order one?**
  The placement file, consisting of confidential letters of recommendation, used to be required for employment however school districts are now using on-line application procedures. The on-line employment site used by most California school districts is www.edjoin.org. Schools post job openings and educators seeking positions post their placement information. As a prospective job applicant you will fill out an on-line profile and then scan in the letters of
recommendation that you have requested and received from those who have seen you teach and/or work at a school site.

- **Why do you need my social security number?**
  You are applying for a state document and your number is used to identify you.

- **What if I don’t have a social security number because I am not a U.S. citizen and am not planning on staying in this country?**
  E-mail the CTC at [DPPInfo@ctc.ca.gov](mailto:DPPInfo@ctc.ca.gov) and ask for a number to use in place of the social security number (SSN). Provide your full name, current address, date of birth, telephone number and e-mail address.
HELPFUL LINKS

Below are some links that will assist you during your credential program and job search. These links are provided as a service to USD students and prospective students, USD does not endorse or guarantee the information on these links.

The Commission on Teacher Credentialing (CTC) is the California state agency responsible for certification. Visit this web site for information on credentials and requirements.

The San Diego County Office of Education (SDCOE) is not a school district; rather, it serves as an intermediate unit between the California Department of Education and the 43 school districts in San Diego County. Information on employment in the county including a list of school districts and map is available on the web site.

Ed-Join, the Education Job Opportunities Information Network is the on-line site used by most California school districts to file the application for employment including substitute teaching.

Exams:
CBEST: www.cbest.nesinc.com
CSET: www.cset.nesinc.com
RICA: www.rica.nesinc.com

The USD Division of Continuing Education: Online courses (www.usd-online.org) offers courses for professional development. (Note that Continuing Education courses do not carry credit toward credentials or Master’s degrees.)

The California Department of Education (CDE) oversees California’s public school system. The CDE and the State Superintendent of Public Instruction are responsible for enforcing education law and regulations including the federal No Child Left Behind Act (NCLB).