

**HANDBOOK  
FOR PUPIL PERSONNEL  
CREDENTIALS**



## ***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, Room 101D.

James McCarty  
Credential Analyst

### **CONTACT INFORMATION**

**Phone:** (619) 260-4821

**E-mail:** [jmccarty@san Diego.edu](mailto:jmccarty@san Diego.edu)

**Address:** Credential Analyst  
School of Leadership and Education Sciences  
University of San Diego  
5998 Alcalá Park  
San Diego CA 92110-2492

*\*This information is subject to change without notice (2019). Contact the credential analyst in SOLES/MRH Room 101D for up to date information [credential@san Diego.edu](mailto:credential@san Diego.edu), (619) 260-4821.*

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# SERVICES CREDENTIAL CHECKLIST

Check off each step as you complete them

## **Step 1: Admission\***

Apply and be admitted to the credential program in the School of Leadership and Education Sciences. 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.

## **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 locations throughout California. A copy of passing verification must be submitted to the Credential Analyst prior to admission to fieldwork

## **Step 3: Transcripts and Transfer Coursework**

Submit official degree transcripts to the Credential Analyst. All copies of your transfer transcripts should be ordered and sent directly to you. If using coursework from another university for the credential program, complete the "Petition for Approval of Credential Coursework" form and submit an official sealed transcript. Keep the originals and make copies as they are requested for the credential application, job applications, etc.

## **Step 4: Pre-Credential Meeting**

Meet with the Credential Analyst in 101D for a conference and preparation for the credential. The Credential Analyst will provide materials for the fingerprint clearance and information on tests and other state requirements you will need prior to admission to fieldwork 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. Meet regularly with your faculty advisor in the School of Leadership and Education Sciences to discuss your career in education and to plan your program of education coursework.

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## □ **Step 6: Certificate of Clearance\*/ Copy of Credential**

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 current California credential, submit a copy to the Credential Analyst to clear the fingerprinting. 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 fieldwork. See also the pages on “Certificate of Clearance” in this handbook..

## □ **Step 7: Verifying Completion of Program**

The following will need to be completed before the credential will be issued:

- Transcripts: Submission of degree transcripts and official sealed transcripts for any transfer coursework required for the credential.
- Final Grades: Final grades, including grades for fieldwork, posted on the USD transcript.
- Incompletes: All incompletes cleared on the USD transcript.

## □ **Step 8: Credential Application**

At the beginning of your final semester of credential coursework apply for the credential. Obtain the forms from the Credential Analyst. Return complete forms and materials to the Credential Analyst before the deadline date.

## □ **Step 9: Receive Credential Verification\***

When all credential requirements including fieldwork have been completed and final grades have been posted to the USD transcript the application is approved by the Program coordinator. The Credential Analyst then submits the credential recommendation on-line to the CTC. The candidate receives an e-mail from the CTC asking for payment of the credential fee by credit card. When that process is completed the CTC sends the candidate e-mail verification of the credential to print out and show to employers.

## □ **Step 10: Apply for Jobs**

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Contact school districts for employment information using web-based resources and information from the Office of Career Services at USD and the San Diego County Office of Education. (See the section in this handbook on “Obtaining Employment”).

□ **Step 11: Clear the Credential**

Begin planning for the clear credential. (See the section in this handbook on “Clearing/Renewing Your Credential”).

*\* Step may require paying a fee. Consult the indicated web site or registration materials for fee information.*

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## 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 Counselor” form to the Credential Analyst. Bring along a copy of the completed LiveScan Dual Reporting form. (If you have your Bachelor’s Degree and have passed CBEST and wish to substitute teach, ask the credential analyst about also applying for a substitute permit)
- 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 101D, (619) 260-4821

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## 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.

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## 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 <https://www.sdcoe.net/human-resources/credentials/Pages/substitute-teachers.aspx>. 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 sub permit is issued.

Fingerprint clearance for the credential: Students may use the fingerprinting done for the sub permit as their fingerprint clearance. You will not be cleared for fieldwork until the sub permit is posted on the CTC web site. If you have already completed the fingerprinting process for fieldwork be sure and inform the SDCOE when you apply for the sub permit.

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.

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## Credential Requirements

**Listed below is a summary of certification requirements for your credential. In addition to the mentioned requirements, all credential coursework (including fieldwork) must be completed with a grade of B- or better.**

### **Pupil Personnel Services: School Counseling**

- Copy of CBEST passing status results
- CTC issued valid certificate of clearance, current credential, or sub permit
- Transcripts of all college coursework including Bachelor's Degree.
- Petition for Approval of Transfer Credential Course and official sealed transcript for transfer coursework

## Verification of Experience

### **Pupil Personnel Services credential:**

- No prior teaching experience is required for the PPS credential.

## Exam Preparation

**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**  
Office of Continuing Education: (619) 594-5152

**CSU San Marcos Extended Learning: CBEST**  
Foundation Classroom Bldg. Room 6-108  
San Marcos CA 92096  
(760) 750-4020 or (800) 500-9377 <http://www.csusm.edu/el/>

**UC Riverside Extension: CBEST**  
<https://extension.ucr.edu/> (909) 787-4361

## Test Guides

CBEST test guides and practice tests: <http://www.ctcexams.nesinc.com/>

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# CONTRACT FOR PREPARING TO BE A SCHOOL COUNSELOR

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ USD ID# \_\_\_\_\_

Cell # \_\_\_\_\_ Permanent e-mail \_\_\_\_\_

SSN \_\_\_\_\_ DOB \_\_\_\_\_

**PLEASE FILL OUT THE ABOVE AND BRING THIS FORM WITH MATERIALS LISTED BELOW TO THE CREDENTIAL ANALYST. You will not be cleared for practicum or fieldwork placement by the credential office if this form is not reviewed and signed by you and the Credential Analyst.**

To be checked off by Credential Analyst:

**Certificate of Clearance**

Obtain Certificate of Clearance packet from the Credential Analyst. Submit completed forms to the Credential Office OR forward verification of current valid credential, emergency or sub permit.

**California Basic Educational Skills Test (CBEST)**

Submit copy of passing results received in the mail

**Transcripts**

Submit copies of transcripts showing the bachelor's degree to the Credential Analyst. These are in addition to the transcripts you submitted to USD for admission. Order extra copies for yourself for future credential and job applications.

**Petition for Approval of Transfer Credential course**

Submit petition along with course syllabi and description and an official sealed transcript for any coursework transferred into the PPS credential program such as Educational Psychology course

**Credential Program/Apply for Credential**

Complete credential program and practicum/fieldwork. Apply for Credential through Credential Analyst at beginning of final semester of credential coursework. (This application is in addition to the fingerprint clearance)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Credential Analyst Signature \_\_\_\_\_ Date of Meeting \_\_\_\_\_

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# 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):  
\_\_\_\_\_

Course No.:	Number of Units:
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. To use this course for degree credit you must also submit a **Petition for Transfer of Credit**.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

(Do not write below this line)

APPROVAL:  
SOLES Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

SOLES Chair/Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Credential Analyst: \_\_\_\_\_ Date: \_\_\_\_\_

Denied/Comments: \_\_\_\_\_

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## 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](http://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 or online via <https://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 click on "Look up a Teacher"

**COPY OF CTC CREDENTIAL VERIFICATION E-MAIL**

**COPY OF CREDENTIAL(S)**

Print from CTC web site and click on "Look up a Teacher"

**CAREER SERVICES**

Visit Career Services Office in HC 110. Discuss career options, interview tips, the job search, and receive help with your resume and job application packet.

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## **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 web site (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 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 Alcalá 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](http://www.cois.org)*

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## FAQs: Frequently Asked Questions

### What Do I Need To Do To Be Admitted To: the Graduate Credential Program?

Graduate programs are offered for the Pupil Personnel Services (PPS) credential in School Counseling and the program for school administrators. 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.
- 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.
- Resume.
- A minimum grade point average of 2.75 (on a 4.0 scale) in all undergraduate course work.
- Basic Skills Requirement met by passing score on the California Basic Educational Skills Test (CBEST) or photocopy of reservation confirmation to take CBEST on next available date.

Additional information on admission:

[PPS credential program](#)

Scroll down for information for [International Applicants](#)

- **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:

<https://www.sandiego.edu/soles/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. Fill out the “Petition for Approval of Transfer Credential course” and bring transcripts, course descriptions and course syllabi to meet with that faculty advisor to determine what if any

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coursework you may transfer. Submit the signed petition and supporting paperwork along with official sealed transcripts to the USD credential analyst.

- **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 regularly. 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 often posted on office doors.

- **Where can I get information on the CBEST exam and test preparation?**

**CBEST:** [www.cbest.nesinc.com](http://www.cbest.nesinc.com)

Various sites offer test preparation, see the section on “Exam Preparation” in this handbook.

- **Can I select the school or district where I want to do my practicum or fieldwork?**

The program director and director of field experiences for your credential area will provide you with this information.

- **Do I get paid for practicum or fieldwork?**

No, the practicum and fieldwork 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 school counselors and administrators. During your fieldwork/practicum experience, you will work under the direction of experienced educators as you learn to translate academic theory into sound school management practice.

- **What grades will I be able to serve?**

The California PPS and Preliminary Administrative Services credentials are Preschool – Adult credentials.

- **What do I have to do to receive the USD credential?**

The “credential program” consists of all of your USD program courses including practicum/fieldwork, all exams and pre-requisites and any culminating experience/portfolio that is required.

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### **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. When you have completed all credential requirements including coursework, exams, and fieldwork/practicum/portfolio, and the credential analyst has received your final grade for practicum/fieldwork, the credential analyst will submit your credential application on-line 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 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 business days after you receive the e-mail. You will not receive a paper credential, the CTC web site [www.ctc.ca.gov](http://www.ctc.ca.gov) has the official posting of the credential once it has been issued.

- **How long is the credential good for?**

The administrative certificate of eligibility is valid indefinitely until you receive an administrative position. The preliminary administrative credential is good for 5 years and is not renewable. Within the 5 years it is necessary to complete requirements to “clear” the credential. The PPS credential is a clear credential valid for 5 years. See the section in this handbook on the certificate of eligibility and renewing the credential.

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## 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: <http://www.ctcexams.nesinc.com/>

The [USD Professional and Continuing Education](#): Online courses (<https://pce.sandiego.edu/>) offer opportunities 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 \(NCLB\)](#).

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