Induction Manual

A Credential Application Processing Guidebook for Commission-Approved Induction Programs

California Commission on Teacher Credentialing

June 2004

Table of Contents

Glossary of Terms ..... i to iii

How to Use This Manual ..... iv to v

Introduction ..... A – 1 to 2

How to Submit Application Packets ..... B – 1 to 5

Professional Clear Credentials ..... C – 1 to 3

Options to Renew Ryan and SB 2042 Credentials ..... D – 1 to 4

Appendix

References ..... Appendix - 1

Forms

Change in Authorized Signatory ..... Appendix - 2

Change in Credential Analyst/Contact Person ..... Appendix - 3

41-Induction Verification of Completion Form ..... Appendix - 4

Charts

Renewal Codes on Multiple and Single Subject Credentials ..... Appendix - 5

Options to Obtain a Professional Clear Multiple or Single Subject Credential ..... Appendix – 6

Renewal Requirements for California -Trained Ryan Holders ..... Appendix – 7 to 8

Renewal Requirements for California-Trained SB 2042 Holders ..... Appendix – 9

Renewal Requirements for Out-of-State and Out-of- Country Trained Ryan Holders ..... Appendix – 10 to 12

Index ..... Index-1 to 2

Glossary of Terms for Induction Manual

Subject	Definition
AB 1059 (Ducheny)	AB 1059 divided the teaching English learner requirement into two parts: a foundational level completed to earn the preliminary multiple or single subject credential and an advanced level to be completed for the professional clear credential. See CIA 04-03 for more information.
Advanced Computer Education	Content includes demonstration of skills and abilities to prepare students in an information-based, interactive society; analyze and solve problems; and the ability to integrate technology-related tools into the educational experience of students, including those with special needs.
Advanced Health Education	Content includes demonstration of skills and abilities to promote safety through prevention and intervention strategies; to access resources to support student health; and knowledge of state and federal laws related to student health and safety.
Advanced Special Populations	Content includes demonstration of skills and abilities to teach students with disabilities, students in the general education classroom who are at risk, and students who are gifted and talented; and to use instructional strategies to provide students with disabilities appropriate learning opportunities to master grade level state-adopted academic content standards.
Advanced Study Course Work/ Content	Advanced study coursework/content is required to earn the professional clear multiple or single subject credential for candidates who have completed an SB 2042 program. If completing a fifth year of study, the Commission must approve the course work. If completing induction, the advanced study content is included in that program. Advanced study content is in the areas of health education, special populations, computer technology, and teaching English learners.
Advanced Teaching English Learners	Content includes demonstration of skills and abilities to deliver comprehensive, specialized instruction for English learners, including the development of academic language, and knowledge in the core academic content areas; and familiarity with local and state-adopted assessments for English language proficiency.
Beginning Teacher Support and Assessment (BTSA)	BTSA is a state-funded program designed to support the professional development of beginning elementary and secondary teachers. It is one option to earn a professional clear multiple or single subject credential if the individual was enrolled in the program prior to 1/1/2004. The individual may complete the program and apply for the credential after 1/1/2004. As BTSA Programs transition to approved Induction Programs, using BTSA as a renewal requirement phases out.
California Basic Educational Skills Test (CBEST)	A standardized written test of basic skills in reading, writing, and mathematics that credential candidates must take and pass. Out-of-state trained teachers who have not passed CBEST may receive a five-year preliminary credential but must pass CBEST within the first year of the issuance of the credential.
Cardiopulmonary Resuscitation (CPR)	Training in cardiopulmonary resuscitation that covers infant, child, and adult CPR skills; submit a copy of the CPR card with date the training was completed (front and back, as applicable) for evaluation purposes. The CPR must be valid at the time of application, completed during the time the individual was in a teacher preparation program, or while teaching on the preliminary credential.
Coded Correspondence	Official CCTC correspondence distributed through CCTC E-News notifying the public and interested parties of pending changes or implementation of changes in regulations, policies and procedures. Coded correspondences may be found on the CIG and on the CCTC website.

Subject	Definition
Comparability	Following a study of multiple and single subject teacher preparation programs in other states, it was determined by the Commission that there is an equivalency in specific categories such as subject matter competence, reading, etc. for the purposes of applying for the preliminary multiple or single subject credential for the out-of-state trained teacher. The multiple and single subject leaflets have a list of the approved states and categories.
Credential Information Alerts (CIAs)	A means of distributing credential information to county offices of education, school districts, and colleges and universities. CIAs are distributed electronically through CAWNews. See page v for directions to sign up for CAWNews.
California Subject Examination for Teachers (CSET)	Beginning 1/2003, the Commission implemented a new teacher credentialing examination program to replace the SSAT and Praxis II tests. These examinations will be offered in all subject matter areas and phased in over a three-year period.
Developing English Language Skills, Including Reading	A comprehensive reading course that includes the systematic study of phonemic awareness, phonics and decoding; literature, language and comprehension; and diagnostic and early intervention techniques. The course is required for Ryan and SB 2042 multiple and single subject credentials.
Early Completion Option (ECO)	This is an option included as part of the SB 57 legislation in 2001 that allows individual candidates to request and, if eligible, complete induction at a faster pace. Only specific candidates with two years of verifiable experience may participate in the ECO for Induction. If an individual completes the early completion option, it is NOT noted on the verification of completion form sent with the application.
Fifth Year of Study	Master's degree or course work consisting of 30 semester units beyond the bachelor's degree completed at a regionally-accredited college or university (California or out-of-state). The course work may be in the field of education or other related areas. The fifth year of study may be completed PRIOR TO or AFTER the issuance of the preliminary multiple or single subject credential. Individuals must be formally recommended by a California college or university if the fifth year was completed in California or may apply directly to the Commission if the fifth year was completed outside of California.
Foundational Computer Education	Content includes the beginning use of computer-based technology by demonstration of the knowledge of current basic hardware and software terminology; operation and care of computer related hardware; legal and ethical issues related to the use of technology; appropriate use of computer-based technology for the instructional setting; and ability to select and evaluate technologies for use in relation to the state-adopted academic curriculum. Required for Ryan and SB 2042 preliminary credential.
Health Education	Health issues including, but not limited to nutrition and the effects of alcohol, drug and tobacco abuse. Verification of training in CPR for infants, children and adults is also required. In the SB 2042 program, health education is split between the preliminary and the professional clear program but CPR is required for the preliminary credential. For the Ryan program, it may be completed for the preliminary or the professional clear.
Induction Program	A program of support and formative assessment during the first two years of teaching. One of the options to earn a professional clear for Ryan and SB 2042 multiple or single subject credentials. BTSA programs have been submitting programs and are in the process of transitioning to approved Induction Programs.

Subject	Definition
Interstate Agreement	An agreement between California and other states. Applicants who meet the interstate agreement are considered to have completed the U.S. Constitution requirement. The interstate agreement does not clear any other requirements. The multiple and single subject leaflets have a list of the approved states.
National Board Certification	The National Board for Professional Teaching Standards is an independent, nonprofit, nonpartisan organization. The board assesses an experienced teacher's qualifications for the purpose of issuing a National Certificate. Their web site is: http://www.nbpts.org/standards/index.cfm.
Preliminary Educational Technology Exam	This exam is one method of satisfying the foundational computer education requirement. It will primarily be taken by out-of-state trained teachers who do not meet the comparability option or who have not satisfied the out-of-state experience option. Most California-trained candidates will complete this requirement through course work in their teacher preparation program. However, with college or university approval, California-trained individuals have the option of taking the Preliminary Educational Technology Test in lieu of course work.
Reading Instruction Competence Assessment (RICA)	An examination to test the candidates' competence in the teaching of reading. Required for the initial issuance for California-trained candidates of multiple subject credentials issued on or after 10/1/1998.
Ryan Credential	The term is used for credentials issued under the provisions of the Teacher Preparation and Licensing Law of 1970 (The Ryan Act), its subsequent amendments and additions, including the Bergeson Act of 1988, and other laws and regulations currently in effect. The Ryan Credentials are issued under a two-tier system. Individuals who qualify for their initial credential are usually issued a preliminary credential but may opt to go directly to the professional clear. Additional requirements are needed for the professional clear credential.
SB 2042 Credential	The term is used for multiple and single subject credentials issued under the statutes of Senate Bill 2042 (Alpert/Mazzoni) beginning in 2003. These credentials may only be initially issued as a preliminary document.
Special Education	Course includes methods of delivering appropriate education services to students with exceptional needs in regular education programs. For California-trained Ryan program, this may be completed for the preliminary or professional clear credential. Under SB 2042 program, it is referred to as "special populations" and is split between the preliminary and the professional clear program.
Subject-Matter Competence	A requirement that each applicant demonstrate subject-matter competence by either completing a program of subject-matter study approved by the CCTC or passing examination(s) of subject-matter adopted by CCTC.
U. S. Constitution	Course work or examination on the provisions and principles of the United States Constitution.

Note: *See CCTC information leaflets for more detail (links are in References on page Appendix–1).*

For additional definitions, see the Glossary in the Credential Information Guide (CIG).

For course work completed out-of-state, a copy of the course description and official transcripts are needed if the application is submitted directly to the Commission.

How To Use This Manual

This *Manual* is designed to be used by Commission-approved Induction Programs to assist them in filing applications for a professional clear credential based on completion of an Induction Program. If your Induction Program is part of a consortium, you may share the *Manual* with the participating districts in the consortium. The Commission will direct any correspondence concerning the *Manual* to the Induction Program Sponsor Director. It will be the responsibility of the Program Director to share that information, if applicable, with the participating districts. Please feel free to duplicate the *Manual* as needed.

The *Manual* is divided into sections outlining the procedures and forms for submitting the appropriate materials to the Commission. The Appendix includes the verification of completion form that must accompany each application for a professional clear credential and an authorized signatory form to allow the Commission to establish and maintain the list of those authorized to sign the verification forms. The Appendix also includes charts with options for the renewal requirements for California-trained Ryan and SB 2042 teachers and out-of-state or out-of-country-trained Ryan teachers for multiple and single subject credentials.

The *Manual* is distributed to each Induction Program Sponsor after it receives Commission approval. The *Manual* may be found on the Commission's on-line Credential Information Guide (CIG) and also on the BTSA link on the Commission's web page. The CIG is an on-line tool for the field that has up-to-date information on application procedures and requirements for certification. As information is changed, edited or deleted in this Manual, it will be posted on the CIG and the BTSA link. The CIG web page is a secure website and requires a username and password. The username and password for the CIG may be found in the list of Web Sites on the following page.

Below is a list of contacts for questions concerning processing applications or implementing the Induction Program.

If you have questions about the application process for a professional clear multiple and single subject credential based on completion of induction, you may contact:

Email *(induction programs only; for teachers see Info Services below)*..... cawinduction@ctc.ca.gov
Telephone..... (916) 322-5038 - voice mail line

If your question concerns the Induction Program Standards or how to implement the Induction Program, contact:

Your BTSA Regional Cluster Consultant or Karen Sacramento, ksacramento@ctc.ca.gov

Questions regarding an application/credential status, credential information or credential requirements for any type of credential other than a professional clear on the basis of completion of a multiple or single subject induction program may be addressed to:

CCTC Information Services

Email ..... credentials@ctc.ca.gov
Telephone.....(916) 445-7254 within the 916 area code or (888) 921-2682
(12 noon– 4:45 pm Monday through Friday [except State Holidays])
Web Page .....www.ctc.ca.gov

Resources

Coded Correspondence

03-0017 http://www.ctc.ca.gov/codcor.doc/030017/030017.html
Options to Obtain an SB 2042 Professional Clear Multiple and Single Subject Credential

04-0001 http://www.ctc.ca.gov/codcor.doc/040001/040001.html
Clarification of Authorizations to Teach English Learners

Credential Information Alert (CIA)

03-05 http://www.ctc.ca.gov/credentialinfo/cig/alerts/2003_alerts/0305.pdf
Options for Obtaining a Professional Clear Multiple or Single Subject Teaching Credential Based on an SB 2042 Program

04-03 http://www.ctc.ca.gov/credentialinfo/cig/alerts/2004_alerts/0403.pdf
Advanced Teaching English Learner Requirement

E-News

E-News is the Commission's listserv e-mail system that allows the Commission to communicate and distribute information through the email process such as coded correspondence, newsletters, and press releases. To subscribe to the listserv e-mail system, send an e-mail to cctclists@lists.ctc.ca.gov with "Subscribe newslist" in the subject line (do not include the quotation marks and leave message area blank).

CAW E-News

The Certification, Assignment and Waivers Division (CAW) has a separate listserv system for issues exclusive to credentialing. This includes the distribution of the Credential Information Alerts (CIAs). To subscribe to the listserv email system, send an e-mail to cctclists@lists.ctc.ca.gov with "Subscribe CAWNews" in the subject line (do not include the quotation marks and leave message area blank).

Web Sites

CCTC Website
General Information - http://www.ctc.ca.gov
Application and Credential Lookup - https://teachercred.ctc.ca.gov/teachers/index.jsp

Credential Information Guide (CIG) - http://www.ctc.ca.gov/credentialinfo/cig/cig_toc.html
User name – ciguser2002 Password – cctccig4u

Glossary of Credentialing Terms in CIG (see user name and password above) – see link under Extras in Quick Clicks list - http://www.ctc.ca.gov/credentialinfo/cig/cig_toc.html

Induction Manual (web links)
CIG – http://www.ctc.ca.gov/credentialinfo/cig/HANDBOOKS/InductionManual.pdf
BTSA link - http://www.btsa.ca.gov/ba/progforms/docs/InductionManual.pdf

Comments and Suggestions for Updates and Revisions to this Manual

California Commission on Teacher Credentialing
Attn.: Induction Manual
1900 Capitol Avenue
Sacramento, California 95814

A. Introduction

Commission's Responsibility

The California Commission on Teacher Credentialing is an agency in the Executive Branch of California State Government. Created in 1970 by the Ryan Act, it is the oldest of the autonomous state standards boards in the nation. The agency is responsible for the design, development, and implementation of standards that govern educator preparation for the public schools of California, the licensing of professional educators in the State, the enforcement of professional practices of educators, and the discipline of credential holders in the State of California. The Commission works to ensure that those who educate the children of California are academically and professionally prepared.

Restructured Credential Program

In 1998, the California Commission on Teacher Credentialing sponsored and the Governor signed, legislation (SB 2042, Alpert/Mazzoni) that restructured teacher credentialing in California. The highlights of this reform included:

- The creation of multiple, standards-based routes into teaching, including blended programs of undergraduate teacher preparation;
- Alignment of teacher preparation standards with State adopted academic content and performance standards for students; and
- A new requirement of an induction program of support and formative assessment during the first two years of teaching as a method for earning a professional clear teaching credential.

Induction Program Sponsor Role - Certification

Each Commission-approved Professional Teacher Induction Program has among its responsibilities the verification of the completion of the approved induction program by formally submitting an application to the Commission for the professional clear multiple or single subject credential. Each Induction Program Sponsor includes procedures to verify completion of requirements for a credential in their program document. Since this is a formal verification process, the application is submitted to the Commission through the Induction Program Sponsor. Each Induction Program Sponsor must have procedures in place to verify completion of requirements for each candidate that finishes their program.

An Induction Program Sponsor may work with an employing district or county office of education to submit the applications as their designee. Consortiums may find this option beneficial. A sample plan may be found beginning on page B-2. However, the ultimate responsibility for the application rests with the Induction Program Sponsor to ensure that the appropriate verification of all requirements are met and are included with the application submitted to the Commission. ***The candidate may not apply directly for a professional clear credential based on completion of an Induction Program.***

Mobility

Teachers may move from one induction program to another or may move from more than one program to another. The teacher who moves from one or more programs to another may continue in the second (or next) program's induction program.

The Induction Program Standards require that records be transportable between induction programs. Because of this mobility factor, when an induction program verifies program completion for the professional clear credential, it may be a culmination of more than one program. As such, the program completing the verification form assumes the responsibility for ensuring that the teacher has met all of the requirements for the professional clear credential. This is a summation of the requirements met in the induction program verifying program completion in their and in another approved induction program(s).

Transition from Beginning Teacher Support and Assessment (BTSA) to Commission-Approved Professional Teacher Induction Programs

BTSA Programs have been writing to the Induction Program Standards and are all expected to be Commission-approved Professional Teacher Induction Programs in 2004. An individual must be enrolled in a BTSA program prior to January 1, 2004 to use the BTSA program to meet the renewal requirement for a professional clear multiple or single subject credential. Therefore, the option of using the BTSA program as a renewal requirement for the multiple and single subject credential will be phased out in 2004 as BTSA programs transition to approved Induction Programs. The BTSA program may be completed after January 1, 2004 and the professional clear credential based on completion of that BTSA program may be applied for after January 1, 2004. It is the enrollment date in the BTSA program that is the key to whether it may be used as a renewal requirement for a professional clear multiple or single subject teaching credential.

An individual who did not have access to a Commission-approved induction program may have started a BTSA program prior to January 1, 2004 and will finish the requirements in an approved induction program that includes the advanced study content of health education, special populations, computer technology, and teaching English learners. It is the responsibility of the induction program to verify which program the individual completed, BTSA or Induction, by submitting the appropriate verification form and any additional supporting materials to the Commission.

The BTSA program remains an option to meet the renewal requirements for the Education Specialist Credential. Questions concerning this option should be addressed to the Commission's Information Services Section. See the bottom of page iv for the email and telephone numbers for this type of question. The induction program email and telephone number is only for questions for professional clear multiple and single subject teaching credential earned on the basis of completing a Commission-approved induction program.

B. How to Submit Application Packets

Application Form

The Commission has several application forms. The induction program will submit the yellow 41-4 *Application for Credential* form for their candidates. Specific sections that must be completed on the form include Personal Information, Type/Name of Credential, Personal and Professional Fitness, and Oath and Affidavit. All questions in "Personal and Professional Fitness Questions" must be completed. If an individual answers "yes" to any of the questions, a written response must be submitted with the application packet regardless if the applicant has submitted the response previously. All sections in the "Oath and Affidavit" must be completed including the date and place of signing.

The 41-4 application form may be downloaded from the Commission's web site: www.ctc.ca.gov in the Credential Information Section. An induction program may want to order a supply of applications. To order materials, contact the Commission by e-mail, fax, correspondence, or in urgent situations, by telephone (see below). List the specific materials and quantities needed. Include your name, address, and telephone number. UPS does not deliver to post office boxes. If the quantity requested is unavailable, a limited number will be sent. These materials may be duplicated until the requested order can be filled.

email:	CAWOrders@ctc.ca.gov	telephone:	(916) 323-5145
mail:	Box 944270, Sacramento, CA 94244-2700	fax:	(916) 445-7255

Application Packet

Application packets from induction programs must contain all of the documentation required to grant the professional clear credential including the application form, appropriate fee, verification of completion form, and any additional materials. The Commission will return incomplete applications to the Induction Program Sponsor so that the missing materials can be attached and the complete application packet returned. Any items sent separately from the application packet will be automatically returned to sender. Below is the Application Order and Check List.

- ☐ ***Cashier's check or money order stapled or clipped in the upper left-hand of each application form***
  No personal checks will be accepted for induction program completion applications
- ☐ ***Application form 41-4***
  If "Yes" answer to any question in "Personal and Professional Fitness Questions", attach a separate sheet with full explanation
- ☐ ***Verification of Completion form (41-Induction)***
  Signed by authorized signatory
- ☐ ***Additional Materials***
  This may include official transcripts, copy (front and back) of CPR card, course descriptions, examination scores, or verification of any other requirements needed for the professional clear credential outside the completion of the induction program

An individual may be submitting two or more applications for certification. This could be either for the holder of both multiple and single subject credentials verifying completion of

the induction program or an individual applying for a professional clear on the basis of completion of induction and another type of document. This may be referred to as a "courtesy" application at some employing agencies. For this type of application packet, place the application forms for an individual together in front with all supporting documentation behind them in the order listed above. The applicant may submit one money order or cashier's check, placed on top of the applications, to cover all of the fees. One staple in the upper left-hand corner of the applications should be all that is required to secure the packet.

The induction program may submit multiple applications in one packet to the Commission. If each application has a separate cashier's check or money order for each individual, there is no limit to the number of applications that may be submitted at one time. If an induction program is submitting numerous application packets with one cover check, these steps should be followed:

- ☐ Put the individual applications in order following the Application Order and Checklist on page B-1;
- ☐ Bundle the applications (No more than 20 applications per check, please);
- ☐ Attach a cover memo to the top of the application bundle listing the applicants' names and fee amounts in the order that they are placed in the bundle; and
- ☐ Secure the check to the memo.

Application Submission Through Consortium or Multiple District Induction Program

Induction programs may be offered by school districts, county offices of education, private K-12 schools, and/or institutions of higher education. Consortiums (*school districts, county office(s) and school districts, or private schools)* or multiple district induction programs may find it difficult to process applications through a central office because of the size of the program or the distance teachers may be from the induction program office.

The Induction Program Sponsor may wish to have an agreement to file the applications through the teacher's local employing agency. This is an option that an employing agency may consider but is under no obligation. The ultimate responsibility for the submission of the application packet rests with the induction program sponsor to ensure that the appropriate verification of all requirements are met and are included with the application submitted to the Commission. Below are sample steps that an Induction Program Sponsor and an employing agency may use to file applications.

<u>Sample Steps for Filing Applications Through Employing Agency</u>

1) After completion of the induction program (following the procedures of the individual program), a certificate of completion (designed by the induction program) is sent to the teacher. The certificate lists the teacher's name, social security number, verification that the induction program was completed and that the Verification of Completion form (41-Induction) has been sent to the local employing agency with instructions on how to apply for the professional clear credential through the employing agency. Included in the letter is information on the four-month timeline in which the teacher must file for the credential. (See section on Issuance Date of Professional Clear Credential on page B-4).

2) On a monthly basis (or agreed upon timeline) the induction program sends the Verification of Completion form(s) (41-Induction) to the teacher's employing agency. A cover memo to the employing agency with the names of all the teachers for whom 41-Induction forms are included is attached.

3) Each teacher must apply for the professional clear credential through the employing agency. Each will need to bring their certificate of completion and submit a 41-4 application form, cashier's check or money order, and any additional documentation verifying completion of renewal requirements other than the induction program.

4) The employing agency will review the application packet and request additional materials from the teacher, if needed. The application packet will be submitted to the Commission within the four-month submission date timeline. The employing agency will send a monthly (or other agreed upon timeline) report to the induction program with the names, social security numbers, and the date that application(s) were submitted to the Commission for each teacher.

   If the materials needed to issue the document are not included in the application packet, the application will be returned to the Induction Program Sponsor not the employing agency that submitted the application. See page B-5 for additional information. The application may be resubmitted by the Induction Program Sponsor or the employing agency. The application packet should not be given to the teacher to return.

Authorized Signatory

Each approved Induction Program Sponsor must provide the name or names of individuals who will be the authorized signatory for professional clear applications submitted by the program. A form is sent from the Certification Division following Commission approval of the program requesting this information.

1) For a single district or county office of education sponsored induction program, this will be the district or county superintendent or his or her designee.
2) For an induction program that is a consortium of school districts or county office(s) of education and school districts, the superintendent or designee of the local education agency that is the Induction Program Sponsor must complete the form.
3) For programs sponsored by an Institution of Higher Education, the Dean or Director of Education will provide the appropriate name(s) for the college or university.
4) For programs sponsored by private K-12 schools, the individual legally authorized to sign documents on behalf of the organization or a designee will be responsible for submitting the appropriate name(s) for the program.

If there is a change in the individuals authorized to sign the Verification of Completion form, the induction program will need to submit the change in Authorized Signatory form to the Commission that may be found on page Appendix-2.

Credential Analyst/Contact Person

Each approved Induction Program Sponsor must provide the name or names of individuals who may be contacted if the Commission has questions regarding professional clear applications submitted by the program. A form is sent from the Certification Division following Commission approval of the program requesting this information. Periodic updates

on application processing procedures may also be sent from the Commission to the credential analyst/contact person. If there is a change in the contact person or credential analyst, the induction program will need to submit the change in Credential Analyst/Contact Person form to the Commission that may be found on page Appendix-3.

Fees

The current application fee is $55.00. Fees may be paid by cashier's check or money order payable to the California Commission Teacher Credentialing or CCTC. The Commission is a fee-supported agency. According to Title 5 §80487, fees are earned upon receipt. When an application for a credential is received, a Commission Credential Analyst evaluates and either grants, rejects or denies the application. Fees are valid for one year and are not refundable. If a credential candidate does not qualify for one credential, the fee may be used to apply for another credential within the year.

If you have questions concerning cashier checks or money orders, contact the Commission's Cashiering Unit at (916) 445-5535.

Issuance Date of Professional Clear Credential

The issuance date on a credential document is very important to employers who must be sure that a teacher's service in the classroom is covered by the credential and to induction programs that must submit applications in a timely manner. Therefore, it is important to be aware of Commission policies concerning the dating of credentials.

All requirements for a credential must be met prior to the issuance date. This includes all renewal requirements for the credential as well as a completed credential application form and payment of fees. The application must be submitted to the Commission by the induction program within the appropriate submission deadline. See below for additional information.

There are five key terms used by the Commission regarding credential dating:

Completion Date of Induction Program *(listed on 41-Induction form)* - The date that the final requirement in an approved professional induction program is met as determined by the induction program.

Expiration Date *(listed on the document)* - The last day a document is valid.

Fee Date - The date the application is received and processed by the Commission's Cashiering Unit.

Issuance Date *(listed on the document)* - The date the credential is initially valid. This date is based upon either the completion date of program as determined by the induction program or the fee date which is the day the Commission receives the application. The Commission will honor the completion date of program (established by the induction program) as the issuance date if the applicant is eligible for the document on the date indicated and the application was submitted within the established submission deadline.

Submission Deadline - Title 5 Regulation §80440 (b) and (c) establish that the application must be received by the Commission within four months after the requested issuance date

of the credential. If the application is received after the four-month time limit the date of issuance for the credential will become the fee date, which is the date the application was received by the Commission.

Rejected/Returned Applications

When an application is rejected (returned) for additional information or is denied because the applicant does not meet the minimum standards, the applications and all supporting materials are mailed with the first copy of the reject/denial letter to the Induction Program Sponsor. A second copy of the letter is sent to the county of employment (if applicable). The induction program must gather the appropriate materials requested and return the entire packet to the Commission in a timely manner. As noted in the Fee Section on page B-4, fees are valid for one year. The application may be resubmitted by the Induction Program Sponsor or the employing agency. The application packet should not be given to the teacher to return.

Temporary County Certificates and Employment

Temporary County Certificates, or as they are more commonly referred to, TCCs, are requested by school districts and issued by county offices of education when the school district needs to employ an individual while their application is being processed at the Commission. Education Code §44332 authorizes the issuance of Temporary County Certificates.

The induction program should establish a process with their local district and/or county office to file for TCCs, if applicable, for those individuals for whom they are verifying completion for professional clear credentials.

Verification of Completion Forms

Applications for professional clear credentials based on the completion of an approved induction program must be accompanied by a completed 41-Induction form signed by an authorized signatory for the induction program. ***Filing for the professional clear credential is a formal verification by the program and neither the original nor a copy of the form should be given to the candidate. The candidate MAY NOT file for the professional clear credential directly to the Commission.***

Videotape for New Personnel

New personnel are encouraged to order the 27-minute training video "The CCTC and You: Off to a Good Start". The cost is $9.25 plus tax and shipping and handling. Contact:

Lynn Orr, AUA Digital Productions
1016 23rd Street #200
Sacramento, CA 95816
(916) 446-8152

C. Professional Clear Credentials

Adding an Additional Authorization with Application for Professional Clear Credential

An applicant may wish to apply for a supplementary authorization or to add an additional major subject at the same time as applying for their professional clear on the basis of completion of an induction program. The 41-4 application form will need to indicate the supplementary subject(s) and/or additional major subject requested and official transcripts of the course work will need to be submitted with the application packet. If the applicant passed an examination to qualify for an additional subject, a copy of the examination report must accompany the application packet.

Authorizations Previously Listed on Document

If the individual's preliminary multiple or single subject credential listed a supplementary authorization or an emphasis area such as CLAD or BCLAD, the authorization will automatically be listed on the professional clear credential.

Corrections

If an error is discovered on a document issued by the Commission, either by the applicant or the induction program, the following should be done:

1) write a letter to the Commission describing the error;
2) attach copies of the materials supporting the applicant's eligibility for the authorization if the request for correction requires reevaluation of an applicant's eligibility for a document or specific authorization;
3) include the original document, and county copy (if possible). If the original document has been lost or destroyed, the applicant must submit a signed and dated statement attesting to that fact; and
4) submit the materials to the Commission for processing.

If the requested change is to correct the issuance date on the document, the induction program must write the letter. The applicant or the induction program may request changes such as correction of the name or social security number but it is best that the request originate from the induction program. The Commission recommends that induction programs retain copies of the application form, verification of completion form, and supporting materials. These items, if necessary, should accompany the request for correction to aid the Commission in honoring the request. Corrected documents have the notation "Correction of ____ (original document number)" below the new document number to alert employers to remove the previous, incorrect document information from their files.

The Commission does not charge a fee to correct a document when the error is determined to be the fault of the Commission. However, if the error is determined to be the fault of the applicant, the Commission charges half of the current application fee for correction of the document. Occasionally, a document is returned for correction and the reviewing Commission Credential Analyst finds that the document is issued correctly. In these cases the document is returned to the credential holder or institution with an explanation as to why the document was determined to be correct.

Mailing of Professional Clear Documents

Documents issued on the basis of a verification of completion by a Commission-approved Induction Program will be mailed to the applicant with the exception if a college or university is the induction program. In this case, the original and county copy of the document will be mailed to the college or university. If a county of employment is indicated on the application form, the county copy will be forwarded to the county office. Otherwise, the applicant will receive the original and the county copy. The "County Copy" of the document is intended for registration at the county office.

Since the document will be mailed in most cases to the applicant, it is important that the address listed on the application be up-to-date.

Name Change on a Document

An applicant may have their name changed on their multiple or single subject credential document at the time the document is being issued without an additional fee. To change the name on a document that is being renewed, the applicant must submit the materials required for renewal of the document, including the application form, the verification of completion form, the fee, and all supporting documentation. The applicant's new name should be written in the "applicant's full legal name" section of the application form and the applicant's former name(s) written in the "all former/maiden name(s)" section of the application form.

Ornate Credential Certificate

In February 2001, the Commission began issuing an Ornate Credential Certificate to educators receiving their initial professional clear credential. The ornate document will be mailed with the original document. The Certificate has a gold colored border, gold colored California State Seal, and is suitable for framing. The Certificate is not a legal document and should not be accepted as one.

Professional Growth Manual

The Commission includes a Professional Growth Manual when the initial professional clear multiple or single subject credential is mailed to the credential holder. Individuals are advised to retain their Professional Growth Manuals for future reference when necessary. The Professional Growth Manual can be downloaded from the Commission's web site at http://www.ctc.ca.gov/credentialinfo/manuals_handbooks/PG_Manual_MultSingSubj.pdf

Replacements

The Commission will replace a document that was issued but the applicant never received. An additional fee is not required if the applicant applies for a "replacement" of the document within one year of the date it was originally mailed by the Commission. If more than one year passes before the applicant applies for a replacement, the applicant must submit the required fee for a duplicate document (half the current application fee). In order to receive a replacement professional clear document, the applicant must submit the following:

1) complete Request for Duplicate or Replacement Document form (CL-566) which may be found at http://www.ctc.ca.gov/credentialinfo/leaflets/cl566.pdf, including signed certification that the original document was never received; and

2) if the professional clear application was originally submitted through an approved college or university induction program, the second subsection of the Request for Replacement Document must be completed by an authorized person at that approved college or university induction program before the Commission can respond to the request for replacement.

The document will be mailed to the applicant if the applied according to the first scenario above or to the college or university under the second scenario.

D. Options to Renew Ryan and SB 2042 Credentials

California-Trained Ryan Teachers

The Commission is currently transitioning from Ryan multiple and single subject teacher preparation programs to SB 2042 programs. After January 1, 2004, candidates may no longer be admitted to a Ryan teacher preparation program though candidates will be completing requirements and qualifying for Ryan preliminary and professional clear credentials for a number of years. Colleges and universities will be offering both Ryan and SB 2042 programs for a few years.

The Ryan Credential is a two-tier credential with specific requirements for each tier. However, there is flexibility in which tier some of the requirements may be completed such as health education and special education. The chart below illustrates the requirements to obtain a Ryan multiple or single subject credential through an approved California college or university program.

California-Trained Ryan Credential

Five Year Preliminary	Professional Clear
Bachelor's Degree, CBEST, Teacher Preparation Program including Student Teaching, U.S. Constitution, Developing English Language Skills, including Reading, RICA *(for Multiple Subject only)*, Subject-Matter Competence, and Foundational Computer Education *Foundational Teaching English Learners is required if the individual was enrolled in the program after 7/1/02*	Fifth Year of Study OR BTSA *(see page A-2 if using this option)* and, if applicable, Health Education including CPR, Special Education, Advanced Computer Education, and after 7/1/05, Advanced Teaching English Learners required if no English Learner authorization is held *(see CIA 04-03)* OR Commission-approved Professional Teacher Induction Program and, if applicable, CPR component of health
Note: The health education including CPR, special education, and advanced computer education requirements may be met for the preliminary OR professional clear level. Also the fifth year of study may be completed prior to and/or after the issuance of the preliminary credential. Individual may qualify for professional clear without holding a preliminary.	

Candidates for the Ryan multiple or single subject credential who complete their teacher preparation through a Commission-accredited program in California must be recommended for the credential through a college or university credentials office. The preliminary credential is issued for a maximum of five years. Individuals who complete a teacher preparation program and receive a Ryan five-year preliminary credential with an issuance date of January 1, 1999 or after must earn a professional clear credential by completing one of three options:

1) Commission-approved Professional Teacher Induction Program AND, if not completed for the preliminary, the CPR component of the health education requirement; OR
2) BTSA Program (can no longer initially enroll in BTSA but may complete program and apply for credential after 1/1/04) AND, if not completed for the preliminary, health

education including CPR, special education, computer education; and after 7/1/05, advanced teaching English learners if no English learner authorization is held *(see CIA 04-03)*; OR

- 3) Fifth year of study AND, if not completed for the preliminary, health education including CPR, special education, computer education; and after 7/1/05, advanced teaching English learners if no English learner authorization is held *(see CIA 04-03*).

These options are outlined on the chart on page Appendix–6. Details of each option may be found on the chart on pages Appendix–7 to 8. Ryan multiple and single subject credentials documents issued for California-trained teachers between 1999 and early 2003 did not reflect all the current renewal options available to credential holders. Refer to the chart on page Appendix–5 for a list of currently and previously used renewal codes.

California-Trained SB 2042 Teachers

In 1998, the Commission launched an extensive standards and assessment development effort designed to improve the preparation of K-12 teachers which resulted in the Commission-sponsored legislation in 1998 of SB 2042 (Alpert/Mazzoni). Education Code §44259 outlines the requirements for teachers to obtain SB 2042 multiple and single subject credentials.

The SB 2042 credential is a two-tier credential with specific requirements for each tier. Candidates for the multiple or single subject credential who complete their teacher preparation through a Commission-accredited program in California must be recommended for the credential through their college or university credentials office. The credential is initially issued as a preliminary for a maximum of five years. The chart below illustrates the requirements to obtain an SB 2042 multiple or single subject credential through an approved California college or university program.

California-Trained SB 2042 Credential

Five Year Preliminary	Professional Clear
Bachelor's Degree, CBEST, Teacher Preparation Program including Student Teaching, U.S. Constitution, Developing English Language Skills, including Reading, RICA *(for Multiple Subject only)*, Subject-Matter Competence, Foundational Health Education including CPR, Foundational Special Populations, Foundational Computer Education, and Foundational Teaching English Learners	Fifth Year of Study OR BTSA *(see page A-2 if using this option)* and Advanced Health Education, Advanced Special Populations, Advanced Computer Education and, after 7/1/05, Advanced Teaching English Learners *(see CIA 04-03)* OR Commission-approved Professional Teacher Induction Program

Individuals who complete an SB 2042 teacher preparation program and receive a five-year preliminary credential must earn a professional clear credential by completing one of three options:

1) Commission-approved Professional Teacher Induction Program (the induction program includes the advanced study of health education, special populations, computer technology, and teaching English learners); OR
2) BTSA Program (can no longer initially enroll in BTSA but may complete program and apply for credential after 1/1/04) AND Commission-approved advanced study of health education, special populations, computer technology, and after 7/1/05, advanced teaching English learners; OR
3) Commission-accredited Fifth Year of Study Program including Commission-approved advanced study of health education, special populations, computer technology, and (after 7/1/05) teaching English learners.

These options are outlined in the chart on page Appendix–6. Details of each option may be found on the chart on pages Appendix–9. Only one renewal code has been used on SB 2042 documents as shown on the chart on page Appendix–5.

Out-of-State or Out-of-Country Trained Ryan Teachers

Teachers who complete their elementary or secondary teacher preparation outside of California may apply directly to the Commission for their initial credential. The credentialing process in California is comprised of a sequence of requirements. The preliminary credential is issued for a maximum of five years. California has five options for an out-of-state teacher to qualify for the multiple or single subject teaching credential which are illustrated on the diagram on the following page. It is important to note that not all the options are available to out-of-country-trained teachers such as the experience or comparability routes. Individuals have five years to complete the requirements and qualify for the professional clear. Options to renew the preliminary credential for out-of-state and out-of-country-trained teachers are different than California-trained Ryan and SB 2042 credential holders.

Out-of-state teachers with three to four years of experience may complete either the BTSA or Induction Program. CBEST may also be required *(within first year of issuance).* Out-of-state teachers with five or more years of experience must complete 150 clock hours aligned with California Standards for the Teaching Profession. CBEST may also be required *(within first year of issuance).* These options do not apply to out-of-country trained teachers as they may not apply for the credential via the experience route.

All other out-of-state and out-of-country trained teachers must earn a professional clear credential by completing one of three options:

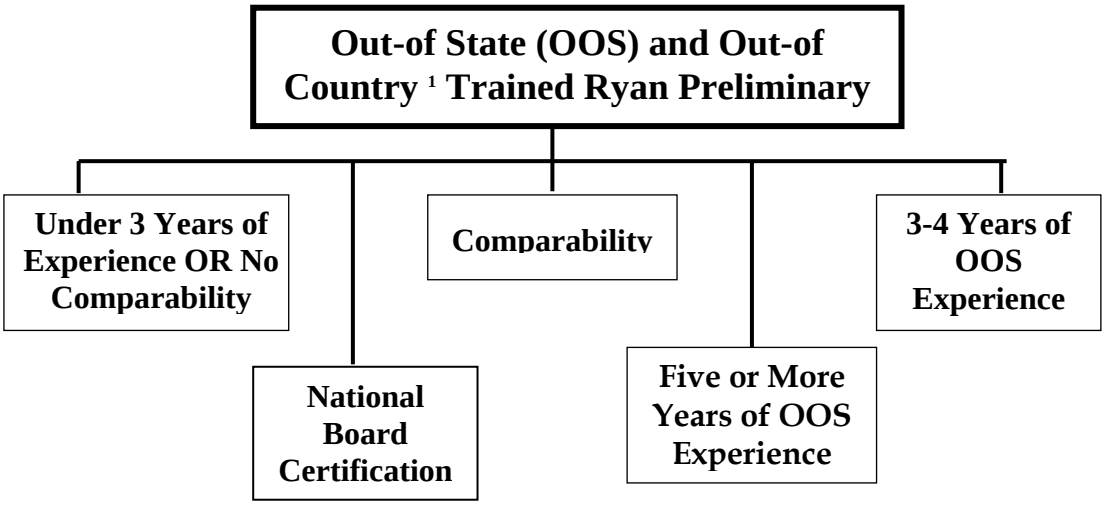
1) Commission-approved Professional Teacher Induction Program*; OR
2) BTSA Program (can no longer initially enroll in BTSA but may complete program and apply for credential after 1/1/04) AND, if not completed for the preliminary, health education including CPR, special education, and foundational/advanced computer education *****; OR

- 3) Fifth year of study AND, if not completed for the preliminary, health education including CPR, special education, and foundational/advanced computer education *.

  * May also need to complete requirements such as CBEST *(within first year of issuance)*, developing English language skills, including reading, US Constitution, and subject matter competence.

These options are outlined in the chart on page Appendix–6. Details of each option may be found on the chart on pages Appendix–10 to 12.

Multiple and single subject credential documents issued for out-of-state and out-of-country-trained teachers between 1999 and early 2003, did not reflect all the current renewal options available to credential holders. Refer to the chart on page Appendix–5 for a list of current and previously used renewal codes.



[1] Note that the comparability and experience routes are not available to the out-of-country trained teacher.

APPENDIX

TABLE OF CONTENTS

References.....1

Forms

Change in Authorized Signatory.....2

Change in Credential Analyst/Contact Person.....3

41-Induction Verification of Completion Form.....4

Charts

Renewal Codes on Multiple and Single Subject Credentials 5

Options to Obtain a Professional Clear Multiple or Single Subject Credential 6

Renewal Requirements for California -Trained Ryan Holders 7

Renewal Requirements for California-Trained SB 2042 Holders 9

Renewal Requirements for Out-of-State and Out-of-Country Trained Ryan Holders 10

References

Information Leaflets

Approved Subject Matter Programs Chart - http://134.186.81.78/CAW_CIG/FMPro?-DB=CIG_SubjMatt_new.fp5&-Format=WWW-NewSubjIndex_school.html&-Error=WWW-NewSubjIndex_schoolError.html&-Max=ALL&-Find

California–Trained Ryan or SB 2042 Multiple Subject – http://www.ctc.ca.gov/credentialinfo/leaflets/cl561c.html

California–Trained Ryan or SB 2042 Single Subject - http://www.ctc.ca.gov/credentialinfo/leaflets/cl560c.html

CBEST - http://www.ctc.ca.gov/credentialinfo/leaflets/cl667.html

Commission-Approved Induction Programs - http://134.186.81.78/CAW_CIG/FMPro?-DB=InductionProgramDistricts.fp5&-Format=InductionProgramDistricts.html&-lay=data&-sortfield=districtforsearches&-Max=all&-FindAll OR from the BTSA web page link: http://info.ctc.ca.gov/BTSA/FMPro?-DB=PSD_BTSA_Directors.fp5&-Format=BTSAContact.html&-Error=BTSA_nocontact.html&-Max=All&-token=0&-View and click on Cluster where program is located.

Examination Information - http://www.ctc.ca.gov/credentialinfo/leaflets/cl818.html

Institutions of Higher Education Contact Numbers- http://www.ctc.ca.gov/credentialinfo/leaflets/cl402.html

Out-of-State and Out-of-Country–Trained Ryan Multiple Subject – http://www.ctc.ca.gov/credentialinfo/leaflets/cl561.html

Out-of-State and Out-of-Country–Trained Ryan Single Subject – http://www.ctc.ca.gov/credentialinfo/leaflets/cl560.html

Survey of Approved Credential Courses - http://www.ctc.ca.gov/credentialinfo/cig/Credential-Course-Work.pdf

Verifying Subject Matter Competence for Multiple Subject – http://www.ctc.ca.gov/credentialinfo/leaflets/cl674m.html

Verifying Subject Matter Competence for Single Subject– http://www.ctc.ca.gov/credentialinfo/leaflets/cl674s.pdf

NOTE: Web links are subject to change; check Commission's web page at www.ctc.ca.gov under Credential Information if link does not work

Change In Authorized Signatory For Induction Programs

Date: _____

To: California Commission on Teacher Credentialing
Box 944270 (1900 Capitol Avenue)
Sacramento, CA 94244-2700
ATTN: Donna Nakamura

From: _____
Name of Induction Program Sponsor

_____
Name of Individual Completing Form

_____
Title

Note: 1) For a single district or county office of education sponsored Induction Program, this form must be completed by the district or county superintendent or his or her designee.
2) For an Induction Program that is a consortium of school districts, or county office(s) of education and school districts, the superintendent or designee of the local education agency that is the Program Sponsor must complete the form.
3) For programs sponsored by an Institution of Higher Education, the Dean or Director of Education will provide the appropriate name(s) for the college or university.
4) For programs sponsored by private K-12 schools, the individual legally authorized to sign documents on behalf of the organization or a designee will be responsible for submitting the appropriate name(s) for the program.

Please change the listing of individual(s) authorized to sign verification of completion forms for the Induction Program above to read as follows:

Add the following:

1. _____ _____
Name of Individual (please print) *Title*

_____
Signature

2. _____ _____
Name of Individual (please print) *Title*

_____
Signature

3. _____ _____
Name of Individual (please print) *Title*

_____
Signature

Delete the following names:

_____ _____

_____ _____

NOTE: Please submit this form to the Commission as soon as the person is authorized to sign verification of completion forms.

If name, address or telephone number of your credential analyst/contact person has also changed, please submit a " Change in Credential Analyst" form.

6/04

Change in Induction Program Credential Analyst/Contact Person

Date: _____

To: California Commission on Teacher Credentialing
Box 944270 (1900 Capitol Avenue)
Sacramento, CA 94244-2700
ATTN: Donna Nakamura

From: _____
Name of Induction Program Sponsor

_____
Name of Individual Completing Form

_____
Title

Please make the following change(s):

Credential Analyst(s)/Contact Person :

1. ☐ *add* ☐ *delete* _____
name *title*

Address _____

_____

_____

Published Telephone Number(s) _____

Published Fax Number(s) _____

Published E-Mail Address _____

2. ☐ *add* ☐ *delete* _____
name *title*

Address _____

_____

_____

Published Telephone Number(s) _____

Published Fax Number(s) _____

Published E-Mail Address _____

NOTE: If there is a change in the person(s) authorized to sign Verification of Completion forms, please also submit a "Change in Authorized Signatory" form

6/04

Verification of Completion Form (41-Induction)

Multiple and Single Subject Only

This form is to be completed by a Commission-approved Professional Teacher Induction Program Sponsor and submitted to the CCTC with the application form (41-4) and appropriate fees. **If verifying completion for both a Multiple and Single Subject Credential, please use a separate form for each.**

Approved Induction Program Sponsor: _____

Name of Applicant:_____
First Middle Last

Social Security Number:_____

Type of Credential:

Multiple Subject

Single Subject Subject (s) _____

_____

Completion Date of Induction Program:_____

As the authorized representative of a Commission-approved Professional Teacher Induction Program, I have reviewed the applicant's application, preparation, and certify that the applicant has completed the Commission-approved Induction Program requirements for the Multiple or Single Subject Teaching Credential.

Signature: _____Date: _____

Name_____

Title: _____

Contact Phone Number_____

E-mail Address: _____

This information may be computer generated. Please send a draft of the computer format to the Certification, Assignment and Waivers Division (attn: Donna Nakamura) for approval before implementing a new format.

41-Induction (6/04)

Renewal Codes on Documents

Note: Review document to verify renewal code(s). If not currently used code, see previously used codes description.

MS/SS Credential	Current Renewal Codes	Previously Used Renewal Codes (Since 1999)
California-Trained Ryan	**R14R** (lists all options of induction, fifth year or BTSA) and **R14T** (lists specific requirements needed for the individual credential holder which must be applied to list in R14R code) *Credential holder may either complete induction, if document was initially issued after 1/1/99, and, if not completed for preliminary, CPR component of health OR fifth year/BTSA and applicable courses not completed for the preliminary credential*	**R14C** (lists no specifics renewal requirements but advised credential holder to work with an IHE to complete requirements as that was the only option available at the time the document was issued) *Credential holder may either complete induction, if document was initially issued after 1/1/99, and, if not completed for preliminary, CPR component of health OR fifth year/BTSA and applicable courses not completed for preliminary credential* *Induction program will need to work with the IHE where the teacher completed their preliminary program for information on the additional course work that needs to be completed (health, special education, etc)*
California-Trained SB 2042	**R14S** (lists options of completing induction OR fifth year/BTSA and advanced course work)	*No previous renewal codes used*
Out-of-State or Out-of-Country Trained Ryan	**RC** (listed only if CBEST was not passed prior to issuance of the preliminary credential; must be passed within one year of issuance date) **R14D** (lists all options of induction, fifth year or BTSA as well as reading, Constitution, and subject matter, if needed) and **R14T** (lists specific requirements needed for the individual credential holder which must be applied to list in R14D code) *Credential holder may either complete induction OR fifth year/BTSA and applicable courses not completed for the preliminary* *CBEST, reading, Constitution, and subject matter may also need to be completed*	**R11Z** (listed only if CBEST was not passed prior to issuance of the preliminary credential; must be passed within one year of issuance date) **R14** (lists options of induction or BTSA/fifth year and applicable courses not completed for the preliminary credential as well as reading, Constitution, and subject matter, if needed) **R12D** (lists options of induction or BTSA/fifth year and applicable courses not completed for the preliminary credential as well as reading, Constitution, and subject matter, if needed) *Credential holder may either complete induction OR fifth year/BTSA and applicable courses not completed for the preliminary credential* *CBEST, reading, Constitution, and subject matter may also need to be completed*

Options to Obtain a Professional Clear Multiple or Single Subject Teaching Credential

See Section D of this Manual for additional information on the options to obtain a professional clear credential. If the individual does not complete the induction program, they may complete the renewal requirements listed in the "Other Renewal Options" column.

Credential Type	Complete Approved Induction Program	Other Renewal Options
California-Trained Ryan Five-Year Preliminary	Yes and CPR component of health education if not completed for preliminary Document must be initially issued 1/1/99 or later to use the Induction Program option	• BTSA Program and, if applicable, health education including CPR, special education, and computer education; after 7/1/05, advanced teaching English learners required if no English learner authorization is held *(see CIA 04-03)*; document must be initially issued 1/1/99 or later to use this option; OR • Fifth year of study and, if applicable, health education including CPR, special education, and advanced computer education; after 7/1/05, advanced teaching English learners required if no English learner authorization is held *(see CIA 04-03)*
California-Trained SB 2042 Five-Year Preliminary	Yes	• BTSA Program and, after issuance of preliminary, advanced study of health education, special populations, and computer technology; after 7/1/05, advanced teaching English learners required; OR • Fifth year of study and, after issuance of preliminary, advanced study of health education, special populations, and computer technology; after 7/1/05, advanced teaching English learners required
Out-of-State or Out-of-Country Trained Ryan Five-Year Preliminary	Yes, unless document was issued based on five years of out-of-state teaching experience *(see "other renewal options" column)* May also need to complete requirements such as CBEST *(within first year of issuance)*, developing English language skills, including reading, US Constitution, and subject matter competence	• BTSA Program and, if applicable, health education including CPR, special education, and foundational/advanced computer education; may also need to complete requirements such as CBEST *(within first year of issuance)*, developing English language skills, including reading, US Constitution, and subject matter competence; OR • Fifth year of study and, if applicable, health education including CPR, special education, and foundational/advanced computer education; may also need to complete requirements such as CBEST *(within first year of issuance)*, developing English language skills, including reading, US Constitution, and subject matter competence • Out-of-state trained teachers with three to four years of experience may complete either BTSA or Induction Program; CBEST may also be required *(within first year of issuance);* does not apply to out-of-country trained • Out-of-state trained teachers with five or more years of experience must complete 150 clock hours aligned with California Standards for the Teaching Profession; CBEST may also be required *(within first year of issuance;* does not apply to out-of-country trained

Renewal Requirements for California-Trained Preliminary Ryan MS/SS Credential Document Initially Issued 1/1/99 or After

Requirement	Needed for Professional Clear	Options to Complete *	Notes
Induction Program	Yes, not needed if fifth year or BTSA completed	Verification of completion submitted through Commission-approved Induction Program	Does not require completion of separate course work (special education, etc) which are included in induction but CPR may still be needed if health education not completed for preliminary
Fifth Year of Study	Yes, all or part may have been completed for preliminary; not needed if induction or BTSA completed	May be completed in CA or OOS before and/or after preliminary If completed in CA, requires recommendation of CA IHE; if completed OOS may apply direct	If not completed for preliminary, course work in health education including CPR, special education, advanced computer education, and, after 7/1/05, advanced teaching English learners is needed if no English learner authorization is held *(see CIA 04-03)*
BTSA Program	Yes, not needed if fifth year or induction completed	Verification of completion submitted through approved BTSA program	As of 1/1/04, cannot initially enroll in BTSA but may complete program and apply for credential after 1/1/04; if not completed for preliminary, course work in health education including CPR, special education, advanced computer education, and, after 7/1/05, advanced teaching English learners is needed if no English learner authorization is held *(see CIA 04-03)*
Health Education including CPR **	Yes, may have been completed for preliminary	Approved course at CA IHE OR a community college OR OOS *(if course covers all components-see glossary)*; CPR completed separately or part of IHE course	Course not needed if teacher completes induction but CPR needed; if OOS course, must be approved by IHE if fifth year completed in CA; submit a copy of OOS course description for evaluation purposes if applying direct to CCTC
Special Education **	Yes, may have been completed for preliminary	Approved course at CA IHE OR OOS *(if course covers all components-see glossary)*	Course not needed if teacher completes induction; if OOS course, must be approved by IHE if fifth year completed in CA; submit a copy of the OOS course description for evaluation purposes if applying direct to CCTC

California-Trained Preliminary Ryan Renewal Requirements, Continued

Requirement	Needed for Professional Clear	Options to Complete *	Notes
Advanced Computer Education **	Yes, may have been completed for preliminary	Approved course at CA IHE OR OOS *(if course covers all components- see glossary)*	Course not needed if teacher completes iInduction; if OOS course, must be approved by IHE if fifth year completed in CA; submit a copy of the OOS course description for evaluation purposes if applying direct to CCTC If document was issued between 1/1/99 and 7/1/2002, individual was required to only complete foundational level computer education for professional clear credential (advanced computer education was added to statute 7/1/2002)
Advanced Teaching English Learners **	Yes, after 7/1/05 if teacher does not hold an EL authorization *(see CIA 04-03)*	Approved course at CA IHE OR OOS *(if course covers all components- see glossary)*	Course not needed if teacher completes induction; if OOS course, must be approved by IHE if fifth year completed in CA; submit a copy of the OOS course description for evaluation purposes if applying direct to CCTC

* Individual may also verify National Board Certification for renewal.

** If an individual completed a fifth year of study for the preliminary credential (not listed as a renewal requirement on document), the individual may complete the applicable separate course work (health education, special education, etc) and apply directly to the Commission for the professional clear.

Renewal Requirements for SB 2042 Preliminary Ryan MS/SS Credential

Requirement	Needed for Professional Clear	Options to Complete *	Notes
Induction Program	Yes, not needed if fifth year or BTSA completed	Verification of completion submitted through Commission-approved Induction Program	Does not require completion of separate advanced course work (health, special populations, etc) as they are included in induction program
Fifth Year of Study Program	Yes, all or part may have been completed for preliminary; not needed if induction or BTSA completed	May be completed in California OR OOS before and/or after preliminary is issued	Commission-approved fifth year of study program at a California college or university must include advanced course work in health education, special populations, computer education, and, after 7/1/2005, teaching English learners; if fifth year completed in CA, requires recommendation of CA IHE; if completed OOS may apply direct to CCTC
BTSA Program	Yes, not needed if fifth year or induction completed	Verification of completion submitted through approved BTSA program	As of 1/1/04, cannot initially enroll in BTSA but may complete program and apply for credential after 1/1/04; advanced course work in health, special populations, computer education, and, after 7/1/05, teaching English learners is also needed
Advanced Health Education	Yes	Approved course at CA IHE	Content not needed if teacher completes induction Advanced level content must be completed after issuance of the preliminary credential
Advanced Special Populations	Yes		
Advanced Computer Education	Yes		
Advanced Teaching English Learners	Yes after 7/1/05		

* May also verify National Board Certification for renewal.

Renewal Requirements for Out-of-State or Out-of-Country Trained Preliminary Ryan MS/SS Credential

Requirement	Needed for Professional Clear	Options to Complete *	Notes
CBEST	Yes, if required, must be passed within first year of issuance of preliminary credential	Pass Commission-approved exam	Document inactivated if CBEST not passed within first year; document reactivated when CBEST is passed and document has not expired
U.S. Constitution	Yes, may have been completed for preliminary OR requirement may have been waived based on experience, comparability, or interstate agreement	College level examination OR two semester unit course at community college, CA IHE or OOS *(if course covers all components - see glossary)*	States with an Interstate Agreement and states where comparability has been found are two separate lists; submit a copy of the OOS course description for evaluation purposes if applying direct to CCTC; not included in induction program
Developing English Language Skills, including Reading	Yes, may have been completed for preliminary OR requirement may have been waived based on experience or comparability	*MS* - approved course at CA IHE OR OOS *(if course covers all components - see glossary)* OR passage of RICA *SS* - approved course at CA IHE OR OOS *(if course covers all components - see glossary)*	Only MS holders have option of passing RICA or completing a course; submit a copy of the OOS course description for evaluation purposes if applying direct to CCTC; not included in induction program
Subject-Matter Competence	Yes, may have been completed for preliminary OR requirement may have been waived based on experience or comparability	Pass appropriate Commission-approved examination(s) OR obtain verification of completion of an equivalent Commission-approved subject-matter competence program from CA IHE	For MS, program option is only available to holders of preliminary credentials based on an OOS program prior to 7/1/2004 and must be completed prior to the expiration date of the preliminary credential The availability of elementary subject matter programs at CA IHEs may be limited as IHEs may phase out programs in 2004; no limitation on SS programs; not included in induction program

Out-of-State or Out-of-Country-Trained Preliminary Ryan Renewal Requirements, Continued

Requirement	Needed for Professional Clear	Options to Complete *	Notes
Induction Program	Yes, not needed if fifth year or BTSA completed OR waived based on experience	Verification of completion submitted through Commission-approved Induction Program	Does not require completion of separate course work (health, special education, etc) as they are included in induction program but CPR may still be needed if health not completed for preliminary
Fifth Year of Study	Yes, all or part may have been completed for preliminary OR requirement may have been waived based on experience; not needed if induction or BTSA completed	May be completed in California OR OOS before and/or after preliminary If completed in CA, requires recommendation of CA IHE; if completed OOS may apply direct to CCTC	Course work in health including CPR, special education, and computer education also needed if not completed for preliminary
BTSA Program	Yes, not needed if fifth year or induction completed OR waived based on experience	Verification of completion submitted through approved BTSA program	As of 1/1/04, cannot initially enroll in BTSA but may complete program and apply for credential after 1/1/04; if not completed for preliminary, course work in health including CPR, special education, and computer education is also needed
Health Education including CPR**	Yes, may have been completed for preliminary OR waived based on experience or comparability	Approved course at CA IHE OR at a community college OR OOS *(if course covers all components - see glossary)*; CPR completed separately or part of CA IHE course	Course not needed if teacher completes induction but CPR still needed; if OOS course, must be approved by IHE if fifth year completed in CA; submit a copy of the OOS course description for evaluation purposes if applying direct to CCTC
Special Education**	Yes, may have been completed for preliminary OR waived based on experience or comparability	Approved course at CA IHE OR OOS *(if course covers all components - see glossary)*	Course not needed if teacher completes induction; if OOS course, must be approved by IHE if fifth year completed in CA; submit a copy of OOS course description for evaluation purposes if applying direct to CCTC

Out-of-State or Out-of-Country-Trained Preliminary Ryan Renewal Requirements, Continued

Requirement	Needed for Professional Clear	Options to Complete *	Notes
Foundational Computer Education**	Yes, may have been completed for preliminary OR waived based on experience or comparability	Approved course at CA IHE OR OOS *(if course covers all components - see glossary)* OR passing score on the Preliminary Education Technology Test	Course not needed if teacher completes induction; if OOS course, must be approved by IHE if fifth year completed in CA; submit a copy of the OOS course description for evaluation purposes if applying direct to CCTC
Advanced Computer Education**	Yes, may have been completed for preliminary OR waived based on experience	Approved course at CA IHE OROOS (*if course covers all components - see glossary)*	Course not needed if teacher completes induction; if OOS course, must be approved by IHE if fifth year completed in CA; submit a copy of the OOS course description for evaluation purposes if applying direct to CCTC
Advanced Teaching English Learners**	No	Not applicable	Not applicable

* Individual may also verify National Board Certification for renewal.

** If an individual completes a fifth year of study for the preliminary credential (not listed as a renewal requirement on document), the individual may complete the applicable separate course work (health education, special education, etc), and other renewal requirements listed as needed (Constitution, reading, and subject matter) and apply directly to the Commission for the professional clear.

If a course such as reading, health education, computer education, etc. was completed at a California college or university, you may check to see if it an approved course at the IHE by reviewing the list at the link on the CIG for Survey of Approved Courses. See page Appendix-1 for the link.

Index

Topic	*Page*
Adding an Additional Authorization to Professional Clear Credential	C-1
Application Forms	
How to Order Supply	B-1
How to Complete	B-1
Submitting Multiple Applications for One Person	B-2
Application Order and Check List	B-1
Authorizations Previously Listed on Document	C-1
Authorized Signatory	B-3, Appendix-2
California-Trained Ryan Holders	D-1, Appendix-6 and 7 to 8
California-Trained SB 2042 Holders	D-2 to 3, Appendix-6 and 9
CAWNews	v
CCTC's Responsibility	A-1
Completion Date of Induction Program	B-4
Corrections of Documents	C-1
Credential Analyst/Contact Person	B-3, Appendix-3
Credential Information Guide	v
Employment	B-4
ENews	v
Expiration Date	B-4
Fee Date	B-4
Fees	B-4
Glossary of Terms	i to ii
Induction Program CCTC Contact	
Email	iv
Telephone	iv
Induction Program Sponsor Role	A-2
Issuance Date	B-4
Mailing of Documents	C-2
Mobility Between Induction Programs	A-2
Name Change	C-2
Ornate Credential Certificate	C-2
Out-of-State or Out-of-Country Trained Ryan Holders	D-3 to 4, Appendix-6 and 10 to 12
Professional Growth Manual	C-2

Topic	***Page***
Rejected/Returned Applications	B-5
Renewal Codes	Appendix-5
Replacement of Documents	C-2
Restructured Credential Program	A-1
Submission Deadline	B-4
Submission Through Consortium or Multiple District Program	B-2 to 3
Temporary County Certificates (TCCs)	B-5
Transition from BTSA to Induction Programs	A-2
Verification of Completion Form (41-Induction)	B-5, Appendix-4
Videotape for New Personnel	B-5