

WHAT YOU MUST KNOW TO BECOME A TEACHER

NATIONAL UNIVERSITY
SCHOOL OF EDUCATION

Multiple and Single Subject Teacher
Education Credential Programs.



No. 2



The University of Values



NATIONAL UNIVERSITY
OFFERS TEACHING
CREDENTIALS IN MULTIPLE
AND SINGLE SUBJECTS.

An Overview of the Credential Process

Step One:

Getting Started

Welcome to National University's credential program. In California, the credential process is regulated by the Commission on Teacher Credentialing (CTC). This packet contains information that will provide you with a clear picture of the program and requirements you need to meet to be eligible for a teaching credential.

1. The process begins with enrolling into a School of Education credential program and providing proof of a conferred bachelor's degree with a minimum 2.5 GPA from a regionally accredited Institution of Higher Education (IHE). Candidates with a non-US bachelor's degree must have their degree evaluated by a CTC- approved international agency before being admitted and starting the first course (see Admissions Advisor).
2. To ensure you are educated on key requirements you must attend a **credential orientation** within 30 days of enrollment. At this orientation you will complete a candidate statement and obtain a faculty signature for admission to the School of Education.
3. The first form you must complete is the **Acknowledgement of Terms and Agreements for a Teacher Education Credential** (RP-1). This document outlines your obligations and includes most of the procedural regulations related to your credential program. Carefully read and initial all items, sign the form, and return it to your National University Credential Advisor. Be sure to keep a copy as you may wish to refer to it later.

4. Next, you must begin to collect your documents. Under **Step Two: Determining Eligibility** you will find the list of documents you must provide in order to be considered for student teaching. You will not be able to move ahead until the University has all of the documents.
5. **You must be fingerprinted or have current prints on file.** In order to participate in the field components of your theory and methods coursework, as well as student teaching, you must have fingerprint clearance. If you hold an emergency substitute permit, California credential, or a Certificate of Clearance, then you already have fingerprint clearance.

If you do not, the CTC requires that you obtain a Certificate of Clearance by completing a fingerprint process, and filing your application for a Certificate of Clearance online directly with the CTC. In addition to the fee for the fingerprints, there is a \$29.50 fee that must be paid with a valid credit card. The billing address submitted on the CTC website must match the billing address on the credit card used. Detailed information is available on the **Certificate of Clearance Application Process form** (RP-3).

Step Two:

Determining Eligibility

Before beginning any part of student teaching, candidates must meet the following requirements:

- Verification of the Basic Skills Assessment
- Verification of Subject Matter Competency
- Possession of fingerprint clearance
- Verification of a negative tuberculin (TB) examination taken within the last four years
- Completion of all credential coursework with a 3.0 GPA; "D" and "F" grades are not accepted
- Zero account balance

In order to be eligible for student teaching placement you must meet all of the above requirements and turn in all documentation to your credential advisor 90 days prior to the semester you want to student teach. Please see your credential advisor for the specific deadline dates for student teaching in your region. Any documents turned in after these dates will be submitted for consideration; however, placement is not guaranteed.

Multiple/Single Subject Student Teaching Chart

TED629 Student Teaching Seminar- Meets 27 hours over the entire semester. All sessions are mandatory regardless of having an approved Student Teaching Equivalency.

		TED630A	TED630B	TED630C	TED630D
1 FULL SEMESTER		Approximately 4 weeks	Approximately 5 weeks	Approximately 5 weeks	Approximately 4 weeks
Regular Student Teachers	MS	Kindergarten—2nd Grade Level Experience		3rd Grade—6th Grade Level Experience	
	SS	4 periods/day in at least 2 different assignments that differ in content and/or level advancement and are within the Credential Area			
Under contract at an approved private school	MS & SS	Own Classroom	Own Classroom	Own Classroom	Public School (MS—opposing grade level)
	MS	Own Classroom	Own Classroom	Own Classroom	Opposing grade level
Under contract at an approved public school	MS	Own Classroom	Own Classroom	Own Classroom	Opposing grade level
	SS	Own Classroom	Own Classroom	Own Classroom	Own Classroom
Student Teaching Equivalency Request approved	MS & SS	Waived	Waived	9 Weeks (Specific per student)	

CCTC regulations change frequently. The information in this booklet is accurate as of February 2008. Always consult with your Credential Advisor and/or Placement Specialist.





Meeting Subject Matter Competency

Subject matter competency can be met in one of two ways:

1. Passing the required examination(s): CSET (multiple subject and/or single subject.) You must submit original score reports to your credential advisor. Testing companies do not send individual score reports.

Please be aware there may be more than one exam (subtest) required for the subject area in which a candidate is obtaining their credential. All appropriate examinations are required to be passed before student teaching. **Passing exam scores are valid for five years from the date that the test was taken. If the five-year time limit expires before the completion of a teacher preparation program the candidate must retake the current examination(s).**

2. Completion of a CTC approved subject matter preparation program at a California college or university which demonstrates that subject matter equivalency has been met with appropriate coursework from the candidate's undergraduate degree.

If a candidate completed an approved subject matter equivalency program it is his/her responsibility to contact the appropriate college for verification. The verification letter must be signed by a CTC authorized signer. National University accepts only full waivers if subject matter competency is met by coursework. National University does not evaluate transcripts from other universities for eligibility into one of the approved subject equivalency programs at NU. **Equivalency waivers for the multiple subject program are no longer valid.**

Step Three: Student Teaching

Eligible candidates are required to complete one full semester of observed student teaching. This must be conducted in a full day, multiple or single subject classroom and must be completed in the appropriate credential area.

Each semester the Placement Specialists hold student teaching **information meetings** to inform candidates specifically about student teaching and placement procedures. These meetings are open to all credential candidates, regardless of where they are in their program. It is strongly recommended that candidates attend so they can become familiar with student teaching policies.

You will receive a **Student Teaching Information Packet** prior to the semester of your requested start date. The Student Teaching Information Packet will provide detailed information regarding placement policies and procedures.

All student teachers will be enrolled by the placement specialist in a **student teaching seminar** (TED 629) concurrently with student teaching courses: TED630A, TED630B, TED630C and TED630D).

Students enrolled in the BCLAD option will be enrolled by the placement specialist into TED629 concurrently with BTE630A, BTE630B, BTE630C and BTE630D. The information provided in the chart to the right also applies to BCLAD students.

(SEE CHART TO LEFT)

Courtesy Placements

If you completed all of your coursework in California and extenuating circumstances have required you to move out of state before completing your student teaching, please contact your Placement Specialist to receive information regarding a Courtesy Placement. Although National University will make every effort to find a courtesy placement, National University is unable to guarantee a placement. In addition, you will be required to complete all requirements for a California credential.





SB 57: Private School Experience

California Education Code provides two options for private school teachers to obtain Multiple and Single Subject Teaching Credentials. These two options allow private school teachers to use three to five years of appropriate teaching experience in lieu of the student teaching component of a teacher preparation program, or six years in lieu of completing a teacher preparation program including student teaching. Appropriate teaching experience must be full time at a regionally-accredited private school and must be in the subject area of the credential sought. For more detailed information on all of the requirements needed for this option, please contact your Credential Advisor or visit the CTC website at www.ctc.gov and search for leaflet CL-834.

SB 57: Early Completion Option

Senate Bill 57 requires that all CTC approved internship programs offer an early completion internship option to qualified candidates. This option is intended to provide persons who have the requisite skills and knowledge an opportunity to challenge the coursework of a multiple or single subject internship program and demonstrate pedagogical skills through a performance assessment in an accredited teaching internship program. Persons who pass the Teaching Foundations Exam, secure an offer of employment from a sponsoring school district and who successfully meet National University's intern program prerequisites are eligible for admission into an early completion internship. Please see your Credential Advisor for additional information.

Teacher Performance Assessments (TPAs)

All multiple and single subject candidates enrolled in a credential program on or after July 1, 2008 will be required to successfully complete the Teacher Performance Assessment (TPA). This assessment is made up of four tasks that allow candidates to demonstrate proficiency on the 13 Teacher Performance Expectations (TPE). Per CTC regulations, candidates will be required to complete and pass each of the four tasks before being recommended to the state for a preliminary credential.

Step Four: Exiting

The following requirements, while not needed prior to student teaching, are required before applying for your preliminary credential. Please take steps to complete these requirements throughout your program to ensure they are turned in to your Credential Advisor before you wish to exit the program.

1. Verification of U.S. Constitution
2. RICA (multiple subject candidates only)
3. Valid CPR card: Infant, Child, Adult
4. e-portfolio completion verification
5. 3.0 GPA with no "D" or "F" grades
6. Zero account balance

To exit the program, you will meet with your Credential Advisor who will verify that you completed all of the requirements of your Preliminary Credential by completing the Credential Exit Checklist and collecting the Application for Credential form (CA-1).

The paperwork will be sent to the National University Credential Processing Department who will review and submit your recommendation to the state. The CTC will send you a notice asking you to go online and pay the processing fee. Once CTC has your payment, you will be notified in approximately 10 days about the granting of your Preliminary Credential. The University will receive notification of your status directly from the CTC. However, this time frame varies depending on time of year and applications received.

Your Preliminary Credential is valid for five years.

Congratulations! You're a Teacher!

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FOR MORE INFORMATION

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