State of California
Commission on Teacher Credentialing
1900 Capitol Avenue
Sacramento, CA 95811-4213
Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

MULTIPLE SUBJECT TEACHING CREDENTIAL
Requirements for Individuals Prepared Out-of-State

California has a two-tier credential structure. A preliminary credential is the first document issued after an individual meets basic credential requirements. The preliminary credential is issued for a maximum of **five years**. A clear credential is issued when all credential requirements have been completed. If requirements for the clear credential are not completed before the expiration of the preliminary, the holder will be unable to teach in California's public schools with that credential until those requirements are met and the document is renewed.

A Multiple Subject Teaching Credential authorizes the holder to teach in a self-contained classroom such as the classrooms in most elementary schools. However, a teacher authorized for multiple subject instruction may be assigned to teach in any self-contained classroom (preschool, K–12, inclusive, or in classes organized primarily for adults). In addition, the holder of a Multiple Subject Teaching Credential may serve in a core or team teaching setting.

Individuals Prepared Outside of the United States

Individuals who completed their teacher preparation program outside of the United States and do not hold a comparable teaching credential issued by a US state other than California should refer to Commission leaflet CL-871, entitled *Multiple Subject Teaching Credential – Requirements for Individuals Prepared Outside of the United States*.

Your Application Packet

California has three routes out-of-state prepared teachers may use to qualify for the Multiple Subject Teaching Credential. Individuals may determine which route best applies to their circumstances. Those who completed their professional preparation program outside of California may apply directly to the Commission for their initial credential by submitting an application packet by mail consisting of **all** of the following:

1. Completed application (form 41-4), and, if not previously submitted to the Commission, a completed Live Scan receipt (form 41-LS). Out-of-state residents must submit two fingerprint cards (FD-258) in lieu of a Live Scan receipt. If submitting fingerprint cards, current fingerprint processing fees must accompany the application packet in addition to the application processing fee. Fingerprint cards may be ordered by sending an email to the Commission at credentials@ctc.ca.gov.
2. Application processing fee
3. Official transcripts, letters of experience, verification of completion of the basic skills requirement (if applicable), photocopies of out-of-state credentials, and performance evaluations as applicable to the route used to earn the credential.

ROUTE 1 – Less than Two Years of Out-of-State Teaching Experience
Requirements for the Five-Year Preliminary Multiple Subject Teaching Credential

Individuals prepared outside of California who have less than two years of out-of-state full-time teaching experience (see Terms and Definitions) may qualify for a California teaching credential by documenting **all** of the following:

1. Baccalaureate or higher degree from a regionally-accredited college or university

2. Basic Skills Requirement. Individuals may be issued a preliminary credential prior to satisfying the basic skills requirement but must meet the requirement within one year of their credential issue date. See Commission leaflet CL-667 entitled *Basic Skills Requirement* for additional information.
3. Comparable teaching credential earned in a state or U.S. Territory other than California based upon completion of a professional preparation program (or alternative program) in elementary education, including student teaching, taken at a regionally-accredited institution
   - The credential does not have to be valid at the time of application
   - A photocopy of the out-of-state credential is acceptable verification of this requirement (front and back as applicable)
   - The subject area listed on the out-of-state credential authorization must correspond to the subject area sought
   - If the out-of-state credential is authorized for middle school service only, a preliminary credential may be issued but the individual will be required to meet California's subject-matter requirements (see Terms and Definitions) before the clear credential may be issued

Requirements for the Clear Multiple Subject Teaching Credential for Route 1

Individuals who qualify for the preliminary credential via Route 1 must complete **all** of the following to qualify for the clear credential:

1. Meet subject-matter competence, if not met with the issuance of the preliminary, as explained in #3 above (see Terms and Definitions)
2. Individuals must satisfy **one** of the following requirements:
   a. Complete a Commission-approved General Education Induction Program (See Terms and Definitions)
   b. If a Commission-approved professional teacher induction program is not available (must be verified by the employing agency), individuals may complete a Commission-approved General Education Clear Credential Program at a California college or university, securing that institution's formal recommendation for the clear credential
3. Earn an authorization to teach English learners by one of the following methods:
   a. Obtain an English learner authorization issued by the Commission authorizing service in English language development (ELD) and Specially Designed Academic Instruction delivered in English (SDAIE). See Credential Leaflet CL-628C for more information.
   b. Submit a copy of an out-of-state credential verifying a full English learner authorization.

   Candidates completing a General Education Induction or Clear Credential program will have their applications for the clear credential submitted online by the program sponsor.

ROUTE 2 – Two or More Years of Out-of-State Teaching Experience
Requirements for the Five-Year Preliminary Multiple Subject Teaching Credential

Individuals prepared outside of California who verify two or more years of out-of-state full-time teaching experience (see Terms and Definitions) may qualify for a California teaching credential by documenting **all** of the following:

1. Baccalaureate or higher degree from a regionally-accredited college or university

2. Basic Skills Requirement. Individuals may be issued a preliminary credential prior to satisfying the basic skills requirement but must meet the requirement within one year of their credential issue date. See Commission leaflet CL-667 entitled *Basic Skills Requirement* for additional information.
3. Comparable teaching credential earned in a state or U.S. Territory other than California based upon completion of a professional preparation program (or alternative program) in elementary education, including student teaching, taken at a regionally-accredited institution
    - The credential does not have to be valid at the time of application
    - A photocopy of the out-of-state credential is acceptable verification of this requirement (front and back as applicable)
    - The subject area listed on the out-of-state credential authorization must correspond to the subject area sought
    - If the out-of-state credential is authorized for middle school service only, a preliminary credential may be issued but the individual will be required to meet California subject-matter requirements (see Terms and Definitions) before the clear credential may be issued
4. Letter from the out-of-state employer verifying at least two years of out-of-state full-time teaching experience accompanied by two satisfactory performance evaluations (see Terms and Definitions)

Requirements for the Clear Multiple Subject Teaching Credential for Route 2

Individuals may apply directly to the Commission for a clear teaching credential by submitting an application (form 41-4) and processing fee by mail with documentation of **all** of the following (including meeting all the requirements for the preliminary credential):

1. Meet subject-matter competence, if not met with the issuance of the preliminary (see Terms and Definitions)
2. Complete the professional-level requirement by **one** of the following methods:
    a. 150 clock hours of professional activities, documented on *Verification of Completion Form* CL-820A
    b. A master's or higher degree or an equivalent number of units in a field related to the credential from a regionally-accredited university
    c. A bachelor's degree that consisted of a minimum of 150 semester units (or 225 quarter units). The course work must have been completed prior to receiving the bachelor's degree. See Coded Correspondence 11-09 for additional information.
3. Earn an authorization to teach English learners by **one** of the following methods:
    a. Obtain an English learner authorization issued by the Commission authorizing service in English language development (ELD) and Specially Designed Academic Instruction delivered in English (SDAIE). See Credential Leaflet CL-628C for more information.
    b. Submit a copy of an out-of-state credential verifying a full English learner authorization.

    If all requirements for the both the preliminary and clear credential are met with the initial application, the individual will be issued the clear credential and not the preliminary.

ROUTE 3 - National Board for Professional Teaching Standards Certification

Teachers who are certified by the National Board for Professional Teaching Standards (NBPTS) in one of the qualifying subjects listed below may be issued a Clear Multiple Subject Teaching Credential. Individuals applying for their initial California credential under this route are exempt from the basic skills requirement and all other credential requirements except fingerprint clearance.

National Board Certification:

Early Childhood (ages 3 – 8)/Generalist

Middle Childhood (ages 7 – 12)/Generalist

Individuals applying under this option may apply directly to the Commission for a clear teaching credential by submitting an application by mail that includes all of the following:

1. Photocopy of National Board Certification
2. Copy of a professional level credential from a state other than California
3. Completed application (form 41-4), and, if not previously submitted to the Commission, a completed Live Scan receipt (form 41-LS). Out-of-state residents must submit two fingerprint cards (FD-258) in lieu of a Live Scan receipt. If submitting fingerprint cards, the current fingerprint processing fee must accompany the application packet. Fingerprint cards may be ordered by sending an email to Fingerprints@ctc.ca.gov.
4. Application processing fee

Individuals who obtained National Board Certification in one of the qualifying subjects after obtaining their California Preliminary Multiple Subject Teaching Credential may be issued a Clear Multiple Subject Teaching Credential. Individuals applying under this route are exempt from the basic skills requirement and all other credential requirements except fingerprint clearance.

Individuals holding a California preliminary or clear Single Subject Teaching Credential, or equivalent previously issued general education teaching credential, using National Board Certification to apply for the Multiple Subject Teaching Credential should consult credential leaflet CL-621A *Adding a Teaching or Subject Area to Multiple and Single Subject Credentials* for specific requirements.

Out-of-State Dual Certified Teachers

Out-of-state prepared individuals who have earned a Clear California Education Specialist Credential and also earned professional level certification from another state in elementary general education may apply for the Clear Multiple Subject Teaching Credential without first obtaining a preliminary credential, provided they have met the California English learner requirement. If the out-of-state-prepared educator holds a California Preliminary or Level I Education Specialist Credential and a comparable out-of-state elementary general education teaching credential and meets all other requirements, the Commission will issue a Preliminary Multiple Subject Credential.

If the individual has not completed the English learner requirement, the Commission will issue a Preliminary Multiple Subject Credential and the individual will need to complete the English learner requirement to earn the clear credential. See Credential Leaflet CL-628C for more information.

Transition Renewal Options for Out-of-State Prepared Teachers Issued a Multiple Subject Teaching Credential Prior to January 1, 2007

Individuals who were issued Preliminary Multiple Subject Teaching Credentials prior to January 1, 2007 on the basis of completion of an out-of-state teacher preparation program may complete requirements listed on their document (refer to Coded Correspondence 11-02) or transition to the new requirements under Senate Bill 1209 (refer to Coded Correspondence 06-0027).

Private School Experience

Individuals who do not hold an out-of-state credential but have three or more years teaching experience in a regionally-accredited private school should refer to the information leaflet entitled *Single Subject and Multiple Subject Teaching Credentials – Requirements for Teachers with Private School Experience* (CL-834) for information on additional options to qualify for the credential.

Terms and Definitions

Commission-approved General Education Induction Program: A two-year professional program of situated learning for the preliminary credentialed teacher. A *Verification of Induction Program Completion Form* must be signed by the induction program director or designee. Individuals should contact their employing agency concerning enrollment in an induction program.

Full-time Teaching Experience: Teaching experience must be verified by an original letter on official letterhead of the district or districts where the teacher was employed, signed by the superintendent, assistant superintendent, or director of personnel or human resources. The letter must explicitly state the service performed was on a full-time basis and indicate all of the following:

- Experience must be full-time teaching; no part-time or a combination of teaching and other school employment will be accepted. Full-time teaching is defined as a minimum of 4 hours per day for at least 75% of a school year. Beginning and ending dates of service should be clearly indicated.
- All experience must be gained in regionally-accredited schools outside California. Teaching experience gained in California is not acceptable.
- Teaching experience does not need to correspond with the type of certification requested and may be a combination of general education and special education
- Day-to-day substitute, Adult education, and Vocational/Career Technical education experience is not acceptable

Satisfactory Performance Evaluations

Originals or photocopies of the teacher's performance evaluations for at least two years of teaching on which ratings of 'satisfactory' or better were received must be submitted by individuals applying via Route 2. The evaluations must be from the period of full-time service verified by the out-of-state employer. Applicants must submit summative teacher evaluations for continued employment. Classroom visits/observations or pre-observations, plans for professional growth, self-assessments, self-reflections, or personal reviews do not meet the criteria for performance evaluations and will not be accepted.

Individuals who were not evaluated or who cannot obtain photocopies of their evaluations may provide a supplemental evaluation letter(s) signed by their out-of-state principal or superintendent in lieu of actual performance evaluations. The supplemental letter must cover two separate years of full-time teaching and verify that the individual's performance in at least the four following areas was "satisfactory" or better:

1. The use of teaching strategies that motivate all students to engage in the learning process

2. The ability to establish and maintain high standards for student behavior
3. A demonstration of deep knowledge of the subject being taught and the use of appropriate instructional strategies that promote student understanding
4. An ability to plan and implement a sequence of appropriate instructional activities

Each evaluation or performance letter must be completed, dated and signed by the appropriate school or school district administrator.

Subject-Matter Competence: The out-of-state credential authorization must correspond to a California subject area. If the subject(s) listed on the out-of-state credential is for middle school instruction only, a preliminary credential may be issued but the applicant will be required to meet California's subject-matter requirement before the clear credential may be issued. See the Commission leaflet entitled *Verifying Subject Matter Competence by Examination for Multiple Subject Teaching Credentials* (CL-674M) for more information.

California participates in the NASDTEC Interstate Agreement. Visit the NASDTEC website for more information: http://www.nasdtec.org/agreement.php

Reference: California Education Code, Sections 44252, 44253.3, 44257, 44274.2, 44279.1, 44280, 44281, and 44282, and Title 5, California Code of Regulations, Section 80413.3