

State Of California
Commission On Teacher Credentialing

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DESIGNATED SUBJECTS
VOCATIONAL EDUCATION TEACHING CREDENTIAL
(FULL-TIME AND PART-TIME)

On November 1, 2007, the Commission ceased issuing Designated Subjects Vocational Education Teaching Credentials on an initial basis and began issuing the Designated Subjects Career Technical Education Teaching Credential. This leaflet contains information pertaining only to the renewal of existing Preliminary Full-time or Part-time Vocational Education Teaching Credentials which require a recommendation by a Commission-approved program sponsor. Information regarding the Career Technical Education Teaching Credential may be found in Commission leaflet [CL-888](#). The final date for issuance of a clear credential earned under the requirements outlined in this leaflet is August 31, 2013. See the Commission website for a list of [Commission-approved program sponsors](#).

FULL-TIME VOCATIONAL

The Full-Time Vocational Education Teaching Credential authorizes the holder to teach the subjects named on the credential in grades K–12, and in classes organized primarily for adults, in technical, trade, or vocational courses which are part of a program of technical, trade, or vocational education. In addition, the holder may serve as a substitute in any vocational class for up to 30 days for any one teacher during the school year.

Requirements for the Clear Credential (Full-Time)

Individuals must satisfy **all** of the following requirements:

1. Possess a valid Preliminary Full-time Designated Subjects Vocational Education Teaching Credential
2. Verification by the employing agency of the successful teaching of a minimum of one course in each of four terms within the five-year period of validity of the preliminary vocational education teaching credential. Two of these terms must be with one ESD. The teaching must have been to learners at the grade level and in the subject(s) authorized by the preliminary vocational education teaching credential and must have occurred while holding the valid Preliminary Full-Time Vocational Education Teaching Credential.
3. Verification by a [Commission-approved program sponsor](#) that the applicant has completed all Level I and Level II requirements of a Commission-approved program of personalized preparation, including the use of computers in an instructional setting.
4. Health education, including, but not limited to, the study of nutrition; the physiological and sociological effects of abuse of alcohol, narcotics, and drugs, and the use of tobacco. This requirement must also include training in cardiopulmonary resuscitation (CPR) that covers infant, child, and adult CPR skills.
5. Completed application ([form 41-4](#))
6. Application [processing fee](#)
7. Recommendation by a [Commission-approved program sponsor](#)

Period of Validity (Full-Time)

Individuals who have completed all requirements for the preliminary credential except U.S. Constitution will be issued a Preliminary Full-time Designated Subjects Vocational Education Teaching Credential, valid for one year from the date of issuance. In this situation, the credential may be extended to its full five-year term upon application ([form 41-4](#)), [processing fees](#), and verification that the U.S. Constitution requirement has been met.

Individuals who have completed all requirements for the preliminary credential, including U.S. Constitution, will be issued an initial preliminary credential, valid for no more than two years from the date of issuance unless the holder's employer receives form CL-787, entitled *Verification of Completion of Level I Requirements* from the program sponsor through which the holder completed those requirements. Once the holder's employer receives this verification, the credential's validity period will *automatically* be extended for the remainder of the five-year period from the date of issuance of the credential. **There is no need to apply for this extension.**

The program sponsor's verification of completion of Level I requirements is the only documentation required in this process. If the credential holder's ESD is not known to the program sponsor, form CL-787 will be sent directly to the credential holder for forwarding to the employer.

Once the clear credential is issued, it must be renewed online every five-year renewal cycle. There are no additional requirements to renew the clear credential.

PART-TIME VOCATIONAL

The Part-Time Vocational Education Teaching Credential authorizes the holder to teach not more than half-time in the subject named on the credential in grades K–12, and in classes organized primarily for adults, in technical, trade, or vocational courses which are part of a program of technical, trade, or vocational education.

For the purpose of this credential, half-time for the holder of this credential who teaches in only one school district shall not exceed one-half of a full-time assignment for vocational educators in that school district. Halftime for the holder of this credential who teaches in more than one school district shall not exceed one-half of the greatest number of hours considered to be a full-time assignment for vocational educators in any one of the districts.

Requirements for the Clear Credential (Part-Time)

Individuals must satisfy **all** of the following requirements:

1. Possess a valid Preliminary Part-Time Vocational Education Teaching Credential
2. Obtain verification by the ESD of the successful teaching of a minimum of one course in each of four terms within the five-year period of validity of the preliminary teaching credential. Two of these terms must be with one ESD. The teaching must have been to learners at the grade level and in the subject(s) authorized by the preliminary vocational education teaching credential and must have occurred while holding the valid preliminary credential.
3. Obtain verification by an program sponsor that the applicant has completed all Level I requirements of a Commission-approved program of personalized preparation, including the use of computers in an instructional setting

4. Health education, including, but not limited to, the study of nutrition; the physiological and sociological effects of abuse of alcohol, narcotics, and drugs, and the use of tobacco. This requirement must also include training in cardiopulmonary resuscitation (CPR) that covers infant, child, and adult CPR skills.
5. Completed application ([form 41-4](#))
6. Application [processing fee](#)
7. Recommendation by a [Commission-approved program sponsor](#)

Period of Validity (Part-Time)

Individuals who have completed all of the requirements for the preliminary credential will be issued a document that is valid for no more than two years from the date of issuance unless the holder's employer receives form CL-787, entitled *Verification of Completion of Level I Requirements* from the program sponsor through which the holder completed those requirements. Once the holder's employer receives this verification, the credential's validity period will *automatically* be extended for the remainder of the five-year period from the date of issuance of the credential. **There is no need to apply for this extension.**

The program sponsor's verification of completion of Level I requirements is the only documentation required in this process. If the credential holder's ESD is not known to the program sponsor, form CL-787 will be sent directly to the credential holder for forwarding to the employer.

Once the clear credential is issued, it must be renewed online every five-year renewal cycle. There are no additional requirements to renew the clear credential.

Transition from Vocational Education to CTE Teaching Credentials

Holders of Life or Clear Designated Subjects Vocational Education Teaching Credentials issued under previous regulations and statutes may choose to either maintain their documents or transition to the Designated Subjects Career Technical Education (CTE) Teaching Credential. Due to significant program changes, holders of these credentials may not qualify for the Clear CTE Teaching Credential under the new standards. For additional information, please see [Coded Correspondence 09-01](#).

[Click here for Professional Preparation Programs](#) or visit the Commission web site @ www.ctc.ca.gov.

Reference: Title 5, California Code of Regulations, Sections 80034, 80034.5, 80035, 80035.1, 80035.5, 80036.5, 80042, and 80569