



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

SINGLE SUBJECT AND MULTIPLE SUBJECT TEACHING CREDENTIALS Requirements for Teachers with 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 of appropriate teaching experience in lieu of completing a teacher preparation program including student teaching. Candidates with sufficient private school teaching experience may apply directly to the Commission for the multiple or single subject credential and are **not** subject to the Teaching Performance Assessment (TPA) requirement.

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

Authorization

The Single Subject Teaching Credential authorizes the holder to teach the specific subject(s) named on the credential in departmentalized classes such as those found in most middle schools and high schools. A teacher authorized for single subject instruction may be assigned to teach any subject in his or her authorized subject(s) at any grade level: preschool, grades K-12, or in classes organized primarily for adults.

The statutory subjects available for California Single Subject Teaching Credentials are as follows:

Agriculture	Mathematics
Art	Music
Biological Sciences (Specialized)*	Physical Education
Business	Physics (Specialized)*
Chemistry (Specialized)*	Science: Biological Sciences
English	Science: Chemistry
Foundational-Level General Science	Science: Geosciences
Foundational-Level Mathematics	Science: Physics
Geosciences (Specialized)*	Social Science
Health Science	World Language: English Language Development
Home Economics	World Languages-Languages other than English
Industrial and Technology Education	(specify)

* The last administration of the examinations in the Specialized Sciences was July 11, 2015. These examinations have been discontinued. Applicants have five years from the date passed during which to use these examination scores toward obtaining California certification. The last date to verify subject-matter equivalency by coursework for any of the Specialized Sciences was July 11, 2015. See [Coded Correspondence 14-09](#).

The Multiple Subject Teaching Credential authorizes the holder to teach in a self-contained classroom such as those found in most elementary schools. A teacher authorized for multiple subject instruction may be assigned to teach at any grade level: preschool, K-12, inclusive, or in classes organized primarily for adults. In addition, the holder of a Multiple Subject Teaching Credential may serve in core or team teaching settings.

Your Application Packet

Individuals may apply directly to the Commission by mail by submitting **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 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 from the Commission by sending an email to Fingerprints@ctc.ca.gov.
2. Application [processing fee](#)
3. Official transcripts, original letters of experience, and verification of completion of the [basic skills requirement](#)

Requirements for *All* Single Subject and Multiple Subject Teaching Credentials

Individuals qualifying via private school experience must satisfy **all** of the following requirements:

1. A baccalaureate or higher degree from a regionally-accredited college or university
2. Satisfy the [basic skills requirement](#). See Commission leaflet [CL-667](#), entitled *Basic Skills Requirement*, for additional information. Prelingually deaf applicants are exempt from the basic skills requirement.
3. Subject Matter Competence - individuals must satisfy **one** of the following:
 - a. Achieve a passing score on the appropriate subject-matter examination(s). Information regarding the appropriate subject-matter examination(s) for the Single Subject Teaching Credential can be found in Commission leaflet [CL-674S](#), entitled *Verifying Subject-Matter Competence by Examination for Single Subject Teaching Credentials*. Information regarding appropriate subject matter examination(s) for the Multiple Subject Teaching Credential can be found in Commission leaflet [CL-674M](#), entitled *Verifying Subject Matter Competence by Examination for Multiple Subject Teaching Credentials*.
 - b. Complete a Commission-approved subject-matter program or its equivalent at a California college or university with an approved program, and obtain verification of completion from the authorized person in the education department. For Multiple Subject candidates, this option is only available to those individuals who completed the subject matter program and enrolled in a teacher preparation program or blended program prior to July 1, 2004.
 - c. For Specialized Science subjects only, individuals may take and pass all appropriate subject matter examinations or obtain verification of completion of subject-matter course work from the Commission on Teacher Credentialing. Requirements and procedures are outlined in [Coded Correspondence 03-0010](#).*
4. For Multiple Subject candidates only – pass the Reading Instruction Competence Assessment (RICA). [Click here to visit the RICA website](#) for more information.

5. Complete a course in Developing English Language Skills, including Reading, that is research-based and includes the study of phonemic awareness, spelling patterns, early intervention techniques, ongoing diagnostic techniques, and a strong literature, language, and comprehension component (Submit a copy of the course description for evaluation purposes.)
6. U.S. Constitution - individuals must satisfy **one** of the following requirements:
 - a. Complete a course (at least two semester units or three quarter units) in the provisions and principles of the U.S. Constitution (Submit a copy of the course description for evaluation purposes.)
 - b. Pass an examination in the provisions and principles of the U.S. Constitution given by a [regionally-accredited](#) college, or university
7. Computer Education - individuals must satisfy **one** of the following requirements:
 - a. Complete foundational computer education course work which includes general and specialized skills in the use of computers in educational settings
 - b. Achieve a passing score on the [Preliminary Education Technology](#) test

Additional Requirements for the Five-Year Preliminary Single Subject or Multiple Subject Teaching Credential Based on Three to Five Years of Teaching Experience at a Private School

Teachers who can verify three years to five years of full-time teaching experience at a [regionally-accredited](#) private school either in California or another state or U.S. territory, in the subject area of the credential sought, may qualify for a California teaching credential by documenting **all** of the following:

1. Completion of requirements 1-7 (listed under Requirements for all Single Subject and Multiple Subject Teaching Credentials)
2. Three or more years of full-time teaching (see Terms and Definitions) in the subject area of the credential sought
3. Evidence of rigorous performance evaluations on which the applicant received a rating of satisfactory or better (see Terms and Definitions).
4. Verify the completion of a professional preliminary teacher preparation program (see Terms and Definitions) in elementary or secondary education, excluding student teaching, at a [regionally-accredited](#) college or university. The letter for California prepared teachers must verify completion of a SB 2042 program with the exception of student teaching.

Additional Requirements for the Five-Year Preliminary Single Subject or Multiple Subject Teaching Credential Based on Six or More Years of Teaching Experience at a Private School

Teachers verifying six or more years of full-time teaching experience at a [regionally-accredited](#) private school (see Terms and Definitions), either in California or another state or U.S. territory, in the subject area of the credential sought, may qualify for a California teaching credential by documenting **all** of the following:

1. Completion of requirements 1-7 (listed under Requirements for all Single Subject and Multiple Subject Teaching Credentials)
2. Six or more years of full-time teaching (see Terms and Definitions) in the subject area of the credential sought
3. Evidence of rigorous performance evaluations (see Terms and Definitions) on which the applicant received a rating of satisfactory or better

Requirements for the Clear Single Subject or Multiple Subject Teaching Credential

Individuals who obtain the five-year preliminary credential based on three or more years of private school teaching experience may apply for a clear teaching credential by verifying completion of all of the following requirements:

1. Individuals must satisfy **one** of the following options:
 - 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 (this 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
2. Verify training in cardiopulmonary resuscitation (CPR) that covers infant, child and adult CPR skills
3. Earn an authorization to teach English learners by **one** of the following methods (only required of individuals who qualified for their preliminary credential based on six or more years of full-time teaching experience):
 - a. Hold an English learner Authorization, Crosscultural, Language and Academic Development (CLAD) Certificate, or Bilingual Authorization
 - b. Hold an out-of-state credential that authorizes instruction of English learners. Submit a photocopy of the credential for evaluation purposes.
 - c. Complete a Commission-approved English learner or Bilingual authorization program, based on California Teacher of English Learner (CTEL) standards
 - d. Achieve passing scores on tests 1, 2, and 3 of the CTET Examination. See Commission leaflet [CL-628C](#), entitled *English Learner Authorization/CLAD Certificate* for additional information. Scores used for certification purposes may be no older than five years from the individual passed exam date.
 - e. Hold a [National Board for Professional Teaching Standards](#) certificate in Early and Middle Childhood/English as a New Language *or* Early Adolescence through Young Adulthood/English as a New Language. A photocopy of the certificate must be submitted along with the application packet.

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

Terms and Definitions

Regionally Accredited Private School

California private schools must hold accreditation from the Western Association of Schools and Colleges (WASC). Accreditation status must be verified by the school's WASC Certificate or letter from the Accreditation Commission. Private school teaching experience completed outside California must meet the same standards as required in California, and private schools located outside California must hold regional accreditation from a regional accrediting body similar to WASC. Evidence of regional accreditation such as the WASC Certificate or letter to the private school verifying regional certification must be submitted with the application. [Click here](#) for more information on regional accreditation.

Commission-approved General Education Induction Program

A Commission-approved General Education Induction Program is a two-year program of situated learning for the preliminary credentialed teacher. Applications for the clear credential must be submitted through the approved induction program sponsor.

Full-Time Teaching Experience

This experience must be full-time teaching; no part-time, aide, volunteer or any combination of teaching and other school employment will be accepted. All experience must be gained at a [regionally-accredited](#) private school. The experience must be verified by the director of personnel on original, official letterhead of the school where the teacher was employed. Full-time teaching for credentialing purposes is defined as a minimum of 4 hours per day for at least 75% of a school year.

Rigorous Performance Evaluations

Original evaluations of the teacher's performance in at least two years of teaching must be submitted. Copies of evaluations must be accompanied by original, written verification of their authenticity by a personnel officer in the school where the evaluations took place. Evaluation ratings must be satisfactory or better. At least one of the evaluations submitted must be within the last two years of teaching. Applicants must submit summative teacher evaluations (as are generally done at end of year for purposes of continued employment or establishing tenure). Single 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.

The teaching effectiveness areas on the performance evaluation must include, but are not limited to, the following:

- The use of teaching strategies that motivate all students to engage in the learning process
- The ability to establish and maintain high standards for student behavior
- A demonstration of deep knowledge of the subject taught and the use of appropriate instructional strategies that promote student understanding
- An ability to plan and implement a sequence of appropriate instructional activities
- An ability to evaluate and assess student achievement
- An ability to communicate effectively by presenting ideas and instructions clearly and meaningfully to all students

If all areas are not included in the evaluation, the applicant would not qualify under these requirements.

Individuals who cannot obtain photocopies of their evaluations may provide an original supplemental evaluation letter(s) signed by their out-of-state principal or school administrator in lieu of actual performance evaluations. The supplemental letter must cover two separate years of full-time teaching, including service from within the last two years of teaching, and verify that the individual's teaching performance was satisfactory in all six of the areas stated above.

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

Professional Preparation Program

Course work in the methods of teaching classes and organizing curricula in elementary or secondary school; foundations course work in which candidates predominantly study concepts, information or principles that are presented as basis for effective school practices, and that are present especially for candidates to learn as prospective teachers. Verification of completion of a professional preparation program, excluding student teaching must be completed by the Dean of Education (or appropriate authorized individual) on the official letterhead of the college or university where the teacher attended classes.

NOTE: The January 1, 2012 sunset date for initial issuance of preliminary Ryan teaching credentials has now passed. Therefore, the letter for California prepared teachers must verify completion of an SB 2042 credential program. (See [Coded Correspondence 11-02](#))

Reference: California Education Code Sections 44253.3(e), 44259, 44259.2