



## Multiple Subject Teaching Credential Based on Private School Experience

What will this authorize me to do?

### **Online Direct Application Requirements Checklist:**

Submit this checklist and the required supporting materials listed below within thirty (30) calendar days of completing the online portion of your application for the Multiple Subject Teaching Credential based on private school experience. Late submission of supporting materials will result in the application being denied (5 California Code of Regulations Section 80487).

Print and mail this checklist, the Online Direct Application Coversheet, and all supporting materials to:

Commission on Teacher Credentialing  
Attn: Online Direct Applications  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

### **Requirements checklist for all teachers qualifying for the preliminary Multiple Subject Teaching Credential based on private school experience:**

- Include this checklist;
- Online direct application coversheet (this will be available for printing after completing the Online Direct Application);
- Official (original) transcripts showing an earned bachelor's or higher degree from a U.S. [regionally accredited](#) college or university **or** an original [foreign transcript evaluation](#) showing completion of a degree that has been deemed to be equivalent to a bachelor's degree or higher earned at a [regionally-accredited](#) institution in the United States;
- Verification of subject-matter competence by submitting  
(1) a photocopy of your CSET: Multiple Subject exam (subtests I, II, and III) score report **or**  
(2) a letter, signed by a person authorized to formally recommend individuals for certification, from a California college/university with a Commission-approved Multiple Subject subject-matter program stating that your coursework meets their approved program prior to July 1, 2004;
- Photocopy of the passing [RICA](#) exam score report;

- Official (original) transcripts and the official course description of a course in developing English language skills, including reading, from a [regionally accredited](#) college (completed with a grade of “C” or better). Include official course description;
- Verification of satisfaction of the U.S. Constitution requirement by either:  
(1) official transcripts showing completion of a two semester units course in the provisions and principles of the U.S. Constitution from a [regionally accredited](#) college; include the official course description, **or**  
(2) a letter verifying passage of an examination in the provisions and principles of the U.S. Constitution given by a [regionally-accredited](#) college or university. A bachelor’s degree completed at a California State University (CSU) satisfies this requirement;
- Verification of satisfaction of the Computer Education requirement by either:  
(1) official (original) transcripts showing completion of a course in foundational skills in the use of computers in educational settings from a [regionally accredited](#) college; include the official course description), **or**  
(2) a photocopy of the Preliminary Education Test (PET) passing score report;
- Evidence of [regional accreditation](#) for the private school such as a photocopy of the regional accreditation agency Certificate or letter to the private school verifying regional accreditation during all of your years of experience;
- Photocopy of passing scores to satisfy the California Basic Skills Requirement ([BSR](#));
- Photocopy of rigorous performance evaluations rated satisfactory or better for at least two school years. One evaluation must be within the last two years of the verified teaching experience. The teaching effectiveness areas on the performance evaluation **MUST** include, but are not limited to, the following:
  - The use of teaching strategies that motivates 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

- Include original, written verification of the authenticity of the evaluations by a personnel officer in the school where the evaluations took place;

Indicate how you will or did meet the [fingerprint](#) clearance requirement:

- First-time applicants: submit form [41-LS](#), or
- Previously applied for California credential, certificate or permit and have completed the Commission fingerprint requirement;
  
- Applicable documentation as required for the Professional Fitness Questions;
  
- In addition to **all** of the requirements above, applicants must satisfy either A **or** B below:
  - A. Additional Requirements for individuals qualifying for the Multiple Subject Teaching Credential Based on THREE TO FIVE YEARS of Teaching Experience at a Private School:
    - An original, official letter on school letterhead and signed by the director of personnel where the teacher was employed verifying three to five years of **full-time** teaching in a self-contained classroom setting at a regionally-accredited private school; and
    - Original verification on official university letterhead from the Dean of Education (or equivalent) of completion of a professional teacher preparation program in elementary education excluding student teaching, at a regionally-accredited college or university; **or**
  - B. Additional Requirements for individuals qualifying for the Multiple Subject Teaching Credential Based on SIX OR MORE YEARS of Teaching Experience at a Private School:
    - An original, official letter on school letterhead and signed by the director of personnel where the teacher was employed verifying six or more years of **full-time** teaching in a self-contained classroom setting at a regionally-accredited private school.

### **Certification**

I verify I have met the requirements, have printed this checklist and am ready to complete the online direct application process, which will require me to make a nonrefundable payment by credit card.

At the conclusion of the online application process, print the online direct application coversheet.

## **Authorization**

*The 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, 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.*

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