



Single Subject Teaching Credential

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 Single 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

Statutory Subjects Available for the California Single Subject Teaching Credential:

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

Requirements for all teachers qualifying for the preliminary Single Subject Teaching Credential based on private school experience:

- Include this checklist;
- Online direct application coversheet (this will be available for printing after you complete Step 2 of the online Direct Application process);
- 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. See leaflet [CL-635](#) for foreign transcript evaluation information;
- Photocopy of passing scores to satisfy the California Basic Skills Requirement ([BSR](#));
- Verification of subject-matter competence in the requested subject by submitting (1) a photocopy of your CSET 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 Single Subject subject-matter program stating that your coursework meets their approved program. *For Specialized Science subjects only*, individuals may take and pass all appropriate subject matter examinations or obtain verification of completion of subject-matter coursework from the Commission on Teacher Credentialing. Requirements and procedures are outlined in [Coded Correspondence 03-0010](#);
- 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);
- Verification of satisfaction of the U.S. Constitution requirement by either (1) official (original) transcripts showing completion of a two semester units course in the provisions and principles of the U.S. Constitution from a [regionally accredited](#) college; submit the copy of the 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 from 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 (completed with a grade of "C" or better);

include 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 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 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;
- 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 [Personal and Professional Fitness questions](#) (*pdf*) (these questions will be displayed as part of Step 2 of the Online Direct Application Process); and

In addition to **all** of the requirements above, applicants must satisfy either A **or** B below:

A. Additional Requirements for individuals qualifying for the Single 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 the subject of the credential sought 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 secondary education excluding student teaching, at a regionally-accredited college or university; **or**

B. Additional Requirements for individuals qualifying for the Single 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 the subject of the credential sought 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 via Visa or MasterCard.

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



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 in most middle schools and high schools. However, a teacher authorized for single subject instruction may be assigned to teach any subject in his or her authorized fields at any grade level (preschool, grades K–12, or in classes organized primarily for adult).

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