



# Single Subject Teaching Credential

For Teachers who hold a valid California Single or Multiple Subject Teaching Credential

What will this authorize me to do?

### **Not everyone can use this Online Direct Application Process:**

Individuals seeking to add this authorization to their General or Standard teaching credential cannot use the online direct application process and must apply by mailing a paper application to the Commission instead ([more information](#)). Individuals seeking supplementary or subject matter authorizations also cannot use this online process ([information](#) on supplementary and subject matter authorizations).

### **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. Late submission of supporting materials will result in the application being denied (5 California Code of Regulations section 80487).

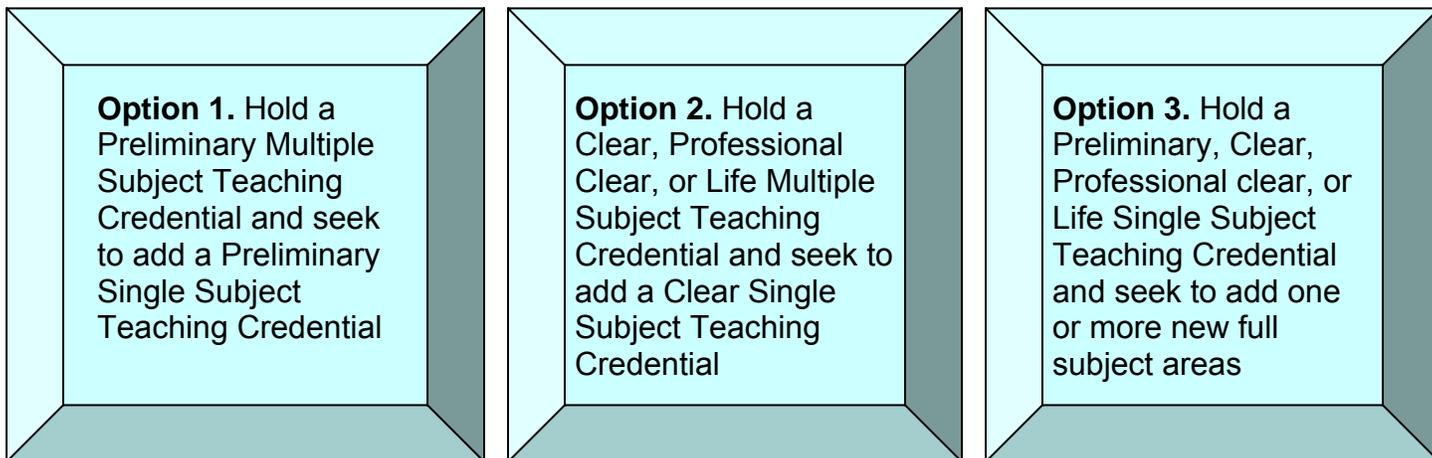
Print and mail this checklist, the Online Direct Application Coversheet, and all supporting materials to:

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

This document includes three checklists identifying the requirements for teachers who already hold a California Single or Multiple Subject Teaching Credential and seek an added Single Subject Teaching Credential. Click on the buttons below to go to the right checklist:



***Requirements for teachers who hold a valid California Single or Multiple Subject Teaching Credential and seek to add a Single Subject Teaching Credential:***

**Option 1** - Holders of a valid PRELIMINARY Multiple Subject Teaching credential who seek to add a Single Subject Teaching Credential:

- Include this checklist;
- Online direct application coversheet (this will be available for printing after you complete Step 2 of the online Direct Application process);
- Verification of subject-matter competence in the desired subject by submitting a photocopy of your CSET score report **or** by providing an original 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 satisfies its approved program. *For specialized science subjects only*, individuals must pass the appropriate subject matter examinations or obtain verification of completion of subject-matter coursework from the Commission on Teacher Credentialing before applying online. Information, including requirements and procedures, can be found in [Coded Correspondence 03-0010](#);
- Official (original) transcript verifying completion of a three-semester (or four-quarter) unit course in methodology directly related to teaching in a departmentalized setting from a [regionally accredited](#) college (completed with a grade of “C” or better). Include the official course description;

- Official (original) transcript verifying completion of a developing English language skills, including reading course from a [regionally accredited](#) college (completed with a grade of “C” or better). Include official course description. Not required if previously cleared with issuance of Preliminary Multiple Subject Teaching Credential;
- Official (original) transcript verifying completion of a two semester unit course or verification that you passed an examination covering the provisions and principles of the U.S. Constitution from a [regionally-accredited](#) college or university (not required if previously cleared with issuance of Preliminary Multiple Subject Teaching Credential). Include the official course description; and
- 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);

### **Certification**

I verify I have met the requirements, 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 application process, print the online direct application coversheet.



**Option 2** -Holders of a valid CLEAR or LIFE Multiple Subject Teaching credential who seek to add a Single Subject Teaching Credential:

- Include this checklist;
- Online direct application coversheet (this will be available for printing after you complete Step 2 of the online Direct Application process);
- Verification of subject-matter competence in the desired 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 satisfies the approved program. *For specialized science subjects only*, individuals must pass the appropriate subject matter examinations or obtain verification of completion of subject-matter coursework from the Commission on Teacher Credentialing before applying online. Information, including requirements and procedures, can be found in [Coded Correspondence 03-0010](#);

- Official (original) transcript verifying completion of a three-semester (or four-quarter) unit course in methodology directly related to teaching in a departmentalized setting from a regionally-accredited college or university. Include the official course description; and
- 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).

### **Certification**

I verify I have met the requirements, 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 application process, print the online direct application cover sheet.



**Option 3** - Holders of a valid Single Subject Teaching Credential who seek to add one or more full subject areas:

- Include this checklist;
- Online direct application coversheet (this will be available for printing after you complete Step 2 of the online Direct Application process);
- Verification of subject-matter competence in the desired subject by submitting (1) a photocopy of your CSET examinee 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 satisfies the approved program. *For specialized science subjects only*, individuals may take and pass the appropriate subject

matter examinations or obtain verification of completion of subject-matter coursework from the Commission on Teacher Credentialing before applying online. Information, including requirements and procedures, can be found in [Coded Correspondence 03-0010](#); and

- 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).

### **Certification**

I verify I have met the requirements, 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 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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