



# Single Subject Teaching Credential

## For Teachers Prepared in a State or U.S. Territory other than California

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

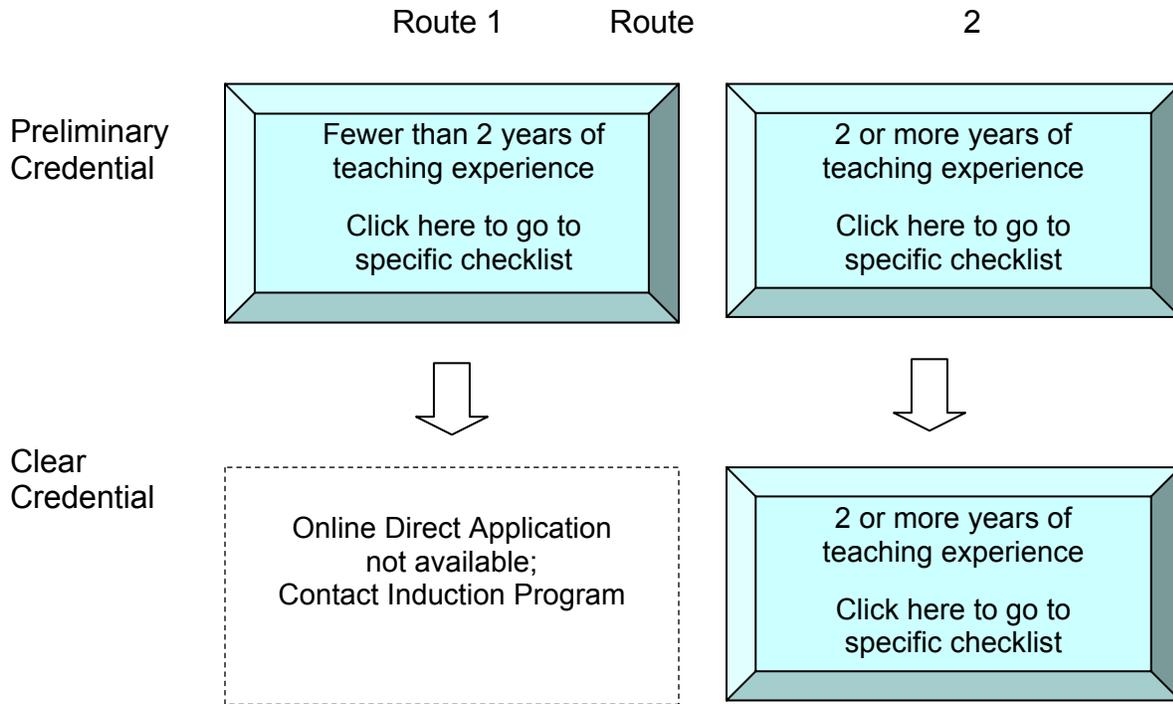
Print and mail this checklist, the Online Direct Application Coversheet, and all supporting materials to:

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

*Note:* This document includes three checklists identifying the requirements for teachers seeking either a preliminary or a clear Single Subject Teaching Credential for teachers prepared out-of-state. Click on the buttons below to go to the right checklist:



**Route 1: Preliminary Credential.** Requirements checklist for the Preliminary Single Subject Teaching Credential for teachers with fewer than two years of full-time out-of-state teaching 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 [regionally-accredited](#) college or university;
- Photocopy of passing scores to satisfy the California Basic Skills Requirement ([BSR](#));

*If BSR is not met at the time of application, you will have one year from the issue date of your preliminary credential in which to satisfy this requirement.*

- Photocopy (front and back as applicable) of a comparable, professional-level teaching credential earned in a state or U.S. territory other than California **or** an original letter on official letterhead from an out-of-state education licensing agency that verifies an individual earned and was issued a teaching certificate. The letter must include the following information: certification level, subject area(s), and period of validity.
  - The out-of-state credential does not have to be valid at the time of application
  - The subject area listed on the out-of-state credential must correspond to a California subject area
  - If the out-of-state credential is in a subject area that does not correspond with a California area (middle school, ESL, etc. credentials), you can satisfy California's subject-matter requirement by verifying your completion of a degree major or 32 semester units of course work in the subject area requested.
  - If the subject-matter course work has not been completed, a preliminary credential will be issued but you will be required to meet California's subject-matter requirement before the clear credential will be issued;

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, 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 have read and 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.



**Route 2: Preliminary Credential.** Requirements checklist for the Preliminary Single Subject Teaching Credential for teachers with two or more years of full time out-of-state teaching 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 [regionally-accredited](#) college or university;
- Photocopy of passing scores to satisfy the California Basic Skills Requirement ([BSR](#));

*If BSR is not met at the time of application, you will have one year from the issue date of your preliminary credential in which to satisfy this requirement.*

- Photocopy (front and back as applicable) of a comparable, professional-level teaching credential earned in a state or U.S. territory other than California **or** an original letter on official letterhead from an out-of-state education licensing agency that verifies an individual earned and was issued a teaching certificate. The letter must include the following information: certification level, subject area(s), and period of validity.
  - The out-of-state credential does not have to be valid at the time of application
  - The subject area listed on the out-of-state credential must correspond to a California subject area
  - If the out-of-state credential is in a subject area that does not correspond with a California area (i.e. middle school and ESL credentials), you can satisfy California's subject-matter requirement by verifying your completion of a degree major or 32 semester units of course work in the subject area requested
  - If the subject-matter course work has not been completed, a preliminary credential will be issued but you will be required to meet California's subject-matter requirement before the clear credential will be issued;
- An **original** letter, on letterhead and signed by the out-of-state employer, verifying two or more years of full time teaching in a public or regionally-accredited private school located in another state or U.S. territory (submit verification of regional-accreditation if experience was in private school);

- Photocopies of performance evaluations from two separate school years of your verified out-of-state teaching experience on which you received ratings of 'satisfactory' or better;

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- 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***

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**Route 2: Clear Credential.** Requirements checklist for the Clear Single Subject Teaching Credential (if all the preliminary requirements listed above for teachers with at least two years of full time out-of-state teaching experience and the requirements listed below are met at the time of initial application, you will be issued a Clear Multiple Subject Teaching Credential).

*Note:* Only teachers who qualify based on at least two years full time of out-of-state teaching experience may use this direct application process to apply for the Clear credential. Other teachers must apply through their Induction program.

- Include this checklist;
- Online direct application coversheet (this will be available for printing after you complete Step 2 of the online Direct Application process);

- Possession of a valid Preliminary California Single Subject Teaching Credential (or satisfaction of **all** requirements for the Preliminary credential based on two or more years of full time out-of-state teaching experience as described under Route 2: Preliminary Credential above; submit both checklists);
- Verification of subject-matter competence in the desired subject, if not met with the issuance of the preliminary, by submitting a photocopy of your CSET examinee score report **or** by providing 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;

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;
- Include 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);

Submit **one** of the following verifying the completion of the professional-level requirement:

- A completed [CL-820A](#) form verifying your completion of 150 clock hours of professional activities approved and signed by your employer's director of curriculum and instruction for secondary education; or
- Official (original) transcripts showing an earned master's degree (or higher) or the equivalent in post-baccalaureate semester units in a field related to the credential from a regionally-accredited college or university; or
- Official (original) transcripts showing a bachelor's degree that consisted of a minimum of 150 semester units (or 225 quarter units). The course work must have been completed prior to receiving the bachelor's degree ([more information](#)); and

Hold or qualify for an authorization to teach English learners by **one** of the following methods:

- Possess a Crosscultural, Language, and Academic Development (CLAD) Certificate, or a Bilingual Crosscultural, Language and Academic Development (BCLAD) Certificate, or a Certificate of Completion of Staff Development issued by the Commission, or hold a different California teaching credential that bears an equivalent Bilingual or English Learner authorization; **or**
- Provide a photocopy of an out-of-state teaching credential with a comparable English learner authorization. If the application for the Single Subject Teaching Credential is submitted with evidence of the out-of-state English learner authorization, the credential will be issued with the English learner authorization and you will not be required to obtain a separate CLAD Certificate; **or**
- Photocopies of passing CLAD exam scores (1, 2, and 3) or CTEL scores, (1, 2, and 3). Individual scores may not be more than five years old. You may not mix and match scores from CLAD and CTEL exams.

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### **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 adults).*

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