



# PROGRAM SPONSOR ALERT

Date: February 11, 2016

Number: 16-03

Subject: Education Specialist Out-of-State Credentials and  
Clearing Level I Education Specialist Credentials

## Summary

There has been some confusion regarding special education teachers with out-of-state credentials and the process for the holder to earn a Clear teaching credential. This Program Sponsor Alert clarifies the process; for detailed instructions, please see Leaflet CL-808 *Education Specialist Instruction Credential: Requirements for Individuals Prepared Out-of-State*. <http://www.ctc.ca.gov/credentials/leaflets/cl808.pdf>

## Background

Out of State prepared teachers may apply directly to the Commission for their initial teaching credential by submitting the following: completed application (form 41-4) and application processing fee, a completed Live Scan receipt (form 41-LS), official transcripts which document a Baccalaureate or higher degree, and a photocopy of the out-of-state credential. The applicant must also meet the basics skills requirement within one year of their California credential issue date. If the applicant has two or more years of out-of-state teaching experience and can produce a letter from the out-of-state employer verifying two years or more of out-of-state full-time special education teaching experience accompanied by two satisfactory performance evaluations, there is an expedited process described below. Upon submission of the required application packet, these applicants will be given a Level I Education Specialist credential in the specialty area that **most aligns with their out-of-state credential**.

The Level I credential is valid for five years and during that time it is expected that the individual will complete the sequence of requirements to earn the Clear Education Specialist credential. Those who have earned their Level I teaching credential as described above, have three options to earn the Clear Education Specialist teaching credential as described later in this document.

**Generic Special Education Credentials:** If the out-of-state credential was issued in “special education” (a generic special education credential), or in a specialty area that does not align with a California specialty area, the Commission will issue a Level I credential in **one** of the following: Mild/Moderate Disabilities, Moderate/Severe Disabilities, or Early Childhood Special Education. (Out of state prepared teachers will continue to earn Education Specialist Level I credentials. The Level I credential is no longer available to teachers prepared in California.)

In this case, the out-of-state prepared teacher will need to have his or her transcripts reviewed by a Commission-approved Preliminary Education Specialist Mild/Moderate Disabilities, Moderate/Severe Disabilities or Early Childhood Special Education program to identify if all of the competencies in California’s Preliminary Program standards have been met by the teacher. For any competencies that cannot be verified as completed, the teacher must complete those components of a Commission-approved Preliminary Education Specialist Preparation program in addition to meeting the requirements for the Clear Education Specialist teaching credential.

**Option One: Less than Two Years of Out-of-State Teaching Experience.** The first option is available to teachers prepared outside California with less than two years of out-of-state teaching experience. They must complete a Commission-approved Clear Education Specialist Induction Program, including an individualized induction plan designed in collaboration with their employer and program sponsor in the specialty area listed on the individual’s Level I credential. Prior to entering the induction program, their out of state coursework must be evaluated by a Commission-approved preliminary program in the specialty area to ensure that competencies identified in the Preliminary Standards are met. The out of state prepared teacher does not have to complete the equivalent of a full Commission-approved Preliminary program, however, the out of state prepared teacher will be required to complete any coursework or fieldwork that was not included in the out of state program but is required by the California Preliminary Education Specialist standards.<sup>1</sup> The out of state prepared teacher must possess an English learner authorization, either verified by their out-of-state teaching credential or complete requirements necessary to earn the authorization in California.

**Option Two: Two or more Years of Out-of-State Teaching Experience.** The second option is for those teachers prepared outside California with two or more years of out-of-state teaching experience who apply directly to the Commission for the Clear credential by submitting the application packet (form 41-4) and processing fee by mail, with the following documentation:

- Verification of 150 hours of professional development, or a master’s degree (or equivalent number of units) related to the credential, **or** a bachelor’s degree that consisted of a minimum of 150 semester units that was all completed prior to receiving the bachelor’s degree.
- An English learner authorization, either verified by their out-of-state teaching credential or the applicant will need to earn an authorization to teach English learners in California.

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<sup>1</sup> Programs do not need to offer the additional coursework themselves, but may accept work from other Commission-approved programs, SELPAs, or other providers. It is the program’s responsibility to ensure that the additional coursework meets the Commission’s standards.

This option also requires an evaluation of the candidate's coursework by a Commission approved preliminary education specialist program to assess that the candidate's coursework meets California competencies. The preliminary program must verify that the Participating Teacher has all the knowledge and skills that are required from California's preliminary standards. This may require the Participating Teacher to take some additional preliminary credential coursework to ensure they meet the requirements for a preliminary California credential that were not met through their out of state program.

**Option Three: Earn National Board Certification.** A third option for out-of-state credential holders is to be certified by the National Board for Professional Teaching Standards in Exceptional Needs/Early Childhood Through Young Adulthood. National Board Certificate holders may apply directly to the Commission for the Clear credential. The educator must submit a photocopy of National Board Certification, completed application (form 41-4), completed Live Scan receipt (form 41-LS), copy of a professional level credential from a state other than California, and one of the following: a copy of the individual's NBPTS "My Profile" status page report which indicates which specific special education certificate specialty area completed, official transcripts verifying the content of the special education program completed, or a photocopy of out-of-state credential with a corresponding specific special education specialty area.

Please note: if the out-of-state credential was issued in "Special Education," in a specialty area that does not align with a California specialty area, or the supporting documentation from NBPTS is not submitted, the Commission may issue a Level I credential until the individual completes the process described above in the **Generic Special Education Credentials** section of this document.

## References

Education Specialist Instruction Credential- Requirements for Individuals Prepared Out-of-State Leaflet CL-808 <http://www.ctc.ca.gov/credentials/leaflets/cl808.pdf>

Commission-approved Clear Education Specialist Induction Programs  
[http://cig.ctc.ca.gov/cig/CTC\\_apm/EdSp\\_c.php](http://cig.ctc.ca.gov/cig/CTC_apm/EdSp_c.php)

Commission-approved Preliminary Education Specialist Programs  
[http://cig.ctc.ca.gov/cig/CTC\\_apm/all.php](http://cig.ctc.ca.gov/cig/CTC_apm/all.php) and select Mild/Moderate, Moderate/Severe or Early Childhood Special Education to get a list of Commission-approved Preliminary programs

## Contact Information

The Professional Services Division provides a full list of topic- and program- specific dedicated email addresses at: <http://www.ctc.ca.gov/educator-prep/PSD-contact.html>.