
COMMISSION ON TEACHER CREDENTIALING

1900 Capitol Avenue
Sacramento, California 95814-4213
(916) 445-0184



OFFICE OF THE EXECUTIVE DIRECTOR

August 5, 2002

02-0015

To: All Individuals and Groups Interested in the Activities of the California Commission on Teacher Credentialing

From: Sam W. Swofford, Ed.D., Executive Director

Subject: Requirements for the Professional Level Multiple or Single Subject Teaching Credential

This correspondence outlines the options to obtain the professional level credential for candidates who hold or will be issued a preliminary credential based on completion of either a current Ryan credential program or an SB 2042 credential program. Ryan Preliminary Multiple and Single Subject Credential documents issued by the Commission after September 1, 2002, will list the options noted in this correspondence. In addition, individuals holding preliminary Multiple and Single Subject Teaching Credentials with an issuance date of January 1, 1999, or after are also eligible to use the options outlined in this correspondence.

An Induction Program will be required of all candidates completing the SB 2042 professional teacher preparation program. However, between July 1, 2002, and December 31, 2003, currently approved Beginning Teacher Support and Assessment (BTSA) programs will be submitting Induction Programs for review, consequently some candidates completing the SB 2042 teacher preparation program will not be able to complete a Commission-accredited Induction Program. During this time, the Commission has developed transition options for candidates who were initially issued a Ryan Preliminary Multiple or Single Subject Teaching Credential on or after January 1, 1999, and for candidates completing the Preliminary SB 2042 Multiple or Single Subject Teaching Credential. The January 1, 1999, date correlates to the date that the Induction option was included in legislation.

Transition Options for Ryan Preliminary Credential Holders

Holders of a Ryan Preliminary Multiple or Single Subject Teaching Credential issued on or after January 1, 1999, may complete one of the following options to qualify for the professional clear credential:

- 1) a Commission-accredited SB 2042 Professional Teacher Induction Program, if available, AND the CPR component of the health education requirement if it was not already completed for the preliminary credential, OR
- 2) a Beginning Teacher Support and Assessment (BTSA) Program AND the three additional requirements of health education including CPR, special education, and computer technology if not already completed for the preliminary credential, OR
- 3) fifth year of study AND the three additional requirements of health education including CPR, special education, and computer technology if not already completed for the preliminary credential. (Note that this option may require the application be filed through a California college or university – see “Application Documentation” on the next page for details.)

Procedures for materials that need to be submitted for these options may be found in the section below entitled “Application Documentation”.

Transition Options for SB 2042 Preliminary Credential Holders

The transition period for approving Induction Programs extends through December 31, 2003. During this transition period, it is possible that candidates may complete an SB 2042 credential preliminary program prior to the availability of a Commission-accredited Induction Program offered in their region. Therefore during this transition period, SB 2042 credential holders may complete one of the following to qualify for the professional level credential:

- 1) a Commission-accredited SB 2042 Professional Teacher Induction Program, if available, OR
- 2) a Beginning Teacher Support and Assessment (BTSA) Program AND the three additional requirements of health education, special education, and advanced computer technology, OR
- 3) if neither an Induction nor BTSA Program is available, a fifth year of study AND the three additional requirements of health education, special education, and advanced computer technology. (Note that this option may require the application be filed through a California college or university – see “Application Documentation” on the next page for details.)

Procedures for materials that need to be submitted for these options may be found in the section below entitled “Application Documentation”.

Out-of-State and Out-of-Country Preliminary Ryan Credential Holders

Out-of-state and out-of-country trained teachers have various routes to meet the requirements for the five-year preliminary credential. Each of these routes has options to qualify for the professional level credential as outlined below.

Out-of-state trained individuals who have three or four years of teaching experience currently have the option of completing a Beginning Teacher Support and Assessment (BTSA) Program to renew their five-year preliminary teaching credential. The option of completion of an SB 2042 Professional Teacher Induction Program will also be available to these experienced out-of-state trained teachers.

Teachers with five years of teaching experience who are out-of-state trained will continue to be able to renew their five-year preliminary credential by completing 150 clock hours of professional activities. Completion of an SB 2042 Professional Teacher Induction Program is not required.

Out-of-state trained teachers with less than three years of experience, out-of-state trained teachers from a state where program equivalency has been established, or out-of-country trained teachers may qualify for their professional level credential by completing one of the three options listed above under "Transition Options for Ryan Preliminary Credential Holders" and any additional requirements listed on their document including but not limited to U.S. Constitution, teaching of reading, and subject-matter competence.

Application Documentation

Specific documentation is required for each of the options to meet the requirements for the professional level teaching credential. Details concerning the health education including CPR, special education, computer technology, and fifth year of study may be found in the Multiple and Single Subject Credential leaflets on the Commission's website www.ctc.ca.gov/credentialinfo/topics/secondary.html or www.ctc.ca.gov/credentialinfo/topics/elementary.html.

In addition to an application and fee, the following must be submitted:

Commission-accredited SB 2042 Professional Teacher Induction Program (Apply through the Induction program sponsor)

- 1) Verification of Induction Program Completion Form (to be distributed by CCTC in Fall 2002) signed by the Induction Program Director or designee. The Induction Program will need to verify that the CPR component of the health education requirement has been met for the Ryan Preliminary Credential holder by submitting a photocopy of the CPR card, as applicable (Infant, Child and Adult class).

BTSA Program and Three Courses (Apply through district or county office of education)

- 1) Verification of completion of a BTSA program by using either the BTSA Program Completion Form (attached) or a verification on letterhead paper from the BTSA Program or the school district verifying completion of the BTSA Program (including date of completion). The form or letter must be signed by the BTSA Program Director or designee,

- 2) Official transcript(s) verifying completion of health education, special education, and computer technology course work, as applicable, and
- 3) Photocopy of CPR card, as applicable (Infant, Child and Adult class).

Fifth Year of Study and Three Courses (If fifth year is completed in California, the application will be submitted through a Commission-accredited college or university. If the fifth year was completed outside of California, apply directly to the Commission).

- 1) Official transcript(s) verifying completion of fifth year of study,
- 2) Official transcript(s) verifying completion of health education, special education, and computer technology course work, as applicable, and
- 3) Photocopy of CPR card, as applicable (Infant, Child and Adult class).

Questions

If you have questions, please call the Commission's Information Services Office between 8 am and 5 pm Monday through Friday at (916) 445-7254 or toll free at (888) 921-2682 if you are calling from outside the 916 area code. You may also e-mail us at [credentials@ctc.ca.gov].

**Verification of Completion of BTSA Program Form
(41-BTSA)**

This is to verify that _____
name of candidate

participated in and completed the _____
name of BTSA Program

in _____ on _____
name of district completion date

BTSA Program Director _____

Signature: _____

Date: _____

Phone Number _____

E-mail Address: _____

NOTE: This form must be accompanied by an application, appropriate fee, and, if applicable, official transcripts verifying completion of the health education, special education, and computer technology requirements. A photocopy of a CPR card (Infant, Child, and Adult class) may also be required if not previously submitted with the preliminary credential.