



CODED CORRESPONDENCE

DATE: June 30, 2011

NUMBER: 11-09

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

FROM:
Patty Wohl
Acting Executive Director
Commission on Teacher Credentialing

SUBJECT: Using Excess Bachelor's Degree Units Towards Fifth-Year-of-Study and Master's Degree Requirement

Summary:

Coded Correspondence 00-0015, distributed May 24, 2000, discusses the process for the Commission to review and accept excess units completed within a bachelor's degree towards the fifth-year-of-study requirement for teachers prepared out-of-state (OOS) and outside the United States (OTUS) seeking a clear Multiple or Single Subject Teaching Credential.

Senate Bill (SB) 1209 (Chap. 517, Stats. 2006) changed the requirements and routes to earn a clear Multiple Subject and Single Subject Teaching Credential for OOS and OTUS prepared teachers including completion of a master's degree. An update to the process of using excess units and specific guidelines are included concerning California, OOS and OTUS prepared Multiple and Single Subject Teaching Credentials as well as the Education Specialist Credential. A chart is included in the Appendix.

Key Provisions:

Coded Correspondence 00-0015 addressed the fifth-year-of-study requirement for OOS and OTUS prepared Multiple and Single Subject teachers but did not address OOS and OTUS prepared special education teachers. The fifth-year-of-study requirement did not apply to OOS or OTUS special education teachers at that time. However, the fifth-year-of-study is no longer required for a clear multiple or single subject credential for OOS and OTUS prepared teachers but a master's degree is one of the options to earn a clear credential for some OOS prepared multiple subject, single subject, and education specialist teachers.

Out-of-State Prepared

The excess units within the bachelor's degree provisions may be applied to meet the master's degree for the OOS prepared Multiple or Single Subject Credential teacher who

qualifies via the experience route in SB 1209. Individuals who received their Multiple or Single Subject Credential prior to SB 1209 that opt to complete the renewal requirements listed on their document rather than transition to the SB 1209 renewal requirements may use these provisions to meet the fifth-year-of-study requirement. This information may be found in Coded Correspondence 11-02. A link may be found in the References section.

It is also possible for the OOS prepared special education *experienced* teacher to satisfy the master's degree using coursework completed within a bachelor's degree.

Outside the United States

With the passage of SB 1209, OTUS prepared teachers are required to complete an Induction Program (Multiple Subject/Single Subject) or an approved Level II Program/Clear Induction Program (Education Specialist) to qualify for a clear credential. The experience route is not an option for an OTUS prepared teacher except if the individual holds a credential issued by another state or US territory and completes two years of applicable OOS teaching experience.

The information in Coded Correspondence 00-0015 no longer applies to individuals prepared outside the United States (OTUS) who are currently qualifying for a Multiple or Single Subject Credential nor may the process be applied to OTUS prepared Education Specialist teachers.

California-Prepared Teachers

The fifth-year-of-study or a master's degree requirement does not apply to most California prepared teachers. The exception is limited to individuals who completed:

- 1) a Ryan Credential program and were issued a Preliminary Multiple Subject or Single Subject Credential (regardless of issuance date) or,
- 2) an SB 2042 Credential program and, prior to August 30, 2004, were issued a Preliminary Multiple Subject or Single Subject Credential.

Individuals who hold a preliminary SB 2042 teaching credential issued prior to August 30, 2004 have the option of completing an approved induction program or an approved clear credential program. Additional information may be found in Coded Correspondence 02-0015 at the link in the References section.

Neither a fifth-year-of-study nor a master's degree is a requirement for individuals earning a California Education Specialist Credential program regardless of the issue date. Holders of Level I Education Specialist Credential may complete a Level II Program or a Clear Education Specialist Induction Program. Preliminary Education Specialist Credential holders must complete a Clear Education Specialist Induction Program.

Guidelines for Accepting Excess Units for the Fifth-Year-of-Study or Master's Degree Requirement

Commission staff will be using the following guidelines to clear the fifth-year-of-study or master's degree requirement based on units found within the bachelor's degree if all the following conditions are met:

- 1) The bachelor's degree consists of a minimum of approximately 150 semester units (or 225 quarter units).
- 2) The coursework must be completed prior to receiving the bachelor's degree. For example, it is not acceptable if an individual completes 139 units within the bachelor's degree and then completes 11 additional units after the bachelor's degree has been awarded.
- 3) The coursework within the bachelor's degree needs to be in an organized program, such as a dual major, an extensive program in a single major (ex. engineering or pre-medicine), or two bachelor's degrees granted on the same date. A large number of courses in numerous areas would not be acceptable.
- 4) When considering the total units within the bachelor's degree, only units from a community college that are transferred to a four-year institution will be considered. Advanced placement and military training credit will be included as long as the units are listed on the degree granting institution's transcripts. Courses listed on the transcripts with grades of *Pass*, *Credit*, and *Satisfactory* are acceptable.

Background:

SB 1209 changed the requirements and the routes to earn a clear Multiple Subject, Single Subject and Education Specialist Teaching Credential for OOS and OTUS prepared teachers. Included in the provisions of the bill were changes to the requirements for a preliminary credential such as the number of years of teaching experience and requirements to earn a clear credential.

Source:

Education Code §§44274.2 and 44275.4

References:

Coded Correspondence 11-02: <http://www.ctc.ca.gov/notices/coded/2011/1102.pdf>

Coded Correspondence 02-0015:

<http://www.ctc.ca.gov/notices/coded/020015/020015.pdf>

Contact Information:

Commission's Information Services Unit by telephone at 1-888-921-2682, Monday through Friday from 12:00 pm to 4:45 pm or by email at credentials@ctc.ca.gov.

Appendix 1

Using Excess Bachelor’s Degree Units Towards the Master’s Degree or Fifth-Year-of-Study Requirement

OOS – Out-of-State

OTUS – Outside the United States

Credential Held	Issued Prior to SB 1209	Issued After SB 1209
Multiple or Single Subject (<i>OOS prepared</i>)	If Fifth-Year-of-Study is an option - may use excess units to satisfy	If Master’s degree is an option for experienced teacher - may use excess units to satisfy
Education Specialist (<i>OOS prepared</i>)	Not applicable	If Master’s degree is an option for experienced teacher - may use excess units to satisfy

Credential Held	Issued Prior to SB 1209	Issued After SB 1209
Multiple or Single Subject (<i>prepared OTUS</i>)	If Fifth-Year-of-Study is an option - may use excess units to satisfy	Not applicable
Education Specialist (<i>prepared OTUS</i>)	Not applicable	

Credential Held	Ryan Program	SB 2042 Program	
		Document Issued Prior to 8/30/2004	Document Issued On or After 8/30/2004
Multiple or Single Subject (<i>California prepared</i>)	If Fifth-Year-of-Study is an option, excess units may be accepted at the discretion of the Clear Ryan program sponsor OR individuals may apply directly to CTC ¹	If Fifth-Year-of-Study is an option, excess units may be accepted at the discretion of the Clear General Education program sponsor ²	Not applicable

¹ For direct applications, Commission staff will evaluate for the fifth year of study (regardless of where it was completed). See Coded Correspondence 11-02.

² Individuals must complete an approved program and be recommended by a Commission-approved program sponsor. See Coded Correspondence 02-0015.

Credential Held	Completed Since 1997
Education Specialist (<i>California prepared</i>)	Not applicable

