



Credential Information Alert

DATE:

February 11, 2020

NUMBER:

20-01

SUBJECT: Supporting Documentation Required with Online Recommendations for Clear Teaching Credentials

Summary:

The purpose of this Credential Information Alert (CIA) is to identify the supporting documentation that must be uploaded by induction program sponsors during the online recommendation process at the time teachers are recommended for a clear teaching credential. The provisions outlined herein are effective as of the date of this CIA.

Key Provisions:

Recently, there have been increasing instances where teachers prepared outside California have been recommended for clear credentials prior to satisfying all the renewal requirements listed on their preliminary/Level I credentials, particularly for the English learner authorization and the program comparability for teachers issued Level I Education Specialist Instruction Credentials based on generic preparation programs.

In these situations, the Commission must invalidate the clear credentials issued to teachers who have not satisfied all credential requirements when identified. For example, if Commission staff notices that an out-of-state prepared teacher was issued a clear credential prior to the date he/she earned an English learner authorization, the clear credential must be invalidated, which causes issues for the teacher and his/her employer.

A similar problem occurs when teachers who hold Level I Education Specialist credentials issued based on out-of-state generic preparation programs complete the equivalent of a preliminary program in California. Teachers who complete the equivalent of a preliminary program are entitled to have the Autism authorization added to their credentials when the specialty area on the Level I credential is Mild/Moderate Disabilities. However, program sponsors cannot

currently add the Autism authorization during the online recommendation process and Commission staff has no way to verify how equivalency was established without documentation. Uploading a letter during the online recommendation process verifying preliminary program equivalency will allow Commission staff to add the Autism authorization when processing applications for the Mild/Moderate Disabilities specialty area as well as to verify how the requirement was satisfied for the Moderate/Severe Disabilities and Early Childhood Special Education specialty areas.

Lastly, the term “(Examination)” must be added to general education teaching credentials for out-of-country prepared teachers and for out-of-state prepared teachers who were issued preliminary credentials with the subject matter competence renewal code (RSMC) who pass the California Subject Examinations for Teachers (CSETs). The lack of the code indicating passage of the CSETs skews the data collected by the Commission and may cause issues for the teachers if this information is needed in the future or when California teachers subsequently move out of state and need to verify their subject matter competence. A photocopy of the CSET examinee score report or a letter verifying completion of a Commission-approved subject-matter program uploaded during the online recommendation process will allow for proper processing of an application.

Induction program sponsors must review the preliminary/Level I credential held by a teacher to determine the renewal requirements that must be satisfied. The documentation necessary to verify completion of all listed renewal requirements must be gathered by the induction program sponsor and must be uploaded during the online recommendation process for the clear teaching credential. Table 1 beginning on page 4 of this CIA provides the renewal codes that may potentially be listed on a preliminary or Level I credential; information on how the associated renewal requirement may be satisfied; and the documentation that must be uploaded during the online recommendation process.

Other renewal codes such as RC (basic skills requirement) and REL (English learner authorization) are often verifiable by staff via the Commission’s databases through examination scores or evidence that a teacher has already been issued a CLAD Certificate, English learner authorization, or bilingual authorization. If it is unclear whether the Commission has previously received evidence of completion of renewal requirements, the best practice for program sponsors is to upload all applicable documentation to avoid any potential delays for the applicant.

Important Dates:

The provisions outlined herein take effect as of the date of this Credential Information Alert.

Background:

Education Code 44227(b) authorizes Commission-approved programs to submit online applications for educators upon program completion and mandates that the Commission grant credentials based on the program sponsors’ recommendations. However, there are other

statutory and regulatory requirements teachers may need to complete to establish their academic eligibility for a clear teaching credential that are not part of an approved induction program. The submission of the documentation outlined in this CIA will allow Commission staff to verify each applicant has satisfied all the statutory and regulatory requirements for the clear credential requested

References:

Title 5 of the California Code of Regulations §§80413.3, 80048.3.1, and 80048.3.3 and Education Code sections 44227(b) and 44275.4.

[Basic Skills Requirement Leaflet \(CL-667\)](#)

[Level II Content that Must be Addressed by a California Prepared Level I Candidate Completing a Teacher Induction Program](#)

[Coded Correspondence 18-06: Education Specialist Level I Credential Holders: How to Earn a Clear California Credential](#)

[Transcript Equivalency Review for Out-of-State and Out-of-Country Level I Education Specialist Credential Holders](#)

Contact Information:

The most direct method to receive a response to specific questions is by email to the Commission's Information Services Section at credentials@ctc.ca.gov. Include key words indicating the nature of your question in the subject line to allow the Commission to direct the email to the appropriate staff.

You may also contact the Commission by telephone at (916) 322-4974 Monday – Friday 12:00 PM to 4:00 PM Pacific Time.

Table 1 – Supporting Documentation for Clear Teaching Credential Recommendations

If a teacher has any of the renewal requirements below listed on their document, in addition to the Induction requirement, the referenced supporting documentation must be uploaded as attachments during the online recommendation process for the clear teaching credential.

Renewal Code	Options for Satisfying Requirement	Supporting Documentation Required
COMP	<ul style="list-style-type: none"> • Foundational computer education course • Passage of the Preliminary Educational Technology (PET) Test 	<ul style="list-style-type: none"> • Official computer education course transcript • PET Test score report
CPR	Training in CPR that covers adults, infants, and children	A copy (front and back) of a CPR card
HEAL	Health Education course + CPR that covers adults, infants, and children	Official health education course transcript and a copy (front and back) of a CPR card
R19M	This requirement is only for California prepared teachers who hold Level II credentials (new renewal code to be created soon)	Letter from a Commission-approved preliminary program in the specialty area listed on the Level I credential verifying completion of the Level II content ¹
NSEE	Supervised field experience in general education by one of the following: <ul style="list-style-type: none"> • at least one semester unit of supervised field experience with non-special education students • 45 clock hours with non-special education students 	<ul style="list-style-type: none"> • Official general education supervised field experience course transcript • An original letter from the employing agency verifying completion of general education supervised field experience
NSEP	At least two semester units in non-special education pedagogy related to teaching basic academic skills and content areas	Official non-special education course transcript
RC	<ul style="list-style-type: none"> • Basic Skills Requirement 	<ul style="list-style-type: none"> • Score report verifying passage of one of the examinations listed on the CL-667 leaflet
READ	Developing English Language Skills, including Reading, course (or RICA for Multiple Subject and Education Specialist, only)	<ul style="list-style-type: none"> • Official developing English language skills, including reading, course transcript • RICA score report verifying passage (Multiple Subject and Education Specialist, only)

Renewal Code	Options for Satisfying Requirement	Supporting Documentation Required
REL	<p>English learner authorization by:</p> <ul style="list-style-type: none"> • passing the California Teacher of English Learners (CTEL) examination • completing a Commission-approved CTEL program • Out-of-state teaching credential with a comparable English learner authorization • possession of a bilingual authorization 	<ul style="list-style-type: none"> • Score report verifying passage of all three CTEL subtests • Must already possess a CLAD Certificate or English learner authorization (no documentation to be uploaded) • Photocopy of professional-level out-of-state teaching credential that bears a comparable English learner authorization • Possession of a bilingual authorization (no documentation to be uploaded)
RSG	<p>Demonstrate equivalency in the specialty area listed on the Level I credential through one of the following:</p> <ol style="list-style-type: none"> a) Two or more years of out-of-state full-time teaching experience b) Verification of out-of-state student teaching c) Complete a Commission-approved preliminary program in the requested specialty area. d) Two years full-time teaching experience earned in California while holding the Level I Credential 	<p>A letter:</p> <ul style="list-style-type: none"> • from the out-of-state employer verifying two or more years of out-of-state full-time teaching experience in the listed specialty area² • from the out-of-state university verifying that the applicant completed student teaching in the listed specialty area³ • from a Commission-approved program verifying that the teacher has completed the equivalent of a preliminary program in the listed specialty area⁴ • verifying two years of full-time teaching experience in the listed specialty area earned in California²
RSMC	<ul style="list-style-type: none"> • Subject Matter Examination • Subject Matter Program 	<ul style="list-style-type: none"> • CSET score report verifying passage of all applicable subtests • Subject matter letter from an institution with an approved subject matter program in the requested subject area⁵
US	<ul style="list-style-type: none"> • United States (US) Constitution Examination • A two semester unit or three quarter unit course covering the Provisions and Principles of the US Constitution 	<ul style="list-style-type: none"> • A printout or certificate of the passing score report • Official U.S. Constitution course transcript

¹Letters verifying completion of the Level II content must be signed by a person authorized by the preliminary program sponsor to recommend individuals for certification.

²Experience verification letters must be signed by the employing agency's Superintendent, Assistant Superintendent or Director of Human Resources. Letters from principals will not be accepted.

³Letters verifying student teaching must be signed by the Dean, Chair or Director of the teacher education department.

⁴Preliminary program completion letters must be signed by a person authorized to recommend individuals for certification and, for the Mild/Moderate Disabilities specialty area, must verify the applicant completed the requirements for the Autism authorization.

⁵Subject matter equivalency letters must be signed by an analyst at the university designated as an authorized signatory for subject matter equivalency letters.