

Designated Subjects Credentials

General Information

The Commission issues Designated Subjects Teaching Credentials to authorize individuals to teach Adult and Career Technical (formerly Vocational) Education in a variety of subject areas. The Commission currently issues the following documents in the area of Designated Subjects:



- **Designated Subjects Adult Education**

Teaching Credential authorizes the holder to teach the subjects named on the credential in courses organized primarily for adults.

For Full-Time and Part-Time Adult Education Teaching Credentials (preliminary credentials in these areas no longer initially issued), see leaflet [CL-697A](#); for Adult Education Teaching Credentials issued from January 1, 2011 forward based on AB 1374, see leaflet [CL-697B](#).

- **Designated Subjects Vocational Education Teaching Credential** authorizes teaching the subject(s) listed on the credential in career technical, trade or vocational classes which shall be part of a program of career technical, trade or vocational education; this credential is no longer initially issued. Individuals holding the clear Vocational Education credential can continue to renew their credential according to its regular 5-year cycle. The last date for the initial issuance of the clear Vocational Education credential was August 31, 2013. Individuals holding the preliminary credential that did not obtain the clear by that date must speak with a program sponsor regarding a transition to the Career Technical Education credential. (See [CL-888](#) and [Coded Correspondence 07-19](#)).

- **Designated Subjects Special Subjects Teaching Credential** ([CL-699](#)) authorizes instruction in six special subjects: Aviation Flight Instruction; Aviation Ground Instruction; Basic Military Drill; Reserve Officers Training Corps R.O.T.C.); Driver Education and Training; Limited Driver Training.

- **The Special Teaching Authorization (STA) in Physical Education** authorizes the holder to teach physical education courses in basic military drill and physical fitness training in grades 12 and below, and classes organized primarily for adults. The STA in PE is a distinct physical education authorization limited to the areas of basic military drill and physical fitness training. Regulations regarding the STA became effective January 1, 2015.

The STA in PE may be added to Preliminary or Clear Designated Subjects Special Subjects Credentials issued in either Basic Military Drill or R.O.T.C. Applications for this authorization can be submitted directly by applicants or may be included with recommendations by an approved program sponsor. (See [Coded Correspondence 15-01](#))

- **Designated Subjects Supervision and Coordination Credential** ([CL-700](#)) authorizes the holder to supervise and coordinate subjects and classes in all types of designated subjects programs.
- **Designated Subjects Career Technical Education 30-Day Substitute Teaching Permit** ([CL-786](#)) authorizes the holder to serve as a substitute in any classroom in a program of technical, trade or vocational education in any county in which the permit is registered provided the employing agency has a completed Statement of Need ([CL-505a](#)) on file at their office for the duration of the school year.
- **Designated Subjects Career Technical Education (CTE) Teaching Credential** ([CL-888](#)) authorizes the holder to teach in the subject or subjects named on the credential in grades twelve and below and in classes organized primarily for adults, in career technical, trade or vocational courses which shall be part of a program of career technical, trade or vocational education; replaces the Designated Subjects Vocational Education Teaching Credential.

The Commission issued Full-Time and Part-Time CTE credentials from November 1, 2007 to January 1, 2009. Individuals holding the clear Full-Time and Part-Time CTE credential can continue to renew their credential according to its regular 5-year cycle. The last date for the initial issuance of the clear Full-Time and Part-Time CTE credential was August 31, 2013. (See [Coded Correspondence 09-01](#))

- **Business and Industry Partnership Teacher Authorization** ([CL-895](#)) has the same requirements as the Three-Year Preliminary CTE Teaching Credential, providing a pathway for industry experts who may only want to teach part-time for a brief period since their skills are in high demand in the workplace. This authorization is valid for one school year only and is not renewable.

Overview and Important Dates

Designated Adult Education Teaching Credentials

Changes in regulations regarding Designated Adult Education Teaching Credentials resulted in a period of transition from the full-time/part-time adult education credentials to three-year

preliminary and clear credentials issued pursuant to AB 1374. From January 1, 2011 until January 31, 2013, the Commission issued six types of Designated Subjects Adult Education Teaching Credentials. Individuals issued Preliminary Full-Time or Part-Time Adult Education Teaching Credentials under pre-AB 1374 statutes will be allowed time to complete their current programs. The following chart lists the six types of Designated Subjects Adult Education Teaching Credentials, the associated regulations, and the related sunset dates:

Credential Type	Associated Regulations	Sunset Date
Three-Year Preliminary Adult Ed	§80036.4(a)	N/A
Clear Adult Ed	§80036.4(b)	N/A
Five-Year Preliminary Full-Time Adult Ed	§80036(a)	January 31, 2013
Clear Full-Time Adult Ed	§80036(c)	January 31, 2016
Five-Year Preliminary Part-Time Adult Ed	§80036.1(a)	January 31, 2013
Clear Part-Time Adult Ed	§80036.1(c)	January 31, 2016

Designated Subjects Special Subjects Teaching Credential

Changes in regulations also affect Designated Subjects Special Subjects Credentials. Individuals issued preliminary DSSS credentials and enrolled in a Special Subjects program prior to January 1, 2015 may complete the Special Subjects program based on prior guidelines or transition to a CTE program to qualify for the clear credential. The program sponsor will be responsible for indicating the type of program completed at the time individuals are recommended for the clear credential. The last date to complete the old program is January 1, 2020

All applications for initial preliminary DSSS credentials with a requested issuance date of January 1, 2015 or later must be submitted to the Commission for processing by a Commission-approved CTE program sponsor. Employing school districts do not have authority to recommend individuals for DSSS credentials, even if previously authorized to do so by an approved program sponsor.

Authorized Signers for Approved Programs

As Designated Subjects Credential programs have become part of the accreditation process, recommendations for preliminary and clear credentials must now come through a Commission-approved program sponsor. Only individuals authorized by the Commission-approved program can sign the recommendation forms and submit applications to the Commission for these credentials. The Commission has provided these forms to be used by Designated Subjects Credential program sponsors:

- [CL-689](#) – to be submitted with Form 41-4 when recommending for a credential
- [CL-689A](#) – to be submitted with Form 41-4 for CTE credential holders adding or transitioning industry sectors
- [CL-869DS](#) – to identify person(s) authorized by the approved program sponsor to sign the CL-689 and CL-689A recommendation forms and submit applications for persons enrolled in the Designated Subjects Credential program.

A link to the list of designated subjects program authorized signatories is available on the IHE/Program Sponsors-Resources page <http://www.ctc.ca.gov/credentials/cig2/IHE-program-sponsors-resources.html>.

History

Title 5 Regulations for Designated Subjects Vocational Education and Adult Education Teaching Credentials became effective on May 10, 1995. These regulations divided the Adult and Vocational personalized preparation programs into two levels.

Level 1 requirements must be completed within the first two years of the five year preliminary credential. If the personalized preparation program is not completed within the first two years, the credential becomes invalid and continued service is not permitted on the credential until the Level 1 requirements have been completed. The responsibility of obtaining verification of completion of the Level 1 personalized preparation program rests with the employing school district (ESD). Once the Level 1 requirements are complete and verified by the ESD the individual may be employed for the remainder of time on the preliminary credential. The last date for admittance to a Level 1 program for individuals holding full-time/part-time Vocational Education and CTE Teaching Credentials was August 31, 2010.

Level II requirements must be completed prior to the issuance of the clear credential. Completion of the Level II requirements must be verified by a Commission-approved Program Sponsor. Individuals who did not complete the Level II requirements and qualify for clear full-time/part-time Vocational Education or CTE Teaching Credentials by August 31, 2013 must contact an approved program sponsor to transition to a three-year preliminary CTE Teaching Credential. Clear full-time/part-time Vocational Education or CTE Teaching Credentials are no longer initially issued but can continue to be renewed.

The Designated Subjects Vocational Education 30-Day Substitute Teaching Permit ([CL-786](#) [PDF]) was also established by 1995 Regulations. Effective October 1, 2013, this was renamed the Designated Subjects Career Technical Education 30-Day Substitute Teaching Permit

On November 1, 2007, Senate Bill 52 (Chap. 520, Stats. of 2007) changed the name of the Designated Subject Vocational Education Teaching Credentials to **Designated Subjects Career Technical Educational (CTE) Teaching Credentials** for initial issuance of documents effective October 12, 2007. It also consolidated 175 vocational education subjects into 15 broad Industry Sectors. On January 1, 2009, SB 1104 (Chap. 576, Stats. 2008) changed the term of the new preliminary Designated Subjects CTE Credential from five years to three years and eliminated the ‘full-time’ and part-time’ designations. It also embedded a Specially Designed Academic Instruction delivered in English (SDAIE) authorization inside the clear credential requirements to allow for instruction to English learners in the subject area. See Coded Correspondences [07-19](#) and [09-11](#) and Credential Information Alert [10-04](#).

Assembly Bill 239 (Chap.316, Stats. 2009) added provisions for obtaining the CTE clear credential by means of holding certification from the National Board for Professional Teaching Standards. [See Coded Correspondence 10-03](#).

Regulations approved in 2010 also made provision for the issuance of The Business and Industry Partnership Teacher Authorization (BIPT). See Coded Correspondence [10-08](#).

During the transition from January 1, 2009 through August 31, 2013 prior to the new regulations, the Commission issued eight types of Designated Subjects CTE and Vocational Education Teaching Credentials. The following chart lists the eight types of Designated Subjects Credentials, the associated regulations, and the related sunset dates:

Credential Type	Associated Regulations	Sunset Date
Three-Year Preliminary CTE	§§80034.1, 80034.2 and 80035.5	N/A
Clear CTE with SDAIE authorization	§§80034.1, 80034.2 and 80035.5	N/A
Five-Year Preliminary Full-Time CTE	§§80035 and 80035.5	August 31, 2010
Clear Full-Time CTE	§§80035 and 80035.5	August 31, 2013
Clear Full-Time Vocational Education	§80035	August 31, 2013
Five-Year Preliminary Part-Time CTE	§§80035.1 and 80035.5	August 31, 2010
Clear Part-Time CTE	§§80035.1 and 80035.5	August 31, 2013
Clear Part-Time Vocational Education	§80035.1	August 31, 2013

Assembly Bill (AB) 1374 (Chap. 36, Stats. 2010) became effective on January 1, 2011. AB 1374 reduced the term of the Preliminary Designated Subjects Adult Education Teaching Credential from five years to three years, eliminating the 'full-time' and part-time' designations. It also reduced the years of experience required for 'non-academic' subjects from five years to three years.

Amendments to Title 5 of the California Code of Regulations pertaining to Designated Subjects Adult Education Teaching Credentials were approved by the Office of Administrative Law and became effective on June 1, 2011, implementing certain provisions of Assembly Bill (AB) 1374, and setting sunset dates for Five-Year Preliminary Full-Time and Part-Time Adult Education Teaching Credentials issued under prior law. See Coded Correspondences [10-21](#) and [11-07](#) for further details.

Preliminary Credentials Issued Under Prior Regulations

Expired Preliminary Designated Subjects Credentials issued prior to May 10, 1995 may not be reissued. A recommendation for a credential under current regulations must be submitted with supporting documents, an application and fee.

Only the current subject or industry sector areas may be added to a document. If a credential was issued under old regulations and the holder wishes to add a new subject, a new document will be issued under current regulations and the new area will be added. If the new subject clearly covers the same subject area as the one on the previous credential, it may be added without providing proof of experience. However, recency must still be established for CTE Teaching Credentials. Academic preparation needed for the subjects of English as a Second Language and Elementary and Secondary Basic Skills has also changed.

Appeals for Failure to Complete Level I Requirements

The Commission issued a one-year document on an appeal basis to holders who enrolled in a Level 1 program (on or before August 31, 2010) with a valid reason for not completing the Level 1 requirements. During the validity of the one-year credential based on an appeal, the holder had to complete the Level 1 program. After the holder verified to the employer completion of the requirements the holder could return to employment under the original five-year document.

Individuals who did not complete the Level I or Level II requirements must contact an approved program sponsor and qualify for a credential under the current program standards.

ROTC Recommendations

To apply for a Designated Subjects Special Subjects Credential in Reserve Officers Training Corps (ROTC), an applicant must include a recommendation from the branch of military service sponsoring the program in the employing school district. The following offices can provide those recommendations:

Air Force

Department of the Air Force
ROTC/DOJI
551 E. Maxwell Blvd.
Maxwell Air Force Base, Alabama, 36112-6106
Phone: (334) 953-7741

Marine Corps

Commanding General, MCCDC
Training & Education Command C469
3300 Russell Road
Quantico, VA 22134-5001
Phone: (703) 784-3705

Navy

Department of the Navy
Chief of Naval Education and Training
CNET (NJROTC)
250 Dallas Street
Naval Air Station, Pensacola, Florida,
32508-5220
Phone: (850) 452-4947 X 305

U.S. Army

Department of the Army
Commander, U.S. Army ROTC
Cadet Command
ATCC-JR
Bldg 100
Ft. Monroe, VA 23651-5000
Phone: (757) 788-4039

Definitions

Computer Electronics

Experience testing, repairing and modifying subassemblies by replacing, installing, or upgrading components, such as transistors, diodes, transformers, etc.

Computer Maintenance and Repair

Experience maintaining and restoring computer equipment by replacing subassemblies.

Computer Assisted Manufacturing (aka: Computer-Aided Manufacturing)

Experience with the integration of design and manufacturing into a system under the direct control of digital computers. Using computers in computer-aided manufacturing operations, the automation of manufacturing systems and techniques.

Information Systems Management

The discipline that analyzes information from data processing as an organizational resource. Evaluates the kinds of data/information an organization requires in order to function and progress effectively. Other titles are: Information Services, Management Information Systems, and Management Information Services.

Adaptive Computer Technology

Involves the practical application of computer knowledge; a manner of accomplishing a task using technical processes, methods, or knowledge, while adjusting to environmental or physical conditions.

Computer Technology

Involves the practical application of computer knowledge; a manner of accomplishing a task using technical processes, methods, or knowledge; the specialized aspects of the computer field.

Computer Systems Operation

Computer systems are made up of the CPU, memory and related electronics (main cabinet), all the peripheral devices connected to it and its operating system. Computer systems fall into two broad divisions: clients (laptop, desktop, and workstation) and servers (low-end servers, midrange servers and mainframes).

Information Processing

Same as data processing; processing information by machines.

Computer Software Operations

Experience working with instructions for the computer. The instruction must include system software (programs used to control the computer and develop and run application programs. Includes operating systems and database managers [DBMS]), and application software (programs that process data for the user [inventory, payroll, spreadsheet, word processor, etc.]). Working knowledge of system software must be held to receive this subject area.

Computer Programming

Must be able to develop program logic to solve a particular problem, write the program in a specific programming language (coding the problem), compile the program machine language, and test the program.

Computer Applications

Any data entry, update, query or report program that processes data for the user. Includes spreadsheets, word processors, database programs, etc. Experience must include at least one word processing, spreadsheet, and database program to qualify for this subject.

Resources

Credential Information Leaflets:

- [CL-667:](#) Basic Skills Requirement
- [CL-689:](#) Designated Subjects Credential Recommendation
- [CL-689A:](#) Career Technical Education Credential Recommendation Form - Add or Transition to New Industry Sectors
- [CL-697A:](#) Designated Subjects Adult Education Teaching Credential
- [CL-697B:](#) Designated Subjects Adult Education Teaching Credential Based on AB 1374
- [CL-699:](#) Designated Subjects Special Subjects Teaching Credential
- [CL-700:](#) Designated Subjects Supervision and Coordination Credential
- [CL-786:](#) Designated Subjects Career Technical Education 30-Day Substitute Teaching Permit
- [CL-869DS:](#) Change in Authorized Signatory for Designated Subjects Programs
- [CL-888:](#) Designated Subjects Career Technical Education Teaching Credential (based on SB 1104)
- [CL-895:](#) Business and Industry Partnership Teacher Authorization

Coded Correspondence:

- [07-19:](#) Designated Subjects Career Technical Education Teaching Credential
- [09-01:](#) Implementation of Senate Bill 1104 Pertaining to Designated Subjects Career Technical Education Teaching Credentials
- [10-03:](#) Expansion of Credentials Issued on the Basis of National Board Certification
- [10-08:](#) Approval of Additions and Amendments to 5 California Code of Regulations Pertaining to Designated Subjects Career Technical Education Teaching Credentials
- [10-21:](#) Implementation of Assembly Bill 1374 Pertaining to Designated Subjects Adult Education Teaching Credentials
- [11-07:](#) Approval of Additions and Amendments to Title 5 of the California Code of Regulations Pertaining to Designated Subjects Adult Education Teaching Credentials
- [15-01:](#) Approval of Amendments to 5 California Code of Regulations Pertaining to Designated Subjects Special Subjects Teaching Credentials

Credential Information Alerts:

- [07-18:](#) Designated Subjects Career Technical Education Teaching Credential Changeover Policy
- [10-04:](#) Option to Earn a Certificate of Completion of Staff Development (CCSD)

Title 5: [§ 80034 - 80039](#)

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