



# **Single Subject Matter Preparation Programs Commission on Teacher Credentialing**

**Handbook Revised  
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## Submitting a Single Subject Matter Preparation Program

Institutions that intend to offer SSM preparation must follow the following steps:

1. Complete an [Intent to Submit form](#)
  - a. Upon submission of an Intent to Submit form, an institution will receive a Verification form which must be signed by the Educator Preparation Unit Head
2. Complete and submit the following (all submissions received after October 1, 2020 must be via a website, discussed below):
  - a. Response to the program specific preconditions
  - b. Course scope and sequence for the program
  - c. Response to SSM Program Standards (limited to 5 pages per standard)
  - d. Content-Specific Alignment Matrix
  - e. Course syllabi, assignments, assessments, and other supporting documentation showing alignment to the subject matter requirements

### Finalizing the SSM Program Proposal

The SSM submission must be organized in a clear and easily accessible manner. Prior to submitting the program proposal, the evidence provided should be reviewed against the subject matter requirements. It is the institution's responsibility to ensure that the exhibits provided demonstrate that the program is aligned to the subject matter requirements for the proposed program.

Institutions must test all links to make sure they are working and do not require permission to access. It is strongly suggested that the links be tested from outside your institution to ensure that they will work beyond your institution's network. If the URL requires a password, the password must also be tested. It is not acceptable to require reviewers to create or use personal email accounts for access. Reviewers must be able to access the submission anonymously.

### Submitting the SSM Program Proposal

SSM program proposals are due on the date identified in the Intent to Submit form. Effective October 1, 2020, all new program proposals must be submitted via a website. SSM submissions must be posted to the institution's website and the URL submitted to [subjectmatterprogram@ctc.ca.gov](mailto:subjectmatterprogram@ctc.ca.gov). If the website is password protected, the password must also be provided. Google docs, pdfs, and other linked documents attached to the submission will not be accepted. When submitting the URL, please also include a contact person in case there are technical issues.

Questions related to SSM program submissions must be sent to [subjectmatterprogram@ctc.ca.gov](mailto:subjectmatterprogram@ctc.ca.gov).

## **Single Subject Matter Program Standards (adopted 2019)**

The following program standards apply to all SSM programs and must be provided with each SSM program proposal. Responses are limited to five pages per standard.

### **Standard 1: Program Design**

Subject matter programs are based on an explicit statement expressing the purpose, design, and expected outcomes of the program. The program curriculum builds on the K-12 State-adopted academic content standards, with student outcomes and assessments aligned to the subject matter requirements. The program provides prospective teachers with conceptual knowledge of the subject matter, develops academic literacy and discipline-based fluency, addresses issues of equity and diversity, and exposes prospective teachers to a variety of learning experiences appropriate for the discipline.

### **Standard 2: Program Resources and Support**

The program sponsor allocates resources to support effective program coordination, which includes advising students, facilitating collaboration among stakeholders, and overseeing program review. Ongoing review processes use assessments of the prospective teachers and a variety of data such as input from stakeholders and other appropriate measurements for review and evaluation of the subject matter program.

## **Single Subject Matter Preconditions**

A precondition is a requirement for subject matter program approval. Unlike standards, preconditions specify requirements for program compliance, not program quality. The basis for a precondition is either 1) statute, 2) regulations, or 3) Commission policy. The Commission determines whether a program complies with the adopted preconditions on the basis of a program document provided by the institution for initial program review.

Each SSM program has its own set of preconditions, which prescribe the minimum number of units for an SSM program. Because preconditions vary by content area, please refer to the program specific preconditions for the content area being proposed.

## Agriculture

To be approved by the Commission, a Subject Matter Program in Agriculture must comply with the following preconditions.

1. Each program of subject matter preparation for the Single Subject Teaching Credential in Agriculture shall include a minimum of 45 semester units with (a) a minimum of 32 to 36 semester units (or 48 to 54 quarter units) of core coursework in agriculture and related subjects that are commonly taught in departmentalized classes in California public schools, and (b) a minimum of 9 to 12 semester units (or 14 to 20 quarter units) of coursework that provides extended study of the subject. These two requirements are elaborated in Preconditions 2 and 3.
2. The core of the program shall include coursework in (or directly related to) subjects that are commonly taught in departmentalized classes of agriculture:
  - Plant and Soil Science
  - Ornamental Horticulture
  - Agricultural Business and Economics
  - Environmental Science and Natural Resource Management
  - Agricultural Systems Technology.
3. A depth of study in the program shall be designed to supplement the core of the program.

### [Agriculture subject matter requirements](#)

Download the [Agriculture Subject Matter Requirement Alignment Matrix here](#) (file will download a Word document)

## Art

To be approved by the Commission, a subject matter program in Art must comply with the following preconditions.

1. Each program of subject matter preparation for the Single Subject Teaching Credential in Art shall include:
  - a. A minimum of 36 semester units (or 54 quarter units) of core coursework in art and related subjects that are commonly taught in departmentalized classes in California public schools, and
  - b. A minimum of 12 semester units (or 18 quarter units) of coursework that provides a depth of study of the subject.

These two requirements are elaborated in Preconditions 2 and 3.

2. The core of the program shall include coursework in (or directly related to) subjects that are commonly taught in departmentalized classes of art and related subjects in the California public schools, including:
  - Two-Dimensional Art
  - Three-Dimensional Art
  - New and Emerging Art
  - Media Art
  - Art History
  - Art Criticism
  - The History and Theories of Learning in Art
3. A depth of study in the program shall be designed to supplement the core of the program.

### [Art subject matter requirements](#)

Download the [Art Subject Matter Requirement Alignment Matrix here](#) (file will download a Word document)



## Business

To be approved by the Commission, a subject matter program in Business must comply with the following preconditions.

1. Each program of subject matter preparation for the Single Subject Teaching Credential in Business shall include
  - a. A minimum of 30 semester units (or 45 quarter units) of core coursework in business and related subjects that are commonly taught in departmentalized classes in California public schools, and
  - b. A minimum of 15 semester units (or 22 quarter units) of coursework that provides a depth study of the subject.

These two requirements are elaborated in Preconditions 2 and 3.

2. The core of the program shall include coursework in (or directly related to) subjects that are commonly taught in departmentalized classes of business and related subjects in the California public schools, including:
  - Accounting and Finance
  - Business Communications
  - Business Law
  - Business Management
  - Computer Applications and Information Technology
  - Economics
  - Entrepreneurship
  - Marketing
3. A depth of study in the program shall be designed to supplement the core of the program.

### [Business subject matter requirements](#)

Download the [Business Subject Matter Requirement Alignment Matrix here](#) (file will download a Word document)

## Dance

To be approved by the Commission, a subject matter program in Dance must comply with the following precondition.

1. Each program of subject matter preparation for the Single Subject Teaching Credential in Dance shall include:
  - a. A minimum of 32 semester units of coursework in Dance and related subjects that are commonly taught in departmentalized classes in California public schools.

This precondition is elaborated on in Precondition 2 below.

2. The core of the program shall include coursework in (or directly related to) the following subjects that are commonly taught in departmentalized classes in California public schools:
  - Creating
  - Performing
  - Responding
  - Connecting

Dance subject matter requirements will be linked at a later date.

Download the [Dance Subject Matter Requirement Alignment Matrix here](#) (file will download a Word document)

## English

To be approved by the Commission, a subject matter program in English must comply with the following preconditions.

1. Each program of subject matter preparation for the Single Subject Teaching Credential in English shall include:
  - a. A minimum of 36 semester units (or 54 quarter units) of core coursework in English and related subjects that are commonly taught in departmentalized classes in California public schools, and
  - b. A minimum of 12 semester units (or 18 quarter units) of coursework that provides a depth of study of the subject.

These two requirements are elaborated in Preconditions 2 and 3.

2. The core of the program shall include coursework in (or directly related to) the following subjects that are commonly taught in departmentalized classes of English and related subjects in the public schools, including:
  - Literature and Textual Analysis
  - Language, Linguistics, and Literacy
  - Composition and Rhetoric
  - Communications: Speech, Media, and Creative Performance
3. A depth of study in the program designed to supplement the core of the program may be offered in any or all of the following patterns:
  - A combination of related content areas within or across domains
  - A concentration in one domain
  - A concentration in any content area within a domain

### [English subject matter requirements](#)

Download the [English Subject Matter Requirement Alignment Matrix here](#) (file will download a Word document)

## Health Science

To be approved by the Commission, a subject matter program in Health Science must comply with the following preconditions.

1. Each program of subject matter preparation for the Single Subject Teaching Credential in Health Science shall include
  - a. A minimum of 30 semester units (or 45 quarter units) of core coursework in health science and related subjects that are commonly taught in departmentalized classes in California public schools, and
  - b. A minimum of 18 semester units (or 27 quarter units) of coursework that provides a depth of study of the subject.

These two requirements are elaborated in Preconditions 2 and 3.

2. The core of the program shall include coursework in (or directly related to) the following subjects that are commonly taught in departmentalized classes of health and related subjects in the public schools:
  - Health
  - Coordinated School Health
  - Drug Abuse (including Alcohol and Tobacco)
  - Violence Prevention
  - Family Life
  - Sexually Transmitted Disease (including HIV and AIDS)
  - Fitness and Nutrition
  - Disease Prevention
  - Health Promotion and Legislative Mandates
3. A depth of study in the program designed to supplement the core of the program in the areas of scientific and behavioral foundations including:
  - Human Biology (Anatomy/Physiology, Microbiology, Chemistry)
  - Psychology/Sociology (including Adolescence)
  - Personal Health

### [Health Science subject matter requirements](#)

Download the [Health Science Subject Matter Requirement Alignment Matrix here](#) (file will download a Word document)

## Home Economics

To be approved by the Commission, a subject matter program in Home Economics must comply with the following preconditions.

1. Each program of subject matter preparation for the Single Subject Teaching Credential in Home Economics shall include
  - a. A minimum of 36 semester units (or 54 quarter units) of core coursework in English and related subjects that are commonly taught in departmentalized classes in California public schools, and
  - b. A minimum of 12 semester units (or 18 quarter units) of coursework that provides a depth of study of the subject.

These two requirements are elaborated in Preconditions 2 and 3.

2. The core of the program shall include coursework in (or directly related to) the following subjects that are commonly taught in departmentalized classes of health and related subjects in the public schools:
  - Personal
  - Family and Child Development
  - Nutrition
  - Foods and Hospitality
  - Fashion and Textiles
  - Housing and Interior Design
  - Consumer education
  - Other related subjects
3. A depth of study in the program designed to supplement the core of the program may be offered in any or all of the following patterns:
  - A combination of related content areas within or across domains
  - A concentration in one domain
  - A concentration in any content area within a domain

### [Home Economic subject matter requirements](#)

Download the [Home Economic Subject Matter Requirement Alignment Matrix here](#) (file will download a Word document)

## Industrial and Technology Education

To be approved by the Commission, a subject matter program in Industrial and Technology Education must comply with the following preconditions.

1. Each program of subject matter preparation for the Single Subject Teaching Credential in Industrial and Technology Education shall include:
  - a. A minimum of 36 semester units (or 54 quarter units) of core coursework in industrial and technology education and related subjects that are commonly taught in departmentalized classes in California public schools, and
  - b. A minimum of 9 semester units (or 15 quarter units) of coursework that provides a depth of study of the subject.

These two requirements are elaborated in Preconditions 2 and 3.

2. The core of the program shall include coursework in (or directly related to) subjects that are commonly taught in departmentalized classes of industrial and technology education and related subjects in the California public schools, including:
  - Foundations of the Nature of Technology and Introductions to Power and Energy
  - Information and Communication
  - Project and Product Development

These subjects should be understood to also include, as appropriate:

- Building and Construction
  - Manufacturing
  - Engineering
  - Transportation
3. A depth of study in the program shall be designed to supplement the core of the program.

[Industrial and Technology Education subject matter requirements](#)

Download the [Industrial and Technology Education Subject Matter Requirement Alignment Matrix here](#) (file will download a Word document)

## Foundational-Level Mathematics

To be approved by the Commission, a subject matter program in Foundational Level Mathematics must comply with the following preconditions.

1. Each program of subject matter preparation for the Single Subject Teaching Credential in Foundational Level Mathematics shall include:
  - a. A minimum of 20 semester units (or 30 quarter units) of core coursework in Mathematics and related subjects that are commonly taught in departmentalized classes in California public schools, and
  - b. A minimum of 12 semester units (or 18 quarter units) of coursework that provides a depth of study of the subject.

These two requirements are elaborated in Preconditions 2 and 3.

2. The core of the program shall include coursework in (or directly related to) the following subjects that are commonly taught in departmentalized classes of Mathematics and related subjects in the public schools, including:
  - Algebra
  - Geometry
  - Number Theory
  - Statistics and Probability
3. A depth of study in the program designed to supplement the core of the program may be offered in any or all of the following patterns:
  - A combination of related content areas within or across domains
  - A concentration in one domain
  - A concentration in any content area within a domain

[Foundational Level Mathematics subject matter requirements](#)

Download the [Foundational Level Mathematics Subject Matter Requirement Alignment Matrix here](#) (file will download a Word document)

## Mathematics

To be approved by the Commission, a subject matter program in Mathematics must comply with the following preconditions.

1. Each program of subject matter preparation for the Single Subject Teaching Credential in Mathematics shall include
  - a. A minimum of 30 semester units (or 45 quarter units) of core coursework in Mathematics and related subjects that are commonly taught in departmentalized classes in California public schools, and
  - b. A minimum of 15 semester units (or 22 quarter units) of coursework that provides a depth of study of the subject.

These two requirements are elaborated in Preconditions 2 and 3.

2. The core of the program shall include coursework in (or directly related to) the following subjects that are commonly taught in departmentalized classes of Mathematics and related subjects in the public schools, including:
  - Algebra
  - Geometry
  - Number Theory
  - Statistics and Probability
  - Calculus
3. A depth of study in the program designed to supplement the core of the program may be offered in any or all of the following patterns:
  - A combination of related content areas within or across domains
  - A concentration in one domain
  - A concentration in any content area within a domain

### [Mathematics subject matter requirements](#)

Download the [Mathematics Subject Matter Requirement Alignment Matrix here](#) (file will download a Word document)



## Music

To be approved by the Commission, a subject matter program in Music must comply with the following preconditions.

1. Each program of subject matter preparation for the Single Subject Teaching Credential in music shall include
  - a. A minimum of 30 semester units (or 45 quarter units) of core coursework in music subjects and related subjects that are commonly taught in departmentalized classes in California public schools, and
  - b. A minimum of 15 semester units (or 22 quarter units) of coursework that provides a depth of study of the subject.

These two requirements are elaborated in Preconditions 2 and 3 below.

2. The core of the program shall include coursework in (or directly related to) subjects that are commonly taught in departmentalized classes of music and related subjects in the public schools, including
  - General Music
  - Music theory
  - Music History
  - Ensemble Performance
  - Applied Instrumental or Vocal Music
3. A depth of study in the program shall be designed to supplement the core of the program.

### [Music subject matter requirements](#)

Download the [Music Subject Matter Requirement Alignment Matrix here](#) (file will download a Word document)

## Physical Education

To be approved by the Commission, a subject matter program in Physical Education must comply with the following preconditions.

1. Each program of subject matter preparation for the Single Subject Credential in Physical Education shall consist of:
  - a. At least 24 semester units (or 36 quarter units) of core coursework in physical education and related subjects commonly taught in California public schools and
  - b. 21 semester units (or 32 quarter units) of coursework that provides a depth of study of the subject.

These two requirements are elaborated in Preconditions 2 and 3 below.

2. The core of the program shall include coursework in (or directly related to) foundations in human movement as commonly taught in California public schools.
3. A depth of study in the program shall include coursework designed to provide experiences in and applications of movement concepts and forms as taught in California public schools. A concentration may, at the choice of the institution, be created with additional coursework in one of the nine areas of human movement. If a concentration is created, the coursework will be in addition to the units for applications of movement, concepts and form.

[Physical Education subject matter requirements](#) (SMRs) can be found in Appendix I.

Download the [Physical Education Subject Matter Requirement Alignment Matrix here](#) (file will download a Word document)

## Foundational-Level General Science

To be approved by the Commission, a subject matter program in Foundational Level Science must comply with the following preconditions.

1. Each program of subject matter preparation for the Single Subject Teaching Credential in Foundational-Level General Science shall include
  - a. A minimum of 32 semester units (or 48 quarter units) of coursework in science as commonly taught in departmentalized science classes in California public schools through grade 9.
2. The program of study shall include at least 8 semester units (12 quarter units) as defined by the General Science Subject Matter Requirements in each of four science areas:
  - Biology
  - Chemistry
  - Geosciences
  - Physics

[Foundational Level Science subject matter requirements](#)

Download the [Foundational Level Science Subject Matter Requirement Alignment Matrix here](#) (file will download a Word document)

## Science

To be approved by the Commission, a subject matter program in Science: Biological Sciences must comply with the following preconditions.

1. Each program of subject matter preparation for the Single Subject Teaching Credential in Science shall include
  - a. A minimum of 24 semester units (or 36 quarter units) of core coursework in science subjects and related subjects that are commonly taught in departmentalized classes in California public schools, and
  - b. A minimum of 18 semester units (or 27 quarter units) of coursework that provides a depth of study of the subject, and
  - c. 3 semester units (or 5 quarter units) in the subject.These requirements are elaborated in Preconditions 2 and 3.
2. The core of the program shall include coursework in (or directly related to) biological sciences, chemistry, geosciences and physics as commonly taught in departmentalized science classes in California public schools.
3. A depth of study in the program shall include at least one concentration of the four science areas. Each concentration shall comprise at least 18 semester units or 27 quarter units. In addition, the program shall include at least 3 semester units (5 quarter units) of additional depth of study, either designated as core or depth of study at the discretion of the institution.

[Science: Biology \(Life Science\) subject matter requirements](#)

[Science: Chemistry subject matter requirements](#)

[Science: Geosciences subject matter requirements](#)

[Science: Physics subject matter requirements](#)

**All Subject Matter Requirement Matrices will download a Word document**

[Biology \(Life Science\) Subject Matter Requirement Alignment Matrix](#)

[Chemistry Subject Matter Requirement Alignment Matrix](#)

[Geosciences Subject Matter Requirement Alignment Matrix](#)

[Physics Subject Matter Requirement Alignment Matrix](#)

In addition to the science concentration subject matter requirements, all single subject matter programs in science must include the foundational-level science subject matter requirements.

[Foundational Level Science Subject Matter Requirements Matrix](#)

## Social Science

To be approved by the Commission, a subject matter program in Social Science must comply with the following preconditions.

1. Each program of subject matter preparation for the Single Subject Teaching Credential in social science shall include
  - a. A minimum of 30 semester units (or 45 quarter units) of core coursework in history and social science subjects that are commonly taught in departmentalized classes in California public schools, and
  - b. A minimum of 15 semester units (or 22 quarter units) of coursework that provides a depth of study of the subject.

These two requirements are elaborated in Preconditions 2 and 3 below.

2. The core of the program shall include coursework in (or directly related to) the following subjects that are commonly taught in departmentalized classes in California public schools:
  - History and Geography of the World, the United States, and California
  - Government
  - Economics
3. A depth of study in the program shall be designed to supplement the core of the program.

### [Social Science subject matter requirements](#)

Download the [Social Science Subject Matter Requirement Alignment Matrix here](#) (file will download a Word document)

## Theatre

To be approved by the Commission, a subject matter program in Theatre must comply with the following preconditions.

3. Each program of subject matter preparation for the Single Subject Teaching Credential in Theatre shall include:
  - a. A minimum of 32 semester units of coursework in Theatre and related subjects that are commonly taught in departmentalized classes in California public schools.

This precondition is elaborated on in Precondition 2 below.

4. The core of the program shall include coursework in (or directly related to) the following subjects that are commonly taught in departmentalized classes in California public schools:
  - Creating
  - Performing
  - Responding
  - Connecting

Dance subject matter requirements will be linked at a later date.

Download the [Theatre Subject Matter Requirement Alignment Matrix here](#) (file will download a Word document)

## World Languages

To be approved by the Commission, a subject matter program in World Languages must comply with the following preconditions.

1. Each program of subject matter preparation for the Single Subject Credential in World Languages shall prepare prospective teachers in one language other than English, and shall include at least 33 semester units (or 50 quarter units) of advanced (non-introductory) coursework in the language and in related subjects commonly taught in California public schools.
2. The program coursework in (or directly related to) a world language shall include:
  - Language
  - Culture
  - Linguistics
  - Literature
  - Other related subjects commonly taught in California public schoolsAll courses used to meet the subject matter requirements in the program shall be taught in the target language, with the exception of programs for classical languages such as Greek and Latin.

### [World Languages subject matter requirements](#)

Download the [World Languages Subject Matter Requirement Alignment Matrix here](#) (file will download a Word document)

## World Languages: American Sign Language

To be approved by the Commission, a subject matter program in World Languages: American Sign Language must comply with the following preconditions.

1. Each program of subject matter preparation for the Single Subject Credential in World Languages: American Sign Language shall prepare prospective teachers in one language other than English, and shall include at least 33 semester units (or 50 quarter units) of advanced (non-introductory) coursework in the language and in related subjects commonly taught in California public schools.
2. The program coursework in (or directly related to) World Languages: American Sign Language shall include:
  - Language
  - Culture
  - Linguistics
  - Literature
  - Other related subjects commonly taught in California public schoolsAll courses used to meet the standards in the program shall be taught in the target language, with the exception of programs for classical languages such as Greek and Latin.

[World Languages: American Sign Language subject matter requirements](#)

Download the [World Languages: American Sign Language Subject Matter Requirement Alignment Matrix here](#) (file will download a Word document)



## World Languages: English Language Development

To be approved by the Commission, a subject matter program in World Languages: English Language Development must comply with the following preconditions.

1. Each program of subject matter preparation for the Single Subject Credential in World Language: English Language Development shall prepare prospective teachers to teach English language development and shall include:
  - a. A minimum of 33 semester units (or 50 quarter units) of coursework in English language development and in related subjects as appropriate for the language development studies in California public schools; and
  - b. A minimum of 12 semester units (or 18 quarter units) of coursework that provides extended study of the subject as described below.

These two requirements are elaborated in Preconditions 2 and 3.

2. The core (breadth) of the program shall include coursework in (or directly related to) English and English language development, as indicated below:
  - Knowledge of English Learners in California and the United States
  - Applied Linguistics, including English Language Linguistics
  - Cultural Foundations
  - Foundations of English Learner Education in California and the United States
  - Principles of English Language Development (ELD) Instruction
3. A depth of study in the program designed to supplement the core of the program may be offered in any or all of the following patterns:
  - A combination of related content areas within or across domains
  - A concentration in one domain
  - A concentration in any content area within a domain

[World Languages: English Language Development subject matter requirements](#)

Download the [World Languages: English Language Development Subject Matter Requirement Alignment Matrix here](#) (file will download a Word document)