



State of California
Commission on Teacher Credentialing
1900 Capitol Avenue
Sacramento, CA 95811-4213
Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

THE SOJOURN CERTIFICATED EMPLOYEE CREDENTIAL

The Sojourn Certificated Employee Credential authorizes the holder to provide bilingual instruction, foreign language instruction, or cultural enrichment in the elementary and/or secondary grades of the employing California public school district in the subjects the applicant is academically competent to teach.

Requirements for the Credential

Individuals must satisfy **all** of the following requirements:

1. Completion of 90 semester hours of college or university course work taken at an institution in a country other than the United States. Individuals must obtain a complete evaluation of foreign transcripts, degrees, and other relevant documents prior to applying to the Commission for a California credential, permit, or certificate. See Commission leaflet [CL-635](#), entitled *Foreign Transcript Evaluation*, for additional information.
2. Satisfy the [basic skills requirement](#). See Commission leaflet [CL-667](#), entitled *Basic Skills Requirement*, for additional information. A one-year nonrenewable (OYNR) credential is available to individuals who meet all of the requirements listed in this leaflet but have not yet met the basic skills requirement.
3. Certification by the governing board of the employing California school district that the individual is a bilingual-biliterate teacher, fluent both in English (this may be satisfied by passage of the employer-administered basic skills examination) and the target language by **one** of the following:
 - a. A three-year or higher degree from a foreign institution in which all instruction is delivered in the target language
 - b. Passage in the target language of the listening and speaking sections of Test II or III (depending on the language) of the [CSET: World Languages Examinations](#)
 - c. Passage in the target language of the exit assessment covering oral language proficiency, both listening and speaking, administered by a California college or university as a part of its Commission-approved Bilingual Authorization program
4. Verification that the individual was employed as a teacher during the calendar year immediately preceding the date of application
5. Certification by the governing board of the employing California school district that the individual will be employed by the school district in a teaching assignment authorized by the Sojourn Certificated Employee Credential, and that the individual has been informed in writing of his or her employment status and renewal requirements
6. A written statement, signed by the applicant, verifying knowledge of the general requirements for a regular credential and agreeing to diligently pursue completion of those requirements
7. Completed credential application ([form 41-4](#))

8. Completed Live Scan receipt ([form 41-LS](#)). Out-of-state residents must submit two completed fingerprint cards (FD-258) in lieu of a Live Scan receipt and fingerprint [processing fees](#). Fingerprint cards may be ordered from the Commission by email at Fingerprints@ctc.ca.gov.
9. Application processing fees (see Fee Information [leaflet CL-659](#))

Renewal

The credential will be issued initially for two years. It may be renewed one year at a time, upon completion of renewal requirements, for no more than a total of **five** one-year renewals.

For the **first renewal**, individuals must submit **all** of the following:

1. Completed application ([form 41-4](#)) and [processing fee](#)
2. A statement from the employing California school district verifying the continued need for the services of the Sojourn Certificated Employee
3. Completion of a minimum of 12 semester units (completed during the term of the credential) of college or university course work applicable toward meeting the requirements for the Preliminary Multiple Subject or Single Subject Teaching Credential

For each **subsequent** one-year renewal, individuals must submit **all** of the following:

1. Completed application ([form 41-4](#)) and [processing fee](#)
2. A statement from the employing California school district verifying the continued need for the services of the Sojourn Certificated Employee
3. Completion of a minimum of 6 additional semester units (completed during the term of the credential) of college or university course work applicable toward meeting the requirements for the Preliminary Multiple or Single Subject Teaching Credential

Applying for the Multiple or Single Subject Teaching Credential

Four years of successful classroom teaching on the basis of a Sojourn Certificated Employee Credential, as demonstrated by continual employment in the public schools, shall be accepted as equivalent to the professional preparation program requirement needed to obtain the Preliminary or Clear Multiple or Single Subject Teaching Credential. Refer to the leaflets below for additional information.

Multiple Subject Teaching Credential: <http://www.ctc.ca.gov/credentials/leaflets/cl871.pdf>

Single Subject Teaching Credential: <http://www.ctc.ca.gov/credentials/leaflets/cl870.pdf>

Reference: California Education Code, Sections 44261, 44856 and Title 5, California Code of Regulations, Sections 80055.2, 80413.1