



**State of California
Commission on Teacher Credentialing**

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DESIGNATED SUBJECTS ADULT EDUCATION TEACHING CREDENTIALS

Introduction:

Based on AB 1374, effective January 1, 2011, Designated Subjects Adult Education Teaching Credentials may be issued to individuals who meet the requirements for either the preliminary or clear credential as outlined below. All applications must be submitted for processing through a Commission-approved program sponsor accredited under the adult education program standards approved in November 2010. The option of submitting applications through an employing school district will no longer be available for adult education credential applications with a requested issue date of January 1, 2011 or later. See the Commission website for a list of Commission-approved program sponsors.

Authorization:

The Preliminary or Clear Designated Subjects Adult Education Teaching Credential authorizes the holder to teach the subjects named on the credential in courses organized primarily for adults. In addition, the holder may serve as a substitute in courses organized primarily for adults for not more than 30 days for any one teacher during the school year. Designated Subjects Adult Education Teaching Credentials are issued to individuals who meet the requirements listed below and are recommended by a Commission-approved program sponsor.

Requirements for the Preliminary Credential:

1. Three years of experience and/or education directly related to each subject to be named on the credential. (see Terms and Definitions for information regarding the experience requirement for general subjects or the Appendix section ACADEMIC SUBJECTS THAT MAY BE LISTED ON A CREDENTIAL for information regarding the education requirement for academic subjects)
2. High school diploma requirement by one of the following methods:
 - a. High school diploma
 - b. Diploma based on passage of the GED Test
 - c. Foreign equivalent of a high school diploma
3. Satisfy the basic skills requirement. See Commission program leaflet CL-667, entitled Basic Skills Requirement for additional information. Applicants for the Adult Credential in general subjects (see Appendix) are exempt from the basic skills requirement.
4. Verification, signed by the Commission-approved program sponsor, that the applicant has been apprised of the requirements for both the preliminary and clear credentials, including the requirements of the program of personalized preparation
5. Completed application (form 41-4)

6. Completed Live Scan receipt (41-LS), verifying fingerprints have been taken and fees have been paid, unless fingerprint clearance is already on file at the Commission
7. Application processing fee
8. Recommendation by a Commission-approved program sponsor

Requirements for the Clear Credential:

Individuals must satisfy all of the following requirements:

1. Possess a valid California Preliminary Designated Subjects Adult Education Teaching Credential (three-year or five-year)
2. Commission-approved program of personalized preparation
3. Two years of successful teaching on the basis of the Preliminary Designated Subjects Adult Education Teaching Credential in the subject(s) listed on the credential. This is defined as teaching of a minimum of one course in each of four terms within the three-year period of validity of the preliminary adult education teaching credential
4. U.S. Constitution requirement by one of the following methods:
 - a. Complete a course (at least two semester units or three quarter units) in the provisions and principles of the U.S. Constitution. Submit a photocopy of the course description for evaluation purposes.
 - b. Pass an examination in the provisions and principles of the U.S. Constitution given by a regionally-accredited college or university
5. Health education, including, but not limited to, the study of nutrition; the physiological and sociological effects of abuse of alcohol, narcotics, and drugs, and the use of tobacco. This requirement must also include training in cardiopulmonary resuscitation (CPR) that covers infant, child, and adult CPR skills.
6. Computer-based technology, including the uses of technology in educational settings
7. Completed application (form 41-4)
8. Application processing fee
9. Recommendation by a Commission-approved program sponsor

Terms and Definitions

Experience: Per Title 5, Section 80034(n), “experience” as it applies to Designated Subjects Adult Education Teaching Credentials means full-time or part-time experience directly related to the subject to be named on the credential.

Experience may be paid or not paid. No more than one year of experience shall apply toward meeting designated subjects credential requirements during any twelve calendar month period. 1000 clock hours shall be the minimum required for each year of experience. Part-time experience may be cumulated to equate to the required 1000 clock hours of experience.

Verification of experience means written confirmation of the applicant’s qualifying experience, signed by the applicant’s past or present employer(s) on company letterhead that attests to and/or includes all of the following:

1. Employer's name, address, and telephone number
2. The working relationship of the person signing the verification to the applicant
3. Beginning and ending dates of employment
4. Complete description of duties
5. A statement as to whether or not the employment was full-time (If employment was less than full-time, an accounting of the number of hours the applicant was employed is required.)

If the applicant was self-employed or if the applicant's experience was avocational, verification shall include a statement, signed by the applicant under penalty of perjury, detailing the information described in 1–5 above, and must be further substantiated, in writing, by other person(s) having first-hand knowledge of the applicant's self-employment or avocation, such as the applicant's accountant, major supplier of goods, or major user of goods or services.

Applicants for the Three-Year Preliminary Adult Education Teaching Credential in a general subjects area must have at least one year of actual work experience directly related to the subject to be named on the credential. At least one year of the required work experience must be within the last five years, or two years within the last ten years, immediately preceding the issuance of the preliminary credential.

One year of teaching experience earned while holding a general education teaching credential may be accepted toward the three years of experience required to qualify for the Three-Year Preliminary Adult Education Teaching Credential in a general subjects area. Also, an advanced industry certificate may be accepted for one year of the three years of experience required to qualify for the Three-Year Preliminary Adult Education Teaching Credential in a general subjects area, as determined by a Commission-approved program sponsor.

Completion of forty-eight (48) semester units of postsecondary vocational training related to the industry sector(s) named on the credential may be substituted for a maximum of two of the three years of required work experience. The course work must be verified by official transcript and may be made on a pro rata basis up to the two-year maximum.

Transition from Full-Time/Part-Time Credentials

Holders of Life or Clear Designated Subjects Adult Education Teaching Credentials issued under previous regulations may choose to either maintain their documents or transition to adult education credentials issued under the provisions of AB 1374. Due to significant changes to the program standards and structure, the holder of a Life or Clear Designated Subjects Adult Education Teaching Credential issued under previous regulations may not qualify initially for the Clear Adult Education Teaching Credential under the new program standards and may be required to first obtain the Three-Year Preliminary Adult Education Teaching Credential.

Holders of Five-Year Preliminary (Full-Time or Part-Time) Adult Education Teaching Credentials seeking to reactivate their credential must qualify for an adult education credential issued under the provisions of AB 1374 and should contact a Commission-approved program sponsor for assistance.

Reference:

Title 5, California Code of Regulations, Sections 80034, 80034.5, 80036, 80036.1, 80036.2, 80036.3, 80036.5, 80040.2, 80040.2.5, 80040.2.7, and 80567

Appendix

GENERAL SUBJECTS (NON-ACADEMIC) THAT MAY BE LISTED ON A CREDENTIAL

The program sponsor may only recommend for Designated Subjects Adult Education Teaching Credentials in subjects that fall within the categories below. Requested subjects that do not appear below will be placed within an existing subject area, where appropriate. Additional subjects may be added in time to accommodate new or emerging subjects.

Personal Development: General Subject To Be Named On The Credential

Art – includes the subject areas: Adaptive Art and Crafts (Adults with Disabilities), Arts and Crafts, Creative Arts (Older Adults), Decorative Arts, Interior Design, Performing Arts (Older Adults)

Health and Safety– includes the subject areas: Adaptive Physical Education (Adults with Disabilities), Cardiopulmonary Resuscitation, First Aid, Environmental Safety, Health Education, Health (Older Adults), Health (Adults with Disabilities), Physical Fitness (Older Adults), Nutrition, Physical Fitness/Conditioning, Safety (Older Adults), Safety Education

Family Education– includes the subject areas: Adaptive Computer Technology (Adults with Disabilities), Childbirth Education, Communication Skills, Clothing Construction, Dietetics/Food Management, Food Preparation, Family Management, Home Management, Human Development, Interior Design, Nutrition, Parent Education, Public Affairs, Self-Maintenance (Older Adults), Self-Maintenance (Adults with Disabilities)

Financial Literacy– includes the subject areas: Consumer Education Retirement Planning

Career Technical Education: General Subject To Be Named On The Credential

Agriculture and Natural Resources– includes the subject areas: Agriculture

Arts, Media, and Entertainment– includes the subject areas: Commercial Photography

Building and Construction Trades

Business and Finance– includes the subject areas: Bookkeeping and Accounting, Business Management, Financial Services, Information Processing/Keyboarding, Office Occupations, Small Business Ownership/Management

Education, Child Development, and Family Services– includes the subject areas: American Sign Language, Career Development, Language Interpreter

Energy, Environment, and Utilities

Engineering and Architecture

Fashion and Interior Design

Health Science and Medical Technology– includes the subject areas: Health Occupations, Nursing

Hospitality, Tourism, and Recreation

Information and Communication Technologies– includes the subject areas: Computer Applications, Computer Programming, Computer Systems Operations, Computer Technology

Manufacturing and Product Development– includes the subject areas: Electronics Technology, Industrial Technology, Marine Technology

Marketing, Sales, and Service– includes the subject areas: Marketing, Small Business, Ownership/Management

Public Service– includes the subject areas: Cosmetology, Court Reporting, Law Enforcement Occupations

Transportation- includes the subject areas: Aeronautics

ACADEMIC SUBJECTS THAT MAY BE LISTED ON A CREDENTIAL

The program sponsor may only recommend for Designated Subjects Adult Education Teaching Credentials in the academic subject areas below:

English as a Second Language*

* Credential holder must possess a bachelor's degree or higher completed at a regionally-accredited college or university to include a degree major, certificate, or completion of 20 semester units or 10 upper division semester units in one or any combination of the following:

Teaching English as a Second Language (TESL)

Teaching English to Speakers of Other Languages (TESOL)

Second Language Acquisition

Language other than English

Linguistics

Bilingual/Bicultural studies

Elementary and Secondary Basic Skills-(includes basic education in grades 1–8)†: Arithmetic, Reading, Individualized high school learning lab/G.E.D./contract class settings, Citizenship

† Credential holder must possess a bachelor's degree or higher completed at a regionally-accredited college or university and completion of 20 semester units with at least 3 units in four of the following six areas:

English

Mathematics

Science

Social Sciences

Fine Arts

Language other than English

Languages Other than English (specify)**

English**

Fine Arts**

Life Science, including General Science**

Mathematics**

Physical Science, incl. General Science**

Social Sciences**

** Credential holder in these areas must possess have a bachelor's or higher degree completed at a regionally-accredited college or university and completion of 20 semester units or 10 upper division semester units in the subject to be taught.