

## COMMISSION APPEALS FOR GENERAL EDUCATION TEACHING CREDENTIALS (Multiple and Single Subject)

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Title 5, California Code of Regulations, Sections 80509(a) and 80523.1 allow an applicant to appeal to the Commission on Teacher Credentialing for the purpose of finding “equivalency” of an individual’s full-time teaching experience in lieu of the student teaching component or teacher preparation program. Title 5 Regulations are specific as to the procedures, criteria, quantity, and quality of factors necessary for a Commission appeal.

Commission appeals may be considered for individuals who meet **one** of the following criteria:

1. The individual has completed a multiple or single subject teacher preparation program with the exception of student teaching and the California institution is unable to supervise in a current paid teaching position
2. The individual has a minimum of eight years of satisfactory teaching experience but has not completed a multiple or single subject teacher preparation program

In assessing the teaching experience, Commission staff seeks to find equivalence to the student teaching component in relation to the teacher preparation standards as set forth in the Standards for Educator Preparation and Educator Competence.

The following pages contain the necessary forms and documentation needed for Commission staff to review the application.

### Commission Appeals Based on Three Years of Experience

1. The Commission has the authority to review actual teaching experience to seek equivalency to the student teaching component
2. There are no provisions in Title 5 Regulations allowing the Commission to grant equivalency for statutory requirements. All pertinent course work such as methods, curriculum, and subject matter must be completed prior to filing for an appeal.
3. The college or university must state they are unwilling or unable to supervise the candidate in a current paid teaching position. A full explanation from the college or university is required. Financial hardship is **not** a valid reason for an appeal.
4. If the college or university is able to supervise the candidate in a current teaching position, there is no basis for an appeal and the application will be denied by Commission staff

**Employment Criteria When Applying for a Credential on the Basis of Three Years of Experience**  
A minimum of three years of satisfactory full-time teaching experience submitted in lieu of the student teaching component must meet the following:

- after completion of a baccalaureate degree
- concurrent with or after a professional teacher preparation program

- full-time teacher of record (substitute teaching does not meet regulations)
- at a school accredited by the Western Association of Schools and Colleges (WASC); WASC accredited schools are located in California, Hawaii, and Guam.
- at the level and scope of the credential sought in the subject to be listed on the credential

### Commission Appeals Based on Eight Years of Experience

Title 5 Regulations authorizes the Commission to use eight years of experience in lieu of a teacher preparation program including student teaching. The actual teaching experience to seek equivalency to the teacher preparation program including student teaching is reviewed based on the Standards for Educator Preparation and Educator Competence. All statutory coursework and examinations requirements must be completed.

### Employment Criteria When Applying for a Credential on the Basis of Eight Years of Experience

Eight years of satisfactory full-time teaching:

- after completion of a baccalaureate degree
- full-time teacher of record (substitute teaching does not meet regulations)
- at a school accredited by the Western Association of Schools and Colleges (WASC); WASC accredited schools are located in California, Hawaii, and Guam.
- at the level and scope of the credential sought
- in the subject to be listed on the credential

### Requirements for a Commission Appeal for Multiple and Single Subject Teaching Credentials

Applicants must submit **all** of the following when applying for a credential on the basis of a Commission appeal:

1. A completed application ([form 41-4](#)) with the current non-refundable application fee (Applicant should check the box at the top of the application for “CTC Appeal”) and, if not previously submitted to the Commission, a completed LiveScan receipt ([form 41-LS](#))
2. A formal letter of appeal explaining the reasons for requesting the Commission Appeal
3. Original transcripts from all colleges or universities attended
4. Copies of test score reports, if applicable, including the Basic Skills Requirement (BSR), RICA, CSET
5. Verification of subject-matter competence and all other applicable statutory course-work requirements, such as Developing English Language Skills, RICA (for the General Subjects Credential) and U.S. Constitution
6. [Verification of Program Completion Form \(CL-760GE-COMP\)](#) (for Commission Appeals with less than eight years of experience) completed by a California college or university
7. [Verification of Experience Form \(CL-760GE-VOE\)](#) completed by the employer verifying the candidate’s ability to meet the equivalency of student teaching
8. Verification from the employer that the school is accredited by the Western Association of Schools and Colleges (WASC)
9. Evaluations and observations for each year to be used in lieu of student teaching, and any additional materials supporting the appeal
10. A written statement demonstrating the ability to develop, implement, and evaluate a variety of pedagogical approaches

11. [Statement of Release of Student Records \(Form CL-760REL\)](#), so that institutions of higher education and employing agencies will release an applicant's records to provide the Commission complete information for the credential evaluation

**Note:** Candidates with private school experience should see Commission Leaflet [CL-834](#) entitled *Single Subject and Multiple Subject Teaching Credentials—Requirements for Teachers with Private School Experience School Experience*.

### Statutory requirements to qualify for the Preliminary Multiple or Single Subject Teaching Credentials:

1. [Basic Skills Requirement \(BSR\)](#)
2. Subject Matter Equivalence Letter or exam
3. Developing English Language Skills, including Reading
4. Reading Instruction Competence Assessment (RICA) (Multiple Subject Teachers only.)
5. U.S. Constitution
6. Foundational Computer Education

### Statutory requirements to qualify for the Clear Credential

7. All of the 6 above listed requirements
8. Professional Teacher Induction Program including Health Education including CPR, Individuals with exceptional needs (Special Education) and Advanced Computer Education
9. Course work or examinations for an English Learner Authorization ([see CL-628C](#))