Department of Education Studies
University of California, San Diego

M.Ed./Single Subject Credential Program

Student Handbook
2020-2021

Course of Study

M.Ed./Preliminary Single Subject Credential Professional Preparation Program

Once students are admitted or selected for advancement into the M.Ed./Preliminary Single Subject Credential Professional Coursework, they are provided an intensive preparation program (15 courses, 68 units; Bilingual Authorization (BILA) - 17 courses, 72 units), including a full-time Summer program of teaching methods courses and a Student Teaching, or Internship Field Experience which spans the full academic year. Seminars offered in the evening throughout the academic year address classroom management, theories of teaching and learning, educating special-needs students, and advanced teaching practices.

All courses on this list must be taken for a **Letter grade only** except for the Student Teaching requirements**:** EDS 379 A-B-C:

The Professional Preparation courses are:

EDS 201 (4 units)	Introduction to Resources for Teaching and Learning
EDS 203 (4 units)	Technology, Teaching and Learning
EDS 204 (4 units)	Technology and Professional Assessment
EDS 205 A-B (2-2 units)	Reflective Teaching Practice
EDS 206 (4 units)	Teaching Performance Assessment
EDS 250 (4 units)	Equitable Educational Research and Practice
EDS 351 (4 units)	Teaching the English Language Learner
(EDS352 A-B (2-2 units)	*Bilingual Instructional Practices - Bilingual Authorization (BILA)*
Students Only	
EDS 372* (4 units)	Secondary World Language Teaching Practices
EDS 373* (4 units)	Secondary English Teaching Practices
EDS 374* (4 units)	Secondary Mathematics Teaching Practices
EDS 375* (4 units)	Secondary Science Teaching Practices
EDS 376 (4 units)	Language and Learning Instruction

Student Teaching Requirement: S/U only
EDS 379 A-B-C (8-8-8 units) Single Subject Internship Practicum

EDS 381 (4 units)	Health Education
EDS 382 (4 units)	Inclusive Education Practices

*Students take one methods course only: EDS 372, 373, 374, or 375.

Below is a typical student schedule for the M.Ed./Preliminary Single Subject Credential Program (course schedule subject to change):

Please note that EDS 379A (Internship Practicum) begins in an "early Fall session" scheduled to begin at the end of August, or early September. More information will be provided by the faculty teaching your summer courses.

Summer	Fall	Winter	Spring	Summer
EDS 372/373/374/375	EDS 379A	EDS 379B	EDS 379C	EDS 204
EDS 376	EDS 351	EDS 381	EDS 382	EDS 206
EDS 201		EDS 205A	EDS 205B	
EDS 203				
EDS 250				

BILA candidates also need to take:
FALL: EDS 352A   Winter: EDS 352B

** Please note that in Spring quarter, you will find two sections of **EDS 382** and **EDS 205B**. Pay particular attention when enrolling for these courses, since you need to enroll in the sections assigned for the Secondary/SS-2 students (not the elementary group). This is important so that you get the proper credit as a secondary student.

*This program of study leads to the **California Preliminary Single Subject Teaching Credential (SB 2042)** and a **Master of Education degree.**

Bilingual Authorization Program

• A Bilingual Authorization Program (BILA) in Spanish is available for students who can teach in Spanish and English. Candidates interested in being recommended for the Bilingual Authorization Program in Spanish must demonstrate:

1. **Methodological Competence**: EDS 125 (4), *History, Politics & Theory of Bilingual Education* **and** EDS 352 A B (2-2), *Bilingual Instructional Practices*.
2. **Cultural Competence**: Program (History & Culture with BILA required EDS courses), **OR** CSET: Spanish Subtest V (test code 258).
3. **Language Competence**: Program Assessment, **OR** CSET: Spanish Subtest III (test code 147), if not met during the program.
4. A desire to teach in a bilingual setting.

• A Bilingual Authorization Program (BILA) in Asian & Middle Eastern Languages (Arabic, Cantonese, Japanese, Korean, Mandarin, Tagalog [Filipino], Vietnamese) is also available. Candidates interested in being recommended for any of these BILA Programs in Asian & Middle Eastern Languages must demonstrate:

1. **Methodological Competence**: EDS 125 (4), *History, Politics & Theory of Bilingual Education* **and** EDS 352 A B (2-2), *Bilingual Instructional Practices*.
2. **Cultural Competence**: Program (History & Culture with BILA required EDS courses), **OR** CSET: Subtest V in the culture of emphasis.
3. **Language Competence**: CSET for each language as follows:
   Arabic and Filipino: Subtest II.
   Cantonese, Japanese, Korean, Mandarin or Vietnamese: Subtest III.
4. A desire to teach in a bilingual setting.

If you are interested in doing the BILA Program, please complete the 20-21 M.Ed BLA Interest Survey & Self-Assessment **and contact Giselle Van Luit to schedule an individual appointment via zoom.** Giselle will review your transcripts for 2. Cultural Competence, and go over the BILA requirements with you in order for you to be considered as a BILA candidate.

Please note that the Bilingual Authorization is **optional.** It is not a credential program requirement, but an authorization to be added to your Preliminary credential. Therefore, if you decide not to complete this authorization, you will only be recommended for the Preliminary credential without the BILA Authorization.

If you do not pass any required subtest(s) of the CSET prior to finishing the EDS program, you could still be recommended for the BILA Authorization after you complete all BILA pending requirements by contacting Danielle del Rosario (dswenson@ucsd.edu) within 5 years after graduating with your Preliminary teaching credential.

Any questions, please contact Giselle Van Luit at (858) 534-2958 or gvanluit@ucsd.edu.

Miscellaneous - Important Information for SS-2 Candidates

Legal vs Preferred Name

Please note that for CTC purposes and in order for you to be recommended for a teaching credential you must use your **LEGAL name** in all documentation related to credentialing (Certificate of Clearance, credential required examinations, creating your Educator Profile with the CTC, etc). This is because your Social Security Number is connected to your **Legal name** and your credential recommendation will be based on your Social Security Number and Legal name only.

Our EDS internal database will have your **Legal name** so that we can match all data when recommending you for the teaching credential. We also have your *preferred name* for internal purposes only.

GPA

You must maintain a UCSD GPA of 3.00 to be considered in good standing.

Our web site is http://eds.ucsd.edu

Campus Safety Escort Service

CSO (Community Service Officer) (858) 534- WALK.
This is a free service provided by the CSO (Community Service Officer Program). Please use it without hesitation in order for you to be escorted around campus at night.

Staying in Touch

Your yellow graduate student mailbox will be available in the EDS Graduate Commons once we all return to campus. All university mail from EDS and other UCSD departments will be sent here, and not to your home address. The EDS Graduate Commons is located in Room 380. The confidential code for this room is 1542. PLEASE CHECK YOUR EDS MAILBOX (yellow folders) AND YOUR EMAIL ON A REGULAR BASIS. We rely on these two methods to get important information to you.

- Please inform EDS of any address, E-mail, or phone number change since our records must be current at all times. For any changes, please update your records officially in TritonLink as well.

Working as a Graduate Student in the Credential Program

The faculty at EDS does not recommend that you work while you are in the program. Nevertheless, if you are considering taking any job as a graduate student on campus, it is required that you first consult with the faculty of your subject area below **before considering applying for any Instructional Assistant (TA, Reader) position.**

Single Subject Students: Rachel Millstone (rmillstone@ucsd.edu)
Multiple Subject Students: Rusty Bresser (bbresser@ucsd.edu)
MA-ASL Students: Gabrielle Jones (gajones@ucsd.edu)

** During the academic year (Fall, Winter and Spring quarters), Instructional Assistant positions (Reader, TA, GSR) offered at 25% or more provide university tuition/fee remission for the particular quarter employed. In this case, there will only be a small balance to be covered by the student (around $200.00). *Please note that if you work during summer session, you will NOT have tuition/fee remission since summer session is not part of the academic year.* Full summer tuition is the responsibility of the student. It is recommended that students DO NOT work more than 25% at any given quarter (50% positions will not be approved). Also, readership positions are preferred over TA positions.

VERY IMPORTANT: After discussing your options with the faculty, if employment is

recommended, apply for positions. Once a position is likely to be offered, complete the following:

1) Communicate with the hiring department (even if it is EDS) to obtain information related to the offer (course, percentage of work, schedule commitment, etc). Most departments submit the offer to the department for approval and do not communicate with the candidate first. For your program, since you are required to obtain permission from Dr, Forbes, <u>please ask the hiring department to let you know **when an offer will be sent to EDS for approval**</u> so that you can communicate with Dr. Forbes about the position.

2) **Once a position is offered and <u>not prior,</u>** obtain permission from the EDS Director of Teacher Education, <u>Dr. Cheryl Forbes</u>.

3) Make sure that Dr. Forbes approves your employment **prior to accepting any offer of employment.**

4) Once Dr. Forbes approves your employment, if this is the case, **forward her approval email to <u>Giselle Van Luit</u> so that she can give the ok to the hiring department, and provide you with tuition/fee remission.** There will be a quarterly small fee balance remaining, which is the responsibility of the students (approx. $200).

Internships and Student Teaching Requirements

Internship positions and Student Teaching practicums have similar credential requirements, which must be completed prior to the start of either one. Both are arranged by the EDS faculty and may start as early as August.

1) Students who are admitted into the program, or advance to the (SS-2) Professional Preparation course of study must complete the following requirements by **the end of July, 2020** in order to participate in **STUDENT TEACHING or an INTERNSHIP position:**

- **<u>Exception:</u>** Due to COVID-19, students affected during the timeframe of 3/19/2020 - 8/31/2020 can begin student teaching and be recommended for an Internship Credential if Basic Skills and/or Subject Matter Competence are pending. All other requirements must be satisfied. Please note that ALL of the credential requirements below are required for the Preliminary teaching credential.

  a) Passing score on all **CSET** Subtests required for your subject area (*CTC Exams website*).*
  b) Passage of the **CBEST** or equivalent for **Basic Skills.**
  c) **Certificate of Clearance.**
  d) Negative **TB Test, <u>valid through the completion of the program, June 2021.</u>**
  e) In addition, for *Internship positions*, the **US Constitution** requirement. Also, please be aware that the School District <u>may</u> require you to get another, most recent **TB test** based on their own employment requirements. This TB test employment requirement is separate from the one you present to EDS for your student file to be

complete.

*For Math/Biology candidates: CSET or 100% completion of a CTC approved Subject Matter Preparation Math Program (SMPP) waiver.

Please keep copies of your TB Test and any CTC examinations, since you will need them for student teaching/internship and when you apply for jobs. EDS cannot provide copies of ANY materials previously submitted. Note that the TB test is returned to when you show it to the staff at orientation, since we are not allowed to keep medical records.

If you become an ***Intern***, you will need to apply for an ***Internship Credential*** with Danielle del Rosario, our Credential Analyst (details below).

INSTRUCTIONS FOR INTERNSHIPS & STUDENT TEACHING REQUIREMENTS:

An Internship Credential is a valid Teaching Credential, and like all Credentials in California, the Commission on Teacher Credentialing will not issue it without the recommender having evidence of the following at EDS:

- An **Official Transcript** showing a **BA/BS degree conferred**. If your degree has not yet been conferred, please go to your major department to make sure that the major degree check is COMPLETE and **ASK YOUR COLLEGE FOR PRIORITY POSTING,** if offered. You must complete this process at your college, since it will not be done unless the student requests it.
Please request two Official Transcripts showing your degree conferred and send one set to Danielle del Rosario to the UCSD/EDS address, box 0070. The other transcript should be sent to Queenie at UCSD/Graduate Division office - box 0003. Complete the online request and make sure to check the box: **HOLD FOR DEGREE**.

- **CSET** score report pdf printout showing passage of all required subtests, or completion of a Subject-Matter Preparation Program (SMPP-Waiver) in your subject area to **100%.** EDS only offers a SMPP Waiver in Math and Biology. If you are doing a waiver, please contact Danielle del Rosario after orientation with evidence that you are enrolled in EDS 203. Danielle will then indicate 100% completion of your waiver (if this is the case) and include the information in your records.
    - Students affected by COVID-19 within the timeframe of 3/19/2020 - 8/31/2020 have additional time to complete this requirement. Please contact Giselle Van Luit if this is your situation. Please note that this requirement must be completed for a Preliminary Credential recommendation.

- **CBEST** score report pdf printout (or if you met the Basic Skills requirement in a different way, an **official, original score report** of such completion).
    - Students affected by COVID-19 within the timeframe of 3/19/2020 - 8/31/2020 have additional time to complete this requirement. Please contact Giselle Van Luit if this is your situation. Please note that this requirement must be completed for a Preliminary Credential recommendation.

- Completion of a **U.S. Constitution** course or examination if still pending.

- **Certificate of Clearance** (instructions sent to students previously).

Please make sure that you have completed these requirements, and EDS has in your student file the required official documents **by the end of JULY (considering the exceptions).**

You will not be allowed to begin **Student Teaching, Residency, or an Internship position** without evidence of these requirements. Dr. Forbes will be given notification of any students who still might have pending requirements after the orientation session, so please make arrangements to provide us with any outstanding documents at once! Please note the exception for Basic Skills and Subject Matter Competence due to COVID-19.

If you have any questions regarding your Subject Matter Preparation Program (SMPP-Waiver), please contact Danielle del Rosario at (858) 534-7297.

INTERNSHIP CREDENTIAL REQUIREMENTS:

Please submit the following to Danielle del Rosario **by the end of JULY at the VERY latest:**

A) ANY PENDING REQUIREMENTS from the previous list.

B) SHOW VERIFICATION OF A VALID NEGATIVE TB TEST (within 60 days - you might need to get another TB test if it has been more than 5 months that you took and and it must be valid through the completion of the program, June 2021). You may show a copy of your result, and after verification, it will be returned to you.

C) VERIFICATION OF LANGUAGE COMPETENCE (BILA ONLY). Prospective candidates for bilingual internships must present evidence of passing the appropriate CSET subtest toward a BILA authorization for the specific language (subtest III or II - depending on the language), prior to being considered for a bilingual intern position.

Danielle will be recommending you for the Single Subject Internship Credential through the CA Commission on Teacher Credentialing (CTC) online system. This recommendation usually takes place in **August** but can occur earlier or later. You should have your Internship Credential within 10 business days after the recommendation.

Please make sure to have verified that EDS has your CURRENT EMAIL. If your email address has changed since you registered with the Commission on Teacher Credentialing for your Certificate of Clearance and you wish to use that new address, we must have it on file, as well as the CTC, or your notifications will go to your old email address, and a new recommendation and fee will be necessary.

Immediately after you are recommended for the Internship Credential, you will receive an email from the CTC giving you instructions on how to complete your credential recommendation through their web portal, and how to pay the required fee with a credit card. The fee will be $102.50, or less if you have a $35 or $50 credit from your Certificate of Clearance (COC) on file with the CTC.

Most districts will require evidence that you have been recommended for your **Internship Credential.** The district personnel can find this information, if you provide them with your Social Security number and Date of Birth (never email this information).

If the district prefers a printed document, you can find instructions on how to print it out for them by going to the following page on the CTC website: https://www.ctc.ca.gov/docs/default-source/credentials/online-services/pdf/ctc-online-print-document.pdf

Failure to complete any of the above steps may result in delays, which will affect the process of your Internship credential.

Please contact Danielle del Rosario at (858) 534-7297 or dswenson@ucsd.edu *for any questions related to the Internship Credential process.*

Early Completion Option (ECO) for Interns

An Early Completion Option (ECO) is available to interns who meet the following requirements:

(a) Pass a written assessment adopted by the commission that assesses knowledge of teaching foundations as well as all of the following:

• Human development as it relates to teaching and learning aligned with the state content and performance standards for K-12 students
• Techniques to address learning differences, including working with students with special needs • Techniques to address working with English learners to provide access to the curriculum
• Reading instruction in accordance with state standards
• Assessment of student progress based on the state content and performance standards
• Classroom management techniques
• Methods of teaching the subject fields

(b) Pass the teaching performance assessment. This assessment may be taken only one time by an intern participating in the early completion option.

(c) Pass the Reading Instruction Competence Assessment (RICA) (Multiple Subject Credential only).

(d) Meet the requirements for teacher fitness.

Interested interns should contact the Director of Teacher Education, for more information.

Clinical Practice

Clinical practice, consisting of early fieldwork and student teaching, is at the heart the M.Ed/Single Subject program. Teacher candidates (Interns, Student Teachers, or Resident

Teachers) complete over 600 hours of clinical practice, beginning with the EDS 129ABC/139 sequence and continuing throughout the professional preparation year. Intern teachers serve as the teacher of record and complete solo or co-teaching in their classrooms. Student teaching (including Residency) culminates in a minimum of four weeks of solo or co-teaching or its equivalent.

IMPORTANT COVID-19 Modifications: Due to the ongoing COVID-19 pandemic, the Commission on Teacher Credentialing (CTC) has allowed flexibility in the types of activities allowed for clinical practice as presented by Dr. Cheryl Forbes, Director of Teacher Education, during the October 1, 2020, EDS 379A seminar. The presentation also includes the EDS policy for clinical practice for Fall 2020, in effect until further notice:

EDS Fall 2020 Clinical Practice Policy:
- Clinical practice will take place remotely for Fall 2020 following district health and safety protocols. **Teacher candidates are NOT to work in classrooms or on school sites with CTs under any circumstances**.
- Teacher candidates should be prepared to attend school sites beginning January 2021 pending:
    - Public health orders
    - District policies
    - UCSD campus-level permissions
- Teacher candidates may request accommodations in consultation with the Director of Teacher Education. A change in placement may be required.
- Supervision will be conducted virtually until further notice.

<p align="center">Roles and Responsibilities</p>

Secondary Teacher Candidate Roles and Responsibilities

1. Maintain **professional behavior** and open communication. We expect teacher candidates to do the following:
    a. To be punctual, and to be present in the classroom for the full instructional period. Intern teachers follow District and school site policies for requesting a substitute in the event of illness or emergency. Student/Resident teachers must notify the Cooperating Teacher or Resident Coach in advance due to illness or other emergencies.
    b. To show respect for the secondary students in placement classrooms as well as for all school staff, including Intern Support Providers, Cooperating Teachers and Resident Coaches.
    c. To openly communicate with other staff at the school site, with parents and with students
    d. To dress in appropriate professional attire.
    e. To observe all policies ensuring the privacy, health and safety of students and families, including confidentiality of student records (assessments,

video-recordings, etc.). Teacher candidates are mandated reporters and have the same responsibilities as the classroom teacher for reporting suspected child abuse.

    f. To attend all school functions. Interns should attend all functions such as open house, parent conferences, home visits, faculty/PLC meetings, school-wide events, school board meetings, etc., as required by the employer. Student/Resident Teachers should attend all events the Cooperating Teacher attends (as appropriate).

2. Demonstrate **initiative in assuming responsibility for instruction**. Teacher candidates are expected to do all of the following:
   a. To have lesson plans for everything they will teach. Student/Resident Teachers should show these plans to the Cooperating Teacher or Resident Coach in advance for approval.
   b. To accept constructive criticism from the Intern Support Provider, Cooperating Teacher or Resident Coach as well as from the University Supervisor, and to take action to alter behavior.
   c. Intern teachers serve as the teacher of record and are responsible for all teaching or co-teaching in their classrooms. Student/Resident Teachers are expected to take complete responsibility for planning and instruction for at least four weeks by the end of the placement.

Mentor (Intern Support Provider, Cooperating Teacher, or Resident Coach) Roles and Responsibilities

1. Provide **orientation** to keep the teacher candidate apprised of the following:
   a. Grade level curriculum guide or the school's course of study;
   b. School and classroom policies, including discipline, emergency procedures, and the like
   c. Inservice workshops, faculty meetings, parent conferences or other activities that teacher candidates may attend;
   d. School personnel, including site administration, classified staff, special education teachers and other specialists (nurse, school psychologist, speech therapist, etc.) and services provided for student support (MTSS, PBIS, etc.);
   e. While allowing for considerations of privacy, please enrich the teacher candidate's knowledge of the secondary students --their strengths, their needs or concerns, *their community*, and so on.

2. Establish **teacher candidate responsibilities**:
   a. Identify the teacher candidate's skills, strengths and interests
   b. Suggest activities that might be most successfully done first (transitions, routines, etc.)
   c. Arrange for shared responsibilities or co-teaching

d. Develop an overall plan for how the teacher candidate moves toward full responsibility for instruction
e. Encourage, praise and support the teacher candidate's skills as they develop

3. Maintain open **communication** with the teacher candidate and University Supervisor:
   a. Meet with the teacher candidate weekly to plan and provide feedback.
   b. Observe the teacher candidate and provide constructive feedback on lesson plans and instruction.
   c. Meet with the University Supervisor periodically to discuss the teacher candidate's progress.
   d. Maintain confidentiality of secondary student and University teacher candidate records.

4. Participate in **training** to develop and maintain the skills needed to work effectively with teacher candidates.

5. Complete and **submit all required documentation** and evaluations, including:
   a. Mentor Orientation Form (All Mentors);
   b. Mentor Self-Guided Training and Certification Form (as applicable); and
   c. Teacher Candidate TPE Evaluation (at the end of the placement).

Secondary University Supervisor Roles and Responsibilities

1. Maintain open **communication** with the school administration, the mentor teacher and the teacher candidate.

2. Provide **on-going support and guidance** to the teacher candidate and mentor teacher, including:
   a. Oral and written feedback to the teacher candidate on lesson plans, reflections or other materials and observations of teaching;
   b. An initial orientation for each mentor teacher regarding University program expectations;
   c. Resources and support for mentor teachers in the development of mentoring skills for working effectively with teacher candidates.

3. Conduct **formal observations** of the teacher candidate during full-time student teaching. These observations include:
   a. Written feedback to the teacher candidate that includes both quantitative and qualitative data based on the Teaching Performance Expectations (TPEs);
   b. Distance options include submission of a video-recorded lesson to the University supervisor for formal feedback and/or synchronous University supervisor observation.

4. Complete and **submit all required forms and documentation**, including:
   a. Accurate and updated placement information for each teacher candidate;
   b. Four completed Observation forms for each candidate during each quarter of intern, student or resident teaching;
   c. Formative and Summative Student Teacher Evaluations.

5. Comply with and document State requirements for **active participation in public schools** appropriate to the credential area (*Ref. California Education Code Section 44227.5 (a) and (b)*)

Department of Education Studies Roles and Responsibilities - Secondary Program

1. Enter into **agreements** with participating Districts that allow teacher candidates to fully participate in District schools. School sites selected:
   a. demonstrate commitment to collaborative evidence-based practices and continuous program improvement;
   b. have partnerships with appropriate other educational, social, and community entities that support teaching and learning;
   c. place students with disabilities in the Least Restrictive Environment (LRE);
   d. provide robust programs and support for English learners;
   e. reflect to the extent possible socioeconomic and cultural diversity; and
   f. permit video capture for candidate reflection and TPA completion.
   g. Clinical sites should also have a fully qualified site administrator.

2. Establish **criteria for the selection** of Cooperating Teachers in participating school Districts in accordance with California Commission on Teacher Credentialing (CTC) regulations:
   a. Cooperating teachers must hold a valid Clear Credential authorizing service in the content area which they are supervising;
   b. Cooperating teachers must have a minimum of three years of content area TK-12 teaching experience;
   c. Cooperating teachers must demonstrate exemplary teaching practice as determined by the District and the University.
   d. The matching of Cooperating Teachers with teacher candidates is a collaborative process between the District and the University.

3. **Assign a qualified University Supervisor** to work with the teacher candidate in accordance with CTC regulations:
   a. Supervisors have expertise and are credentialed or have equivalent experience in the content area supervised;
   b. Supervisors have recent professional experience in schools that align with California content standards and which reflect the diversity of California's student population;

  c. Supervisors have received orientation from the University in the Teaching Performance Assessment (TPA) model used as well as in effective practices for supervision

4. Ensure the Cooperating Teachers receive an **orientation and training** as well as on-going support that prepares them to serve as mentors, including:
  a. Program curriculum
  b. Effective supervision practices (e.g., cognitive coaching)
  c. Adult learning theory
  d. Current content-area pedagogy and instructional practices

5. Ensure that teacher candidates have met all **legal and professional requirements** prior to student teaching, including:
  a. <u>Certificate of Clearance.</u> All UCSD teacher candidates have been cleared by the California Commission on Teacher Credentialing and are therefore allowed to assume teaching responsibility. However, it is important to note that the classroom teacher remains the person legally responsible for the class.
  b. <u>Tuberculosis Clearance.</u> All UCSD teacher candidates have provided evidence of current TB clearance.
  c. <u>Basic Skills and Subject Matter Requirements.</u> All UCSD teacher candidates have met these requirements prior to assuming responsibility for instruction.
  d. <u>Confidentiality and Safety</u>. All UCSD teacher candidates have been informed of their responsibilities to maintain confidentiality of student records and of their duties as mandated reporters.

6. Provide a **stipend** to Cooperating Teachers at the end of the placement in recognition of their service. Depending on the terms of the Agreement between the University and the employing District, stipends may be sent to either the Cooperating Teacher individually or to the District for disbursement through payroll.

Safety Measures for In-Person Clinical Practice

In creating a plan to implement the in-person clinical practice in which you will be engaging beginning with Winter Quarter, 2021, we have instituted measures to keep everybody as safe as possible. The underpinnings of these safety measures lie in **your professional obligation** to the students in your placement classroom and their families as well as to your Mentor Teacher (Cooperating Teacher, Resident Coach or Intern Support Provider) and all other school staff.

Your professional obligation:
- Just like all members in the profession of teaching, as a teacher candidate, you have a professional and ethical obligation to keep others (especially your

students and placement school staff) safe; this obligation is in play even when you are outside of school.

- You will be expected to comply with all school site and District policies and procedures and safety measures, including any required COVID-19 testing, social distancing and use of personal protective equipment, as well as policies set by the Department of Education Studies.

- You will need to fill out the "COVID-19 symptom checker form" daily, like other UCSD students participating in face-to-face instruction, here: https://ucsd.co1.qualtrics.com/jfe/form/SV_ehMZDIojZELuynb

- You will be expected to avoid activities outside of school (e.g., large, unregulated social gatherings – like parties - with suboptimal social distancing and mask-wear) that put you at unnecessary risk of exposure to the SARS-CoV-2 virus.

- You will be expected to stay away from your school site and other people if you have symptoms that might represent an infection with SARS-CoV-2. Notify your University Supervisor and Mentor Teacher immediately if this is the case.

- If at any time you are uncomfortable with the level of safety in your placement classroom or school site, you should remove yourself from the situation, while ensuring the safety of TK-12 students and school staff. In that event, you must notify your University Supervisor and Dr. Cheryl Forbes, Director of Teacher Education (cforbes@ucsd.edu) immediately.

- Teacher candidates may request an accommodation for clinical practice in the event of health and safety concerns for the UCSD candidate or immediate household members. A change of placement may be required.

Teaching Performance Assessment

The M.Ed/Single Subject program uses the edTPA model for the Teaching Performance Assessment required for licensure. Assessment submission occurs through the Edthena platform, which also houses edTPA Handbooks, Templates and other materials.

NOTE: For AY 20-21, candidates may elect to complete the TPA requirement after completion of the program and prior to recommendation for a Clear Single Subject Teaching Credential pursuant to the Governor's Executive Order N-66-20/SB 820. **Program support will continue to be provided as outlined below**. Teacher candidates may submit edTPA

through the Edthena platform if they choose beginning with Winter 2021 quarter, in either face-to-face or virtual learning environment formats as applicable.

Secondary TPA Implementation Process and Timeline

Support Activities

As a summative assessment of teaching performance, support for competencies assessed by the TPA are embedded throughout coursework and clinical practice during the professional preparation year. The following specific support activities are embedded in clinical practice seminars (EDS 379A, 379B, 379C) and EDS 205A (Reflective Practice, Winter):

- Providing candidates with access to handbooks and other explanatory materials about the TPA and expectations for candidate performance on the assessment;
- Explaining TPA tasks and scoring rubrics;
- Engaging candidates in formative experiences aligned with a TPA (e.g., assignments analyzing their instruction, developing curriculum units, or assessing student work); and
- Assisting candidates in understanding how to use the Edthena platform.

Timeline

Preparation for the TPA occurs during Fall and Winter quarters. Program supervisors will provide specific guidelines during clinical practice seminars. The overall timeline recommended typically consists of these activities:

- Fall: Learn about the Teaching Performance Expectations
- Winter: Complete all Tasks and submit edTPA
- Spring: Receive edTPA scores; Remediation and resubmission (if needed)

Remediation

Candidates who are not successful on the assessment are provided with additional support focusing on understanding the task(s) and rubric(s) on which the candidate was not successful.

Support will also be provided for understanding what needs to be resubmitted for scoring and the process for resubmitting responses for scoring for **ONE resubmission during Spring quarter of the M.Ed/Single Subject program only.** EDS will recommend only those candidates who have met the passing score on the TPA for a preliminary teaching credential and have met all other credential requirements. [NOTE: For AY 20-21, candidates may elect to complete the TPA requirement prior to recommendation for a Clear Single Subject Teaching Credential pursuant to the Governor's Executive Order N-66-20/SB 820. Program support will continue to be provided as outlined above].

<u>Appeals Process</u>

Candidates who wish to appeal any step of the process should begin by contacting the Director of Teacher Education, Dr. Cheryl Forbes (cforbes@ucsd.edu) as described in the Appeals section of this Handbook. Candidates may also appeal their edTPA score directly to the assessment developer through the Score Confirmation process outlined on the [edtpa.com website](http://edtpa.com).

CPR Training Information

In order to receive a California credential, you must have a valid CPR certification that is current at the time of your application for the credential. **Your CPR training must include adult, child, and infant training.** The course usually takes a minimum of 6 to 8 hours. This course should meet the criteria of the [American Heart Association](#) or the [American Red Cross](#).

Any questions about CPR should be directed to Danielle del Rosario at dswenson@ucsd.edu or (858) 534-7297.

Be sure your course includes the following and meets requirements for workplace safety certification:

Prevention of Cardiovascular Disease
Risk Factors
Signs and Symptoms of heart attack
Adult-pediatric (infant and child) CPR
Child rescue breathing
Child CPR
Infant rescue breathing
Infant CPR
Skills and written test required

If you missed the Saturday class training, consider these options below and **PLEASE CALL FOR LATEST INFORMATION:**

Office of Cardiac Life Support Training   619-294-6445
UCSD Medical Center, Hillcrest
Renewal classes only
Offered every Friday from 10:00am to 1:00pm
Wednesdays from 6:00pm to 9:00pm
Booklet can be faxed to you (need to call and request it)
Reservations are not necessary, but you should call and
confirm the class is being offered before you go.

San Diego Firefighters Association   619-563-6161
10405 San Diego Mission Road
Classes are held on Saturday from 9:00am to 3:00pm
Students must pre-pay.
Must call and confirm dates.

Mercy Hospital-CPR Registration Information   619-260-7140

UCSD Recreation Center   858-534-4037
CPR courses are offered every quarter.

Preliminary Teaching Credential

Program Completion - Credential Requirements
At the end of the credential program (last day of Spring quarter), you will apply for a **California Preliminary Single Subject Teaching Credential** with Danielle del Rosario, our Credential Analyst. You must have completed all credential requirements and satisfy the CPR requirement, (if you haven't already done so) at this time.

In addition, by the end of the program, passage of Teacher Performance Assessment (edTPA) is required for the credential recommendation (please provide copies of your scores to Danielle). There is also a fee associated with these requirements that the student will be responsible for.

If you do not present evidence that you have passed edTPA, and all other credential requirements, you will NOT be recommended for a teaching credential.

Students currently employed with a Internship Credential:

- If your intention is to remain employed under your Single Subject Internship Credential, you will need to inform the Director of Teacher Education, Dr. Forbes and your EDS supervisor. In addition, the immediate following quarter, you will be required to enroll in EDS 290 (8 units) - under your faculty supervisor for support and supervision. Please note that in this case, your M.Ed. degree will be delayed since you would still be enrolled in the program - taking graduate units.

- If you prefer NOT to continue your internship position and enroll in EDS 290, you will be withdrawn from the program. Also, a message will be sent to the CTC to invalidate your SS Internship Credential, since an internship involves a partnership between UCSD and a particular school district only.

Danielle will send you information in late April/beginning of May regarding the completion and recommendation of your Preliminary Teaching Credential. She will ensure that you have completed all of the **credential requirements** at that time so that she can recommend you for your credential in June. She will also answer any questions you may have about the credential process.

Per [Title 5 80002(a)(1)](#) your <u>full legal name</u> is required when creating a profile with the CTC, (including all former or maiden names). For recommendation purposes, it should also match the legal name you used for the Certificate of Clearance.

Danielle will recommend you based on the legal name that we have in our records and that you verified during the virtual appointments.

SS-2 Student Checklist

Please find here your exclusive SS-2 Student Checklist as a reference to assist you with the completion of credential requirements.

Obtaining Additional Single Subject Credentials

EDS supports you to complete the program for which you were admitted, so working towards any additional SS credential(s) will only be considered once you have completed your own program.

Please note that EDS can **ONLY recommend you for additional SS Teaching Credential(s) while you are still registered as an M.Ed. student and attending our program during the summer of your graduating year.**

If you want to obtain another SS Credential, you will need to take an additional SS methods course specific to the subject area, and pass the required CSET exams (or 100% completion of a subject matter program).

If the additional requirements are not satisfied prior to you leaving the program, you will need to apply directly to the CTC by submitting a paper application and required documentation. Instructions can be found on the **Adding a Teaching or Content Area To Multiple & Single Subject Credentials leaflet,** located on the CTC website.

Single Subject candidates wishing to earn another FULL Single Subject Teaching Credential in any of the following 4 areas: English, Math, Science or World Language, need to do the following**:**

1) *Complete all regular Single Subject requirements first including meeting all TPEs, edTPA (all items passed), CBEST or equivalency, CSET, US Constitution, First Aid, as well as passing all required SS coursework by the end of Spring quarter, before you will be allowed to complete the additional SS methods (offered during summer session at EDS).*

2) *Verify Subject Matter Competence by passing all required CSET Subtests/Examination(s) in the chosen area, or 100% completion of a CTC approved Subject Matter Preparation Program - SMPP (waiver). Please see the table on the CTC Exams website for a list of the required CSET Subtests in order to verify subject matter competence.*

3) *ENGLISH Candidates Only: Complete the following survey so the instructor can evaluate your level of English competency: https://forms.gle/j8sSBCwJKkPtJYKu8. Make sure to let the instructor know when you email her (see Step 4 below) that you have completed/submitted the form.*

4) *Request permission from the appropriate EDS faculty to enroll in the corresponding methods course SPECIFIC to your subject matter pedagogy.*

English: EDS 373, Math: EDS 374, Science: EDS 375, World Language "foreign language": EDS 372

*These classes are offered in the summer, but are restricted to SS candidates admitted into that particular subject. **Departmental approval is required** since it also depends on space availability. Therefore, you will need to contact and get permission from the appropriate SS faculty to enroll in the course that you need by doing the following:*

      a) *By email, request permission to the instructor of the methods course and cc Danielle del Rosario in your message (dswenson@ucsd.edu).*

          Faculty:

          English: *Dr. Alison Black,* amblack@ucsd.edu
          Math: *Dr. Erica Heinzman,* eheinzman@ucsd.edu
          Science: *Dr. Rachel Millstone,* rmillstone@ucsd.edu
          World Language: *Dr. Luz Chung,* lmchung@ucsd.edu

      b) *Forward the approval email from the instructor to Danielle since she will need to preauthorize you in order for you to enroll in the class.*

5) ***After you receive permission from the appropriate faculty, and authorization from Danielle, enroll in & complete*** *the appropriate 4 unit Single Subject Methods Class specific to your subject area (offered during your last summer at EDS):*

*PLEASE NOTE: *Steps 2 - 3 & 4 do not necessarily have to be completed in this order. Dr. Black may require English candidates to complete the English CSET subtests prior to the methods course depending on the results of her evaluation of your level of English competency.*

Any questions, please contact Danielle del Rosario at dswenson@ucsd.edu *or (858)534-7297.*

Single Subject Students Earning a Multiple Subject Credential

Single Subject Candidates who would like to obtain a *Multiple Subject Teaching Credential* need to contact Danielle del Rosario at dswenson@ucsd.edu or call her at (858) 534-7297 for more information about the requirements. Please note that you are required to complete your full Single Subject Credential first.

The one year full time complement of Elementary Methods Courses will be required for a Multiple Subject Teaching Credential, as well as passage of **CSET: Subtests 101, 214, and 103.**

EDS is not allowed to recommend you for a Multiple Subject Teaching Credential. **You will need to underline apply directly to the CTC by submitting a paper application and required documentation.** Instructions can be found on the **Adding a Teaching or Content Area To Multiple & Single Subject Credentials leaflet,** located on the CTC website.

Supplementary and Subject Matter Authorizations

Supplementary and ***Subject Matter authorizations*** are add-ons to a credential to allow an individual to teach a class in a subject outside the area in which he or she earned a credential. There are <u>two types of Supplementary Authorizations and two types of Subject Matter authorizations</u>: **Introductory and Specific**.

Subject matter authorizations are limited only to the following core academic subject areas: English, Mathematics, Science, Foreign Language, Civics/Government, Economics, Arts, History, and Geography.

One major difference between the ***Supplementary authorization*** and the ***Subject Matter authorization*** is the option of adding the *Specific **Subject Matter** authorizations* to both single and multiple subject credentials whereas *Specific **Supplementary** authorizations* may only be added to single subject credentials.

<u>Subject Matter Authorizations</u>

To qualify for a ***Subject Matter authorization***, individuals must satisfy all of the following requirements:

1.   Posses a valid prerequisite teaching credential.

2.   Complete **one** of the following:

a.   32 semester units (48 quarter units) of non-remedial coursework in the subject, including a minimum of three semester or four quarter units of coursework in each content area. The balance of the units may be in any course within the subject category. (Exception: the subject of Science requires at least six semester or eight quarter units in each of the four science content areas [biological sciences, chemistry, earth and space (geosciences), and physics]), OR

b.   A degree major from a regionally-accredited college or university in a subject directly related to the subject to be listed on the credential.

Introductory Subject Matter Authorizations
<u>An Introductory Subject Matter Authorization authorizes the holder to teach the subject matter content typically included in curriculum guidelines and textbooks approved for study in grades 9 and below.</u> This allows an employer to assign a teacher with an Introductory Subject Matter Authorization to teach a class in which the curriculum is for grades 9 and below but the students in the class may be in grades K-12.

Introductory Subject Matter Authorizations are available in the following subjects:
Art ‐ English ‐ Language Other Than English ‐ Mathematics ‐ Music ‐ Science ‐ Social Science

Introductory Subject Matter Authorizations may be added to the following credentials:

- *Single Subject Teaching Credential*
- *Multiple Subject Teaching Credential*
- *Standard Elementary Teaching Credential*
- *Standard Secondary Teaching Credential*

Specific Subject Matter Authorizations
<u>A Specific Subject Matter Authorization authorizes the holder to teach the specific subject in grades preschool, K-12, and classes organized primarily for adults.</u>

Specific Subject Matter Authorizations are available in the following subjects:
Art History/Appreciation - Biological Sciences - Chemistry - Civics/Government – Dance - Drama/Theatre - Economics (social science) - English Composition - Geography Earth and Space (Geosciences) – History - Instrumental Music - Literature - Photography - Physics - Plant Science - Three-Dimensional Art - Two-Dimensional Art - Vocal Music

Specific Subject Matter Authorizations may be added to the following credentials:
- *Single Subject Teaching Credential*
- *Multiple Subject Teaching Credential*
- *Standard Elementary Teaching Credential*
- *Standard Secondary Teaching Credential*
- *Special Secondary Teaching Credential (in academic subjects only)*

More information can be found at:
http://www.ctc.ca.gov/credentials/manuals-handbooks/Subject-Matter-Auth.pdf

The Subject Matter Authorization worksheet can be found at:
http://www.ctc.ca.gov/credentials/leaflets/cl849.pdf

Contact Danielle del Rosario at dswenson@ucsd.edu or (858)534-7297 with any questions.

<u>Supplementary Authorizations</u>

To qualify for a ***Supplementary authorization***, individuals must satisfy ALL of the following requirements:

1.   Posses a valid prerequisite teaching credential.

2.   Complete **one** of the following:

a.   Twenty semester units or ten upper division semester units, or the equivalent quarter units, of non-remedial coursework in the subject requested. Introductory subjects require at least one course in each of the content areas listed; the balance of the ten or twenty units may be in any course within the subject category. For Specific subjects, the same unit total is required.
OR

b.   A collegiate major from a regionally accredited college or university in a subject directly related to the subject to be listed on the credential.

Introductory Supplemental Authorizations

An Introductory Supplemental Authorization authorizes the holder to teach the supplementary subject matter content typically included in curriculum guidelines and textbooks for study in grades 9 and below. This allows an employer to assign a teacher with an introductory supplementary authorization to teach a class in which the curriculum is for grades 9 and below but the students in the class may be in grades K-12.

Introductory Supplemental Authorizations are available in the following subjects: Agriculture - Art - Business - Computer Science (Computational Thinking - Computing Practice and Programming - Computer & Communications Devices - Impacts of Computing) - English - Health Science - Home Economics - Industrial Arts - Language Other than English - Mathematics - Music - Physical Education - Science - Social Science

Introductory Supplementary Authorizations may be added to the following credentials:
- *Single Subject Teaching Credential*
- *Multiple Subject Teaching Credential*
- *Standard Elementary Teaching Credential*
- *Standard Secondary Teaching Credential*
- *Special Secondary Teaching Credential*

Specific Supplementary Authorizations

Specific Supplementary Authorizations authorize the holder to teach the specific subject in grades preschool, kindergarten - 12, and classes organized primarily for adults.

Specific Supplementary Authorizations are available in the following subjects: Accounting including Finance - Agricultural Mechanics - Animal Science - Anthropology - Auto Mechanics - Biological Sciences - Chemistry - Child Development (Home Economics) - Clothing & Textiles (Home Economics) - Comparative Political Systems & International Relations - Computer Science (Computer Programming - Data Structures & Algorithms - Digital Devices, Systems & Networks - Software Design - Impacts of Computing) - Consumer Education (Home Economics) - Crafts including Jewelry & Ceramics (Art) - Dance - Drafting - Drama - Economics - Economic & Consumer Education - Electronics - English Composition - Family Life & Parenting (Home Economics) - Family Life Education including Drug, Alcohol, & Tobacco Use Prevention (Health Science) - Food & Nutrition (Home Economics) - Forestry & Horticulture - Geography - Earth and Space (Geosciences) - Graphic Arts - Industrial Crafts & Plastics - Instrumental Music - Interior Design (Home Economics) - Journalism - Literature - Marketing/Entrepreneurship - Metals (Industrial Arts) - Office Technologies including Word Processing & Business Communications - Ornamental Horticulture - Painting & Drawing - Photography - Physics - Plant Science - Plastics (Industrial Arts) - Psychology - Sociology - Speech - US Government & US Civics - US History & California History - Vocal Music - Woods (Industrial Arts) - World History

Specific Supplementary Authorizations may be added to the following credentials:
- *Single Subject Teaching Credential*
- *Standard Secondary Teaching Credential*
- *Special Secondary Teaching Credential*

More information can be found at:
https://www.ctc.ca.gov/docs/default-source/credentials/manuals-handbooks/supplement-auth.pdf and/or contact Danielle del Rosario at dswenson@ucsd.edu or (858)534-7297 with questions.

Official UCSD Graduation/Commencement

EDS strongly supports and encourages your participation at the UCSD Official Graduate Division Commencement. The [Graduate Division Commencement](#) Ceremonies are held on the Saturday of Finals Week and take place in RIMAC Arena.

The 2021 ceremony will recognize those who have completed their degrees in Summer 2020, Fall 2020, Winter 2021, and Spring 2021. *EDS students completing their degrees in Summer 2021 will be able to participate in the 2021 Commencement Ceremony for both the M.Ed. and the Teaching Credential.* Participants of the ceremony will need to complete ALL degree requirements by the end of Summer quarter (September 2021). **Exceptions for those completing after Summer 2021 will not be considered.**

Please note that you are only eligible to attend commencement, if by next year:

   a) **You are completing all credential requirements by the time you are required to sign up for commencement, including EdTPA, credential coursework, and WILL BE RECOMMENDED FOR THE TEACHING CREDENTIAL in JUNE.**
   b) **You will successfully pass all your Spring coursework.**
   c) **You will be enrolled in EDS 204 and EDS 206 in the Summer.**

All graduate students interested in participating in the ceremony MUST Register online by the deadline (detailed information will be sent out to all students at the end of April - beginning of May). Cap and gowns must be purchased through the [UCSD bookstore](#).

Master of Education Degree

Your M.Ed. coursework will be completed by the end of July, 2021. **Your M.Ed. is therefore considered a Summer Degree.**

The first verification of your M.Ed. degree will come in the form of a letter from the Dean of the Graduate Division after all summer grades have been posted. Please note that this is a congratulatory letter stating that you have completed all requirements for the degree of Master of Education, but it does **NOT** mention that your M.Ed. has been conferred, since only the Registrar's Office has this ability. You should receive the Dean's letter by the end of August to your **CURRENT mailing address** posted on Tritonlink. *By July 16, please make sure to update your current mailing address on TritonLink and change it from UCSD to your own current one.* If you do not receive the Dean's letter by the first week of September, please contact [Giselle Van Luit](#).

You may provide the verification letter to your school district as proof of your M.Ed. while you are waiting to obtain an **official transcript with the word "M.Ed. Conferred" and a date from the Registrar's Office**. Please note that most districts will **NOT** consider the letter from the Dean as official verification since most require an **official transcript** in order to provide the Master degree salary increase. Please double check with your district on their

specific requirements for employment.

An official transcript with the word: M.Ed. Conferred will not be available to you until mid October/November. The conferral of your degree is time consuming and it will be processed by the Registrar's Office. The date of your conferral will be included in your transcript (the posted date on the document will usually be a day during the first week of September).

Please take this into account as you apply for jobs since you will **NOT** be able to provide your district with an official transcript until probably **October** or **November**. The Graduate Division will process the final paperwork for the degree and will send it to the Registrar's Office. Academic Records will confer your degree once the courses are reviewed and approved. This process may take from 30 to 90 days after the end of the quarter of graduation (summer session). <u>The conferral of degree process also begins after all summer terms have ended and grades have been posted.</u> Therefore, even though your courses have finished and you have passing grades, summer session is still in session and your summer degree will not be processed earlier. These deadlines have been established by the Registrar's Office.

<u>Please note that an official transcript will NOT be sent to you automatically</u>. You will need to order it from the registrar's office via [Transcripts and Verifications](#)*.*** You may request your transcripts online, but make sure to first check on Tritonlink that your M.Ed. has been officially conferred before you request the transcripts. You can either have the transcripts mailed to you, or you may pick them up at the Registrar's Office.

Your official M.Ed. Diploma from UCSD will arrive to your **PERMANENT** address 3-6 months after the end of summer session term. Please make sure to verify or update your **PERMANENT** mailing address on Tritonlink so that your Diploma does not get lost. Your *diploma* will be sent to you automatically by **December.**

<u>VERY IMPORTANT:</u> *Your **name on the DIPLOMA will look exactly as it currently appears on** Tritonlink.* If you have recently changed your name officially and would like to have the new name reflected on Tritonlink, and on your diploma, please make sure to go to the Registrar's Office with a valid ID in order to make this change official.

Any questions regarding the conferral of the M.Ed. degree should be directed to Giselle Van Luit at gvanluit@ucsd.edu, or (858) 534-2958.

EDJOIN – Tips for Credential Program Graduates

Visit the EDJOIN website at www.edjoin.org

1. Go to "LOGIN/REGISTER" to begin

2. Create a new account and begin entering your personal information. When you're done with each page, click on the "Save" and then "Next" button.

3. Eventually, you will reach a page where you must enter your credential information. Bear in mind that you will not actually possess a credential until you are recommended for one at the end of the Spring quarter of the year when you complete the program. Nevertheless, many of you will be applying for jobs well before this time. For the purposes of using EDJOIN, **you must pretend that you have already been recommended and hold a credential**, or the system will not allow you to post information about yourself that the districts will want to view.

   Under the section that states: "I possess the following Teaching Credential(s)", you must select the type of credential you expect to receive. Under "Credential Type" on the drop down menu, select *"Multiple Subject Teaching Credential SB 2042 (TCMS)"* for the elementary students, and "*Single Subject Teaching Credential SB 2042 (TCSS)"* for the secondary students. Under "Authorized Field", select *"GSX – General Subject (Examination)"* for MS students and for the SS students, one of the following:

   ENGX – English (Examination)
   MATH – Mathematics (for students who completed the SMPP)
   MATX – Mathematics (Examination)
   SBSX – Science: Biological Sciences (Examination)
   SCX – Science: Chemistry (Examination)
   SGX – Science: Earth and Space (Geoscience) (Examination)
   SPX – Science: Physics (Examination)
   For Foreign Languages, choose the one that includes "(Examination)", since everyone who earns this credential will have to have passed the CSET exams.

   Please note: <u>the EDJOIN codes bear no relationship to the codes the CTC assigns to your credentials and other authorizations</u>.

   Under "Expiration Date", choose the date exactly 5 years from the date you will be recommended. Since you may not know the exact date of when you will be recommended, choose the date that Danielle will start submitting credential recommendations, which **will always be the Wednesday following the last day of the Spring quarter**. You will have to enter these dates manually—do not use the calendar function.
   <u>If you have already received your credential</u>, use the expiration date listed on your CTC document.

   Finally, click on the "Add Credential" button.

4. In the section, "I possess a Certificate of Compliance for the No Child Left Behind Act (NCLB) in the following Subject Areas", check off the subject area that you are receiving your credential in. You can choose more than one. **All SB 2042 credentials (the type you will receive) are NCLB-compliant.** <u>Your CSET score report or your SMPP verification letter will serve as your Certificate of Compliance.</u>

5. "Credential Indicators": check off "I hold a valid California Teaching Credential".

6. "Applied For Credential": this is where you make it clear that you do <u>NOT</u> currently hold a valid credential, but you <u>WILL</u> be recommended for one shortly. For "Date Applied", enter the expected recommendation date as explained above. <u>If you have already received your credential</u>, you can ignore this section.

7. "Tests, Certificates and Programs": pretty self-explanatory. You have <u>not</u> yet completed a

BTSA program, and all graduates will have an **English Learner Authorization** (not a certificate) embedded in your SB 2042 credential. The best choice here for everyone other than the BLA candidate is "ELD/SDAIE". For those of you pursuing a Bilingual Authorization, list this information in the "Other" section, along with the specific language.

8. On the next page, you get to add your attachments. You have a 12 MB limit, 1 MB per document! Most districts want to see your transcripts, your resume, your C-19 verification letter*, proof of NCLB compliance (see item #4 above), and anything else they ask of you. If they want your EL authorizations, print out a Word document that states: "My CLAD emphasis is embedded in my SB 2042 credential", and upload this.

The information provided has proven to be helpful to our graduates in the past. EDS is not responsible for information entered incorrectly by the applicant due to inadequacies of the EDJOIN website to address each state's unique credentialing requirements. As noted in the handbook, the codes used by EDJOIN bear no relationship whatsoever to the authorization codes the California Commission on Teacher credentialing assigns in their credentialing system. We have indicated what we believe are the best possible choices among the menu selections and the best "workarounds" when EDJOIN does not provide a more accurate choice. You may choose other entries or menu items at your own discretion.

The CTC does not consider ANY printed document to be "official". Only information/documents viewed on their website is regarded as "official" information. The districts or schools you are applying to may have a different interpretation. You can email a formal copy of your credential to yourself, print it out, scan it, and upload it to EDJOIN if you wish (as per the instructions in the handbook). You can also disclose your social security number and date of birth to your prospective employer, and they can look up the details of your authorizations themselves. If you choose this option, make sure you are disclosing this information on a secure website.

*C-19 letters are verification letters that Danielle del Rosario can provide to you upon your request (e-mail Danielle at dswenson@ucsd.edu). The letter will indicate that, "given satisfactory progress", you will be recommended for your credential on a certain date. Some districts and schools will accept this letter; others will only accept applications from people who have already been issued a credential. You will not have a valid credential until 5 to 10 business days after you have paid for your credential recommendation. If you have not received the notification from the CTC within several days after your recommendation is complete (typically anywhere from mid-end of June) of your last year in the program, check your junk mail or spam mail; it's possible your mail program will not recognize it as a valid email. If you cannot find it, follow the steps below to access and complete your recommendation, and contact Danielle with any questions. Most students will have an official, printable document before the last day of June.

Information about your California Teaching Credential

Once you have been recommended for a Preliminary Teaching Credential, please make sure to check your inbox for an email from the CTC with instructions on the next step so that you may pay for your document. If you do not receive an email from the CTC with information about your credential, please complete the following steps:

● Using Firefox, Google Chrome, or IE as a browser, go to the CTC website

at http://www.ctc.ca.gov/

- Click on the "Educator Login" button. (middle/right side of page)

- On the next page login with your Username and Password.

- Review your personal information. If any of it is inaccurate, use the "Edit" and "New" buttons to correct it, save the information using the "Save" button, and then click on the "Next" button on the right hand side of the screen.

- The next page that opens should display your credential recommendation under the blue heading "Recommends". Make sure that line is highlighted in yellow; if it's not, click on the little blue rightward-pointing arrow on the left side of the field. You can review you credential details by clicking on "Single Subject/Multiple Subject Teaching Credential" and a new page will open. If everything looks all right, click on the "Back" button.

- Under the "Select" column, click on "Yes". When you do, two boxes immediately above will highlight; click on the "Complete" button.

- You will then have to proceed through a series of Professional Fitness questions, and there are a number of pages of them. Make sure you read them carefully and answer correctly, or you will not be allowed to proceed.

- Eventually, you will be guided to a page that requests payment. Once you've actually entered your credit card payment information, this should finish the process.

Fee Information
First time applicants will pay for a Preliminary Teaching Credential. The fee is paid online, by credit card, and the cost of the credential is $100.00 There is also a "credit card convenience fee" of $2.50, which will be added to the total cost. You may have a fee credit of $50.00 from your Certificate of Clearance, which will be automatically deducted from the total if you have not already used it for other purposes. So for most graduating credential candidates, paying for your first credential will cost you either $102.50 or $52.50, depending on whether or not you have a fee credit available. Each subsequent credential you add or renew will cost you $102.50. Additional fee information can be viewed on the CTC website at http://www.ctc.ca.gov/credentials/leaflets/cl659.pdf
Please note that fees are subject to change.

Your recommendation will expire in 90 days, so please make sure to pay for your credential before the deadline.

** Note: Preliminary Credentials are valid for 5 years. Recipients of Preliminary Credentials must earn a Clear Credential by completing a Commission-Approved General Education BTSA-Induction Program or a Commission-Approved Clear Credential Program (neither of which are offered at EDS). You may request an extension from the CTC if you are not able to clear it within the timeframe, **for GOOD CAUSE ONLY!** For additional information on requesting an extension, please see the* Extension by Appeal for Credentials and Permits leaflet *on the CTC website.*

Please note that EDS cannot release, nor make copies for you, of any document included in your student file. When you apply to the program, we specifically ask you to keep copies of any materials submitted to EDS for your own records.

Any questions regarding your Teaching Credential and recommendation process should be directed to Danielle del Rosario at dswenson@ucsd.edu or (858) 534-7297.

Updating your Personal Profile Information

It is the educators' responsibility to keep his/her contact information up to date in the Commission's records. This includes name, postal address, email address, and telephone numbers. You are actually **<u>required</u>** by law to notify the CTC of any change of address.

An educator may verify and change personal profile and contact information by logging into the CTC website, entering your Username and Password, then using the **Edit** and **Save** buttons when viewing your profile. You can also find detailed information on how to update specific information on the following page of the CTC website: https://www.ctc.ca.gov/credentials/ctc-online---your-educator-account.

To change your name with the CTC you may not be able to make the change online. If the system blocks you from changing your name online, it's because the Commission needs verification of some sort. Use the **Request to Change Name or Personal Profile form (41-NC 5)**, downloadable from the CTC website, and send it to the Commission along with supporting documentation (marriage certificate, court order, divorce decree, naturalization papers, etc.) to the address on the form.

How to Register your Teaching Credential

New educators who wish to work for any district in San Diego County must register their credential with the San Diego County Office of Education. You can find information about registering your credential with the SDCOE on their website at http://www.sdcoe.net/human-resources/credentials/Pages/how-register-documents.aspx

"If you need to register your credential with the San Diego County Office of Education (SDCOE), come to either of our two locations. Using your social security number and date of birth, a credential technician will locate your credential at the CTC website and then record it in the SDCOE database"

You may also call them at 858-292-3581 (or 800-560-5060 x3581), or email them at sdcred@sdcoe.net.

Your Preliminary Single Subject Teaching Credential will include the following Codes and Authorizations:

This information will be useful as you apply for teaching jobs!

Your teaching credential is titled: SB 2042 California **Preliminary** Single Subject Teaching Credential, and a Multiple Subject Teaching Credential (if this is the case). It includes

English Learner Authorization (the EL authorization is embedded in our programs) and will expire 5 years from the issuance date of your credential. You will need to "upgrade" your Preliminary credential before the expiration date, or request an extension. Upgrading is a term typically used to describe moving from a preliminary level certification to the clear level certification. Before your preliminary credential expires, you may request an extension from the CTC, if you have good cause (Financial hardship is not considered good cause). More information can be found online at: https://www.ctc.ca.gov/credentials/extend

* R1S (Single Subject) or R2M (Multiple Subject): This document authorizes the holder to provide English learners content instruction delivered in the language of emphasis listed in single-subject-matter (departmentalized) courses as authorized on this document; and instruction for primary language development in the language of emphasis listed above in grades twelve and below, including preschool, and in classes organized primarily for adults.

* ELAM – Multiple Subject Credential Holders
* ELAS – Single Subject Credential Holders
* ELAE – Education Specialist Credential Holders
This document authorizes the holder to teach the subject area(s) listed, to provide English learners instruction for English language development (ELD) within the content being taught, and specially designed academic instruction delivered in English (SDAIE). *These authorizations DO NOT authorize instruction of *Departmentalized* English Language Development (ELD).

* BA**SP** *for Bilingual Authorization in Spanish, or in any of the languages that we recommend for a BLA. Ex. BAV – Bilingual Authorization in Vietnamese, etc.* This document authorizes the holder to provide English learners instruction primarily in the language that the Bilingual Authorization specifies.

Your English Learner (EL) Authorization is embedded in your (SB2042) teaching credential. Therefore, **you DO have an English Learner Authorization**. You will not receive a separate document since this authorization is already included in the type of credential that you will obtain from the CTC.

The same applies for an ELD/SDAIE certificate. You will not receive a separate certificate since these authorizations are already included in your teaching credential. When applying for jobs, you should check the box as **YES** having ELD/SDAIE certification.

The **English Learner (EL) Authorization** and Cross cultural, Language, and Academic Development (CLAD) Certificate authorize instruction to English learners. For a summary of all documents that authorize instruction to EL students, see the leaflet below *Serving English Learners*, CL-622.

Types of Instruction Authorized by the EL Authorization/CLAD Certificate
• Instruction for English Language Development (ELD)
• Specially Designed Academic Instruction Delivered in English (SDAIE)

Documents Currently Issued by the Commission that Authorize Instruction to English Learners:

Teaching Credentials with English Learner (EL) or Bilingual Authorization:
All teacher candidates admitted to a California Multiple or Single Subject Teacher Credential Program on or after July 1, 2002 complete an embedded **English Learner coursework** authorized under Assembly Bill 1059 (Chap. 711, Stats. 1999). In June 2006, an English Learner authorization was also embedded in the coursework for the Education Specialist Credential. These individuals earn an English Learner Authorization directly on their teaching credential.

Information regarding serving English Language Learners, including El Authorization/CLAD Certificate can be found at:

http://www.ctc.ca.gov/credentials/leaflets/cl628c.pdf

http://www.ctc.ca.gov/credentials/leaflets/cl622.pdf

Routes to Clear a Single or Multiple Subject (SB 2042) Teaching Credential

http://www.ctc.ca.gov/credentials/files/options-genl-ed-clear.pdf

www.ctc.ca.gov/educator-prep/PS-alerts/2011/PSA-11-15.pdf

http://www.btsa.ca.gov/files/Routes-to-a-Clear-Multiple-or-Single-Subject.pdf

This section provides information on the routes an individual may use to earn a Clear Multiple or Single Subject (SB 2042) Teaching Credential with specific clarification on:

1) Whether a teacher may participate in an approved Induction program.
2) The types of employer that may sign the form (CL-855 Verification of Unavailability of a Commission-Approved Induction Program) verifying that Induction is not available allowing a candidate to complete a General Education (Multiple and Single Subject) Clear Programs.

Background
AB 2210 established completion of a Commission-approved Induction Program as the required route to earn a Clear SB 2042 Multiple or Single Subject Credential. If an induction program is not available as determined by an eligible employer, the credential holder may complete a Commission-approved General Education Clear Credential Program (e.g. UCSD Extension).

The following chart lists the employer by type and whether or not a teacher may participate in induction based on the type of teaching assignment. It also explains whether an employer is eligible to verify that induction is unavailable and if so, whether the candidate may opt to complete one of the approved General Education (Multiple and Single Subject) Clear Programs.

Contact Information:
Commission's Information Services Unit email credentials@ctc.ca.gov.

Type of Employer	Teacher may participate in Induction	Employer is eligible to verify that Induction is not available. Candidate may opt to complete a General Education Clear Credential Program
Public school district or county office of Education	Yes	Yes *
Charter School	Yes	Yes *
Private School, religious or nonsectarian	Yes	Yes *
Nonpublic, nonsectarian school	Yes	NA
Juvenile court schools	Yes	Yes *
Adult Correctional System	Yes	Yes *
Juvenile Corrections	Yes	Yes *
School under a state agency jurisdiction	Yes	Yes *
Teaching outside California	*Yes, if an approved Induction Program will accept the candidate and a plan is developed.* *The plan must provide for the range of induction experiences and opportunities including experiences with children to demonstrate knowledge and skills required by the program.*	No
Long-term substitute [1]		Depends
Day-to-Day Substitute		No
Working for the state of California (CDE or CTC)		No
Working in Pre-School [2]		?
Working in Higher Education		No
Teaching/tutoring for an agency, i.e. studio, modeling agency, hospital, circus		Yes *
Teaching/Tutoring for a 'for profit' company		No
After school program		No
Home School teacher – not affiliated with a public/private school		No
Education affiliated setting, i.e. museum/zoo		No
Summer camp, YMCA		No
Employed in a non-education setting		No
Unemployed individuals		No

* Employer is defined as a California public school, any school that is sponsored by a private California K- 12 school, non- public, non- sectarian school or agency, charter school, or a school operated under the direction of a California state agency. Employer must complete, and superintendent or designee, sign the CL 855 Induction Program -Verification of

Unavailability of a Commission‑Approved Program form.

1 The employing agency makes this decision. Factors to consider include the length of the assignment and the individual's employee status with the agency.

2 If the preschool is run by the school district AND the teachers are on the regular teacher salary schedule, then 'Yes' to the employer signing the CL 855 letter. Otherwise 'No'.

FOR FUTURE REFERENCE: If after graduating from our teacher preparation program, you are planning <u>to relocate to another state</u>, you must take steps to have your credentials transferred to that state.

Every state has its own requirements for teacher certification and it would not be possible for us to give you specific advice on how to accomplish this. Approach the local state or county Education agency for assistance with your credential transfer, or you can apply directly to that state's agency equivalent to the CA Commission on Teacher Credentialing.