

Department of Education Studies
University of California, San Diego

M.Ed./Multiple Subject Credential Program

Student Handbook 2025-2026



Course of Study

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

Once students are admitted or selected for advancement into the **M.Ed./Preliminary Multiple Subject Credential Professional Coursework (MS-2)**, they are provided with an intensive, full time preparation program, which consists of **18 (BILA-21) professional preparation courses and 15 weeks of student teaching, all taken at the graduate level, for a total of 72 quarter units (BILA-78 units).**

All courses on this list must be taken for a **LETTER grade**, except for Student Teaching *Practicum* (EDS 369A-B-C).

The Professional Preparation (MS-2 year) 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 Portfolio
 EDS 250 (4 units) – Equitable Educational Research Practice
 EDS 351 (4 units) – Teaching the English Language Learner
EDS 352 A-B-C** (2-2-2 units)- Bilingual Instructional Practices (Required for BILA Spanish Candidates)
 EDS 361 A-B-C (6-6-4 units) – Innovative Instructional Practices
 EDS 369 A-B-C (6-6-6 units) – Multiple Subject (Elementary) Student Teaching *Practicum-I/II/III (S/U)*
 EDS 370 A-B-C (2-2-2 units) – Multiple Subject (Elementary) Student Teaching Seminar-I/II/III
 EDS 382 (4 Units) – Inclusive Educational Practices

Note: EDS 201 and EDS 203 are considered Fall courses, although they are offered in advance of Fall quarter, during a special “early Fall” session (**the first class meeting for EDS 201 will be on Monday, August 25**). Please plan ahead to take these 2 “early Fall” courses. Also, sign up for these with the rest of your Fall course of study.

**Candidates participating in the optional Bilingual Authorization Program in Spanish (BILA) must also take EDS 352A-B-C (2-2-2 units) Bilingual Instructional Practices. These additional courses will be considered electives since they are NOT required for the M.Ed. (only required for the credential Bilingual Authorization). Students admitted into the BILA program should have already been notified by Professor Pappas and given a placement in Spanish.

1. Students who are admitted or advanced to the (MS-2) preparation program, must complete the following requirements by **August 18, 2025** in order to participate in **STUDENT TEACHING and begin the MS-2 program** (please note that the **delivery of documentation will occur in person during your class meeting on**

Friday, September 5.

a) An **Official Transcript** showing a **BA/BS degree conferred**.

b) **Subject Matter Competency:**

- Passing score report of all required **CSET** Subtests for MS (101, 214, and (103 or 225).
OR
- An Official Transcript showing conferral of a **Bachelor's degree or higher from a regionally accredited institution, listed exactly** as "Liberal Studies", "Liberal Studies: Elementary Education", Liberal Arts", or "Elementary Education", or matches one of the other acceptable majors for Multiple Subjects: [CTC acceptable majors for your content area](#).
OR
- A signed letter, on official university letterhead, from another CTC approved Institution/program, indicating **100% completion of the Multiple Subjects SMPP (Subject Matter Preparation Program)**. Please note: UCSD/EDS does not offer a Multiple Subjects SMPP.
OR
- Signed **Coursework Evaluation** sheet showing course(s) that satisfy each domain for the Multiple Subjects credential, and Official Transcript showing courses completed. If the coursework evaluation is from another institution/program, in addition to the 2 previous documents, a letter on that institution's official letterhead signed by the Credential Analyst or approved official stating the domains completed via coursework.
OR
- Combination of CSET and SMPP or coursework, follow instructions above for each.

For additional information on satisfying Subject Matter Competency, please visit the CTC website at:

<https://www.ctc.ca.gov/educator-prep/subject-matter-requirements>

c) **BASIC SKILLS** (official transcript showing BS/BS degree conferred).

d) Completion of a **U.S. Constitution** course or examination if still pending. See #9 on the [Admissions Checklist](#) for details.

e) **Certificate of Clearance**, ***if you started the program as an MS-1-Sum student, you have completed this requirement.***

f) **Negative TB Test**, **valid through the completion of the program, June 2026.** ***If you started the program as an MS-1-Sum student, you have completed this requirement.***

New MS-2 students: please make sure to bring your negative TB test along with the rest of your documentation on September 5th so that Giselle can verify your TB test in person (per HIPAA regulations, we cannot keep your TB test at EDS - it will be returned to you). PLEASE DO NOT SEND IT VIA EMAIL.

***** IF NOT YET COMPLETED:** Please make sure you have completed by TODAY the [2025 Elementary Student Placement Form](#) (please take the time to ensure your entry is included). Most students have already completed this form. At your orientation, your MS faculty Coordinator, Liz Pappas will go over placement information. Any questions, please contact Professor Pappas at epappas@ucsd.edu.

NOTE: Please make copies of all your test scores/documents prior to submitting them to EDS since we will NOT be able to provide you with any copies of items once these are included in your EDS file. You will need to submit copies and sometimes original, official test scores/documents to the school district when you apply for jobs.

In order to apply for a **Preliminary Multiple Subject Teaching Credential** with Danielle del Rosario, Credential Analyst in **June 2026**, and obtain the conferral of the **Master of Education** by October 2026, students must complete the full, required course of study included in this handbook (see below). This will satisfy the **minimum 72 post baccalaureate quarter units (graduate units)** necessary for the credential/degree. BILA and EMEC courses (when offered) are considered electives.

The following program of study will lead to a California Preliminary Multiple Subject Teaching Credential (SB 2042) and a Master of Education degree.

PROFESSIONAL PREPARATION COURSE OF STUDY (MS-2):

(Course schedule is subject to change)

Fall	Winter	Spring	Summer
EDS 201*	EDS 205B**	EDS 361C	EDS 204***
EDS 203*	EDS 361B	EDS 369C	EDS 206***
EDS 205A	EDS 369B	EDS 370C	
EDS 250	EDS 370B	EDS 382**	
EDS 351			
EDS 361A			
EDS 369A			
EDS 370A			

BILA - Spanish candidates also need to take:

EDS 352A

EDS 352B

EDS 352C

* **EDS 201 and EDS 203** are considered **Fall** courses, but they are offered in advance of Fall quarter during a special session (prior to the official start of Fall - beginning on 8/25). Please take this into account when planning your schedule. These courses will not be offered any other time and are required for the Credential and Master of Education. Please check the Fall Schedule of classes.

- Please wait to enroll in **EDS 369A** this Fall until you are assigned a faculty supervisor during your first class meeting of EDS 369A in the Fall. **Please enroll in this course under your supervisor's name, since this is a required course for your M.Ed.**

** Please note that in the Winter quarter, you will be taking EDS 205**B** (not EDS 205A because A is offered in Winter as well, but ONLY for the Secondary group).

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

*** Please note that you will find two sections for each of the following courses: **EDS 204** and **EDS 206** (a morning and an afternoon section for each class). Select the class sections that best meet your schedule, since it does not matter which one you choose.

EDS 368:

Instructional Planning and Assessment (Elementary) (2 or 4 units) S/U option only
This course is designed to provide multiple subject credential candidates with support and mentorship to ensure successful completion of all California Multiple Subject Teaching Credential requirements. Your **EDS supervisor** will provide additional information if you are eligible to enroll in EDS 368 during a given quarter and for a specific number of units. Please enroll only in the number of units assigned by your supervisor and under the given faculty's name. The extra units will provide you with additional post baccalaureate units, which in turn may benefit you for salary purposes in your future teaching. This credit does NOT require additional work and does NOT meet as a class.

EDS Elementary Mathematics Education Concentration Program (EMEC)

We are sorry to inform you that due to budget constraints, this internal program will not be offered for 2025-26 and students must be enrolled as graduate students in order to participate in the future (if offered).

EMEC is an additional internal option for MS students and it is exclusive to EDS. It is NOT an approved CTC official program. Therefore, it cannot have a recommendation on a teaching credential, nor will there be the issuance of any type of certificate. It also cannot be mentioned on a UCSD transcript (unlike the M.Ed.), since it is not a degree related program either. It is valuable additional courses (that do not count for the M.Ed.), but will allow students who take them to become leaders in teaching mathematics at the elementary school level.

Students admitted into **EMEC** will take an additional seminar (**EDS 355ABC**: Advanced Mathematics Teaching Practices for Grades K-6, 2 units/quarter) that will meet regularly during the credential year (Fall, Winter, Spring). This seminar will focus on issues of teaching and learning mathematics in the elementary classroom.

To complete the training, students participating in this emphasis program will take a specially designed mathematics content course (**EDS 385**: Elementary School Content and Pedagogy, 4 units) in the second summer.

Please note that only students admitted into EMEC are eligible to enroll in these additional classes, which are not required for the M.Ed./Credential program.

Bilingual Authorization Program

A Bilingual Authorization Program (BILA) in Spanish is available for students who wish to teach in Spanish and English in a dual language or bilingual setting. The Bilingual Authorization is added to a Preliminary Multiple or Single Subject Teaching Credential upon completion of all credential requirements, plus the following:

1. EDS Core Courses Required (no substitutions allowed):
 - **EDS 125** (History, Politics & Theory of Bilingual Education) - Recommended during the foundations program of study, or during the special summer session.
 - **EDS 352A** (Bilingual Instructional Practices - I) - during the Professional Preparation year only.
 - **EDS 352B** (Bilingual Instructional Practices - II) - during the Professional Preparation year only.
 - **EDS 352C** (Bilingual Instructional Practices - III) - during the Professional Preparation year only.

2. Demonstration of proficiency in Spanish (reading, writing, listening and speaking) at the level required by the California Commission on Teacher Credentialing (CTC) through course-embedded assignments (EDS 352ABC), OR through passage of CSET: Spanish Subtest III (test code 147). *Proficiency in Spanish equivalent to the Advanced Level on the American Council of Teachers of Foreign Languages (ACTFL) scale as demonstrated in the final portfolio during EDS 352C.*
3. Satisfactory completion of fieldwork in a bilingual setting as required by CTC (to be completed as part of EDS 369ABC) - 20 hours of fieldwork in a bilingual setting (completed as part of M.Ed/MS student teaching or Residency).

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 regular, Preliminary credential without the BILA Authorization.

All BILA program requirements must be completed while you are an M.Ed. graduate student at EDS.

Note: Bilingual Authorization holders (of any preliminary credential) are authorized to teach stand-alone ELD. Preliminary MS holders can teach ELD within a Multiple Subjects setting only. Preliminary SS holders can teach ELD within their Single Subjects content area only. Both MS & SS can NOT teach stand-alone or departmentalized ELD. See [English Learner Authorization](#).

- *Any questions about the required level of Spanish needed for a Spanish placement, and proficiency level for the completion of the BILA program, please contact Professors:*
- *Liz Pappas epappas@ucsd.edu, and Maria Jose Aragon mjaragon@ucsd.edu*

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

Miscellaneous - Important Information for MS-2 Candidates

Legal vs Preferred/Lived Name

Please note that for CTC purposes and in order for you to be recommended for a teaching credential, you must have your **LEGAL name on ALL documentation required for credentialing** and there are **no exceptions**. This is your LEGAL name reflected on your Social Security card, or Driver's license, etc. Your LEGAL name should match all documentation that will be needed for your teaching credential and it includes your BA/BS Transcript, your Certificate of Clearance, all credential required examinations, CPR, TPA, etc.

When you create your Educator Profile with the CTC, your legal name should also match all documents.

Universities are now posting transcripts with the preferred/lived name, (unless you request for it to be changed to your LEGAL name). If this is your situation, please work with your Registrar's Office to make sure your LEGAL name is the one reflected on your transcript and NOT your preferred/lived name.

The CTC needs your BA/BS transcript to match your LEGAL name.

Although UCSD and us at EDS acknowledge internally your preferred/lived name, your Social Security Number is linked to your **LEGAL** name, thus your LEGAL name should be the one reflected on your Certificate of Clearance and will need to match all other documentation as well.

Danielle will need to recommend you for a teaching credential using your **LEGAL name** reflected on your Certificate of Clearance and all documentation sent to the CTC, including your BA/BS Transcript.

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

We also have your preferred name, but this one is for internal purposes only.

Per CTC: If an application is submitted without using the legal name, the CTC will request a 41-NC (name change) with supporting documentation – all the names on the SS card, Driver's license, etc. must match.

If you wish to change your Legal name, it must be done [officially](#) and all of your CTC Credential documentation will need to match your new name.

GPA

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

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

Community Service Officials

Please contact the [Student Community Service Official Program](#) (858) 534-WALK or (858) 534-9255 to request a student Community Service Official to escort you to your campus destination. This is a free service provided by the Campus Safety Office (CSO). Please use it without hesitation in order for you to be escorted around campus at night.

Staying in Touch

Check your UCSD email on a regular basis. We rely on this method to get important information to you. We are not able to send emails to your personal email address.

- **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 Instructional Assistant (Reader/TA) while in the Credential Program

The faculty at EDS does NOT recommend that you work while you are in the program.

Please note that for jobs that do NOT involve a course (IA positions) or research, you are NOT required to inform/ask EDS for permission - ex. working at Target (even on campus), or any job off campus.

** During the academic year (Fall, Winter and Spring quarters), Instructional Assistant positions (Reader, TA, GSR) at 25% provide some type of university tuition/fee remission

for the particular quarter employed. ***Please note that if you work during the summer session, you will NOT have any tuition/fee remission, since summer session is not part of the academic year.*** Summer tuition is fully 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 of your subject area (your field supervisor) if employment is recommended, apply for positions and complete the following steps:

- 1) **If during any given quarter (FALL, WINTER, SPRING), you are going to apply to any position on campus as an IA (Instructional Assistant),** obtain permission from the EDS Director of Teacher Education by completing [this important survey](#).
- 2) If you are applying outside of EDS, please communicate with the hiring department (even if it is EDS) to obtain information related to the position (course, percentage of work, schedule commitment, etc). Most departments when hiring submit the offer to the department for approval and do not communicate with the candidate first. For your program, you are required to obtain permission **prior** from the Director of Teacher Education.
- 3) Make sure that the Director of Teacher Education approves your eligibility to work on campus during the graduate program, employment **prior to applying to any position on campus.**
- 4) Once you have accepted an offer of employment, **inform [Giselle Van Luit](#) so that she can give the ok to the hiring department, and provide you with some type of tuition/fee remission for that quarter. Failure to inform Giselle will result in you not obtaining your tuition remission.**

EXCEPTION: Working during Summer session; you do not need to ask permission to the Director of Teacher Education since your credential coursework should have been completed by mid June (prior to the start of summer employment).

Clinical Practice

Clinical practice, consisting of early fieldwork and student teaching, is at the heart the M.Ed/Multiple Subject program. The Commission on Teacher Credentialing (CTC) requires that candidates complete a minimum of 600 hours of clinical practice over the duration of the program. EDS M.Ed/MS candidates meet this requirement beginning with the EDS 128AB/139 sequence and continuing throughout the professional preparation year. The CTC also requires each candidate to complete a minimum of four weeks of solo or co-teaching or its equivalent. Successful completion of the M.Ed/MS course of study requires that candidates attend all scheduled clinical practice at the assigned school site during practicum courses (e.g., EDS 139; EDS 369ABC) which may exceed the minimum hours established by CTC, and that they receive the approval of the University supervisor and school site mentor prior to beginning solo or co-teaching.

Roles and Responsibilities

Elementary 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 or notify the GuideTeacher in advance due to illness or other emergencies.
 - b. To show respect for the Guide Teacher and the students in the placement classroom.
 - 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 that the Guide Teacher attends (as appropriate) such as open house, parent conferences, home visits, faculty meetings, school-wide events, school board meetings, etc.

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, and to show these plans to the Guide Teacher in advance for approval.
 - b. To accept constructive criticism from the Guide Teacher and University Supervisor and to take action to alter behavior.
 - c. To take complete responsibility for planning and instruction for at least two weeks at the end of the student teaching placement.

Guide Teacher 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 elementary 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 elementary 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. Guide Teacher Orientation Form (All Guide Teachers);
 - b. Guide Teacher Self-Guided Training and Certification Form (as applicable);
 - c. Pre-Student Teaching Evaluation (as applicable); and
 - d. Student Teaching Evaluations.

Elementary University Supervisor Roles and Responsibilities

1. Maintain open **communication** with the school administration, the guide teacher and the teacher candidate.
2. Provide **on-going support and guidance** to the teacher candidate and cooperating 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 guide teacher regarding University program expectations;
 - c. Resources and support for guide 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 student teaching;
 - c. Pre-Student Teaching Evaluation (as applicable);
 - d. 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 - Elementary 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 Guide Teachers in participating school Districts in accordance with California Commission on Teacher Credentialing (CTC) regulations:
 - a. Guide teachers must hold a valid Clear Credential authorizing service in the content area which they are supervising;
 - b. Guide teachers must have a minimum of three years of content area TK-12 teaching experience;
 - c. Guide teachers must demonstrate exemplary teaching practice as determined by the District and the University.
 - d. The matching of Guide Teachers with teacher candidates is a collaborative process between the District and the University.

3. **Assign a qualified University Supervisor** to work with the Guide Teacher and 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 Guide 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. Certificate of Clearance. 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. Tuberculosis Clearance. All UCSD teacher candidates have provided evidence of current TB clearance.
 - c. Basic Skills and Subject Matter Requirements. All UCSD teacher candidates have met these requirements prior to assuming responsibility for instruction.
 - d. Confidentiality and Safety. 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 Guide 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 Guide Teacher individually or to the District for disbursement through payroll.

Classroom Video Confidentiality Guidelines and Policies

Video recordings of lessons that you teach are an important part of your professional preparation as well as licensure requirements. Please read all Classroom Video Confidentiality Guidelines and Policies carefully to ensure that you follow required safeguards for confidentiality.

Prior to recording

Before you record and submit your video recordings, you must secure appropriate permission from the parents/guardians of your students and from adults who appear in the video recording.

1. Review the Video Recording Permissions document (English/Spanish) presented in your Student Teaching Practicum Seminars (EDS 370ABC).
2. Secure appropriate permission from the parents/guardians of your students and from adults who appear in the video recording by copying and distributing the Video Recording Permissions **paper document** to the family of each student. **Do not alter the PDF** document in any way. You may create your own letter of introduction to attach to the document if you wish.
3. Create a roster of **all students** in the classroom(s) you will record. For **every student**, indicate whether or not you have received permission from parent/guardian for video recording.
4. Submit the completed roster and the signed permission forms in the manila envelope provided to your Supervisor prior to recording. Please write your first and last name and program clearly on the front of the envelope.
5. The envelopes will be archived by EDS and securely destroyed on cycle with other archived documents. They will be on file for the entire year of your placement.
6. If/when new students arrive in your class(es), do NOT record the student until obtaining parent/guardian permission. Submit signed documents to your Supervisor prior to recording for inclusion in your archived file.

During and after recording

Recording Considerations:

- You should not record directly to a web-connected device, such as your smartphone.
- Video recording should not be automatically backed up to your cloud storage.

- Recordings should be made directly through the approved provider system using designated, secure apps (e.g., Edthena).
- Do not store video recording in your personal online document portals such as Google Drive.

In order to protect the privacy of all individuals who appear in the video recording:

You may not

- Store/upload your video to a system that has not been designated as a secure system to support either classroom video (Edthena) or the Teaching Performance Assessment (TPA) at your educator preparation program;
- Display the video publicly (i.e., personal websites, YouTube, Facebook, Instagram) without expressed permission for this purpose from all those featured in the video;
- Use the video recording for any purpose that is not within the parameters of the release forms you received for students or adults who appear in your video.

Teaching Performance Assessment

The M.Ed/Multiple Subject program uses the [CalTPA model](#) for the Teaching Performance Assessment required for licensure

Elementary TPA Implementation Process

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 methods courses (EDS 361ABC) and clinical practice seminars (EDS 370ABC):

- 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 submit the TPA. .

Timeline

Preparation for the TPA occurs during Fall and Winter quarters. Program supervisors will provide specific guidelines during clinical practice seminars (EDS 370ABC), including recommended submission dates.

Remediation

Candidates who are not successful on the assessment are provided with additional support focusing on understanding the cycle(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/Multiple Subject program only**. EDS will recommend only those candidates who have met the passing score on the TPA for a preliminary teaching credential and who have met all other credential requirements.

Appeals Process

Candidates who wish to appeal any step of the process should begin by contacting the Director of Teacher Education as described in the Appeals section of this Handbook.

Additional requirements and considerations for video recordings to be submitted as part of the **CalTPA Teacher Performance Assessment** are available on the [CalTPA website](#).

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 at the end of the program (approx. mid-June, if all requirements are completed/passed).

Your CPR training must include adult, child, and infant training, and must meet the criteria of the [American Heart Association](#) or the [American Red Cross](#). The course may be taken online, in person, or a combination of both.

EDS faculty typically organize an in-person class on a Saturday (usually in January or February), with all cohorts welcome. If this class is not offered, or you are not able to make it, consider these options below:

[UCSD Recreation: CPR | Red Cross CPR/AED & First Aid](#)

[American Heart Association First Aid/CPR/AED](#)

[American Red Cross First Aid/CPR/AED](#)

[Onlinecprskills.com](#)

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

CTC Policy on Candidate Options to Satisfy Subject Matter Knowledge

- 1) Completion of a [subject matter program](#) approved by the commission.
- 2) Passage of a subject matter [examination](#) (the California Subject Examination for Teachers or CSET).
- 3) Successful completion of coursework at one or more regionally accredited institutions of higher education that addresses each of the domains of the subject matter requirements adopted by the commission in the content area of the credential pursuant to Section 44282, as verified by a Commission-approved program of professional preparation. See [PSA 23-04. Approved 2021](#)
- 4) Successful completion of a baccalaureate or higher degree from a regionally accredited institution of higher education with the following, as applicable:
 - For **single subject** credentials, a major in one of the subject areas in which the commission credentials candidates. See [PSA 23-04](#).

- For **multiple subject** credentials, a liberal studies major or other degree that includes coursework in the content areas pursuant to subdivision (b) of Section 44282. See [PSA 23-04](#).
- For **education specialist** credentials, either a major in one of the subject areas in which the commission credentials candidates or a liberal studies or other major that includes coursework in the content areas pursuant to subdivision (b) of Section 44282. See [PSA 23-04](#).
- For more information about the subject matter options by credential area or type, please see the following chart: [Subject Matter Chart of Options](#).

5) Through a combination of the methods described in clauses (1), (2), and (3) in whole or in part, has met or exceeded each of the domains of the subject matter requirements adopted by the commission in the content area of the credential pursuant to Section 44282 for multiple and single subject credentials, or pursuant to Section 44265 for education specialist credentials.

Preliminary Teaching Credential

Program Completion - Credential Requirements

At the end of the credential program (the day after Spring quarter grades are due, approx.), you will apply for a **California Preliminary Multiple 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 a Teacher Performance Assessment (CalTPA) 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 the CalTPA (both the Math and Literacy cycles), and all other credential requirements, you will NOT be recommended for a teaching credential.

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 full legal name 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.

MS-2 Student Checklist

Please find here your exclusive [MS-2 Student Checklist](#) as a reference to assist you with the completion of credential requirements.

Multiple Subject Students earning a Single Subject Credential

EDS supports you to complete the program for which you were admitted, and can **ONLY recommend you for the Teaching Credential that you were admitted for**. Working towards any additional credential(s) will only be considered once you have completed your own program.

If you want to obtain a SS Credential, you will need to take a SS methods course specific to the subject area, and satisfy subject matter competency via any of the CTC approved options.

- You will need to apply for the credential directly to the CTC by submitting an application (online or by mail) and required documentation, after you receive your initial Preliminary credential. Requirements can be found on the [Adding a Teaching or Content Area To Multiple & Single Subject Credentials leaflet](#), located on the CTC website. The link to the online application can be found here: <https://www.ctc.ca.gov/credentials/apply>

Multiple Subject candidates wishing to earn a 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 Multiple Subject requirements first** including meeting all TPEs, CalTPA (all items passed), CSET or equivalent, US Constitution, First Aid, as well as passing all required MS coursework by the end of Spring quarter, before you will be allowed to complete the SS methods (offered during summer session at EDS).
- 2) Verify Subject Matter Competence** by passing all required CSET Subtests/Exam(s) in the chosen area, or completion of another CTC approved option. Please see the [Demonstration of Subject Matter](#) information on the CTC website, or the table on the [CTC Exams website](#) for a list of the required CSET Subtests.

**As a courtesy to our outgoing co-horts, EDS can provide a coursework evaluation upon request within 5 years of the end of your program (end of July), using the EDS Course guides or SMPPs found on our [Coursework Evaluation Information Sheet](#). We will only do evals for*

the content areas we offer, and we will not do an eval using the CTC matrices. This means that only the course options listed on the guide/SMPP will be considered (no course substitutions). You may also use the coursework/exam combination option. All CSET subtests needed will need to be taken and passed before an evaluation will be done. Submit the completed Course guide, official transcripts, and any CSET subtest score reports (pdf copies) to Danielle del Rosario at dswenson@ucsd.edu. Incomplete packets will not be considered. Please allow 2-3 weeks for Danielle to review all materials. Once Danielle verifies the materials and confirms Subject Matter has been satisfied, she will provide to you a signed letter stating so. You will need to include this letter with your application and other required materials that you submit to the CTC.

Reminder: EDS does not support working towards any additional credentials until you complete the program/credential you were admitted for. If you need to take UCSD or Community College courses listed on the course guide(s), you should plan on taking those after you complete the program. For UCSD courses, this means enrolling through [UCSD Extension's Concurrent Enrollment program](#). We cannot guarantee that you will receive permission to enroll.

Reminder: The EDS methods courses can ONLY be taken at the end of your program, while still a matriculated UCSD student; and ONLY with permission from the Instructor. You will not be able to take the course at a later time.

PLEASE NOTE: Since EDS is not able to recommend you for the additional credential, EDS is not responsible for any outcomes related to your application, and Subject Matter Competency.

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 (WL may or may not be offered)

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: TBD, if offered

- 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.

****If you are interested in earning more than one SS credential - this is possible, but you may not be able to take more than one of our methods courses as all but the World Language methods are typically offered at the same time. You would need to find a methods course for the other subject elsewhere.***

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

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 they earned a credential. There are two types of Supplementary Authorizations and two types of Subject Matter authorizations: **Introductory and Specific**.

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.

Subject Matter Authorizations

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 (see [leaflet CL- 852](#) for content areas required for each subject). 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.

OR

c. Achieve a passing score on the appropriate subject-matter examination(s). Information on the CSET exams, including passing scores and registration, can be found here: <https://www.ctcexams.nesinc.com>.

OR

d. A combination of coursework and examination options that meet or exceed the domains of the subject matter requirements adopted by the Commission in the content area of the Single Subject Credential.

Introductory Subject Matter Authorizations

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. 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 - Dance - English - Language Other Than English - Mathematics - Music - Science - Social Science - Theatre

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

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

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:

[https://www.ctc.ca.gov/credentials/leaflets/subject-matter-authorizations-\(cl-852\)](https://www.ctc.ca.gov/credentials/leaflets/subject-matter-authorizations-(cl-852))

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.

Supplementary Authorizations

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

1. Possess 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 (see [leaflet CL-603](#) for content areas required for each subject).; 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.
OR
 - c. Achieve a passing score on the appropriate subject-matter examination(s). Information on the CSET exams, including passing scores and registration, can be found here: <https://www.ctcexams.nesinc.com>.
OR
 - d. A combination of coursework and examination options that meet or exceed the

domains of the subject matter requirements adopted by the Commission in the content area of the Single Subject Credential.

PLEASE NOTE: Supplementary authorizations cannot be issued in any subject that falls within the statutory single subject category of an applicant's Single Subject Teaching 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 - Dance - English - Health Science - Home Economics - Industrial Arts - Language Other than English - Mathematics - Music - Physical Education - Science - Social Science - Theatre

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 - 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*

REMINDER: Multiple Subjects credential holders cannot add a Specific Supplementary Authorization.

More information can be found at:

[https://www.ctc.ca.gov/credentials/leaflets/Supplementary-Authorizations-SS-\(CL-603\)](https://www.ctc.ca.gov/credentials/leaflets/Supplementary-Authorizations-SS-(CL-603))

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 Division of Graduate Education and Postdoctoral Affairs (GEPA) Official Commencement. The [Commencement Ceremonies](#) are held either on Friday or Saturday of Finals Week.

The 2026 ceremony will recognize those who have completed their degrees in Summer 2025, Fall 2025, Winter 2026, and Spring 2026. *EDS students completing their degrees in Summer 2026 will be able to participate in the 2026 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 2026). **Exceptions for those completing after Summer 2026 will not be considered.**

Please note that you are only eligible to attend commencement, if by the registration deadline:

- a) You are passing all program courses.
- b) 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. 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, 2026. 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 GEPA 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 mid September 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 end of the third week of **September**, please contact the Graduate Division: Sara Miceli at smiceli@ucsd.edu. Please note that these letters cannot be delivered earlier due to the need of having summer grades posted, which occurs at the end of August. Even though your basic core classes end mid July, grades are available until the end of August.

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 UCSD transcript in order to provide the Master degree salary increase. Please double check with your district on their specific requirements for employment.

NOTE: 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 GEPA 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). Summer session grades are not final until the first or second week of September and that is when the Summer degree conferral process can begin, once all summer terms have ended and all grades have been posted. All M.Ed. students' degree checks will be processed at the same time. Even though you will have completed your EDS courses earlier, summer session is still in session and your degree cannot be processed until summer session ends. These deadlines have been established by the

Registrar's Office and [UCOP](#).

We ask that you please **DO NOT** request EDS, GEPA or the Registrar's Office to process your degree sooner, or a degree term timeline change, since these options do not exist. Also, GEPA and the Registrar's Office will not be able to speed up the process, and will refer you back to EDS for an explanation (included in this section of the handbook).

Please note that the Registrar's Office needs to follow the established UCOP dates of degree conferrals, and as you can imagine, these dates are non-negotiable. Your degree requires two courses in the Summer, and therefore your degree is considered a summer degree. As such, it will have the conferral date established by the university (not EDS) of a summer term. Unfortunately, the timeline of the university (conferral of degree with a September date) and many of the public-school district timelines (August payroll entry) do not match. Once you present your district with the M.Ed. official transcript by the end of September or October, they will most likely include the M.Ed. salary increase in the next year's payroll cycle (please check with your school district for details).

Please note that an official transcript will NOT be sent to you automatically. 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 at 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.

VERY IMPORTANT: 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. If you have any questions related to your lived name, please contact the Registrar's Office.

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

Please note: This is not a step by step tutorial for applying to jobs on EDJOIN. The information below is meant to provide general guidance, particularly for the sections relating to your credential.

1. Go to “LOGIN/REGISTER” to begin.
2. Create an account and begin entering your personal information, or login if you already have created an account. When you’re done with each page, remember to click “Save” and then “Next”.
3. Credentials section: here is where you will enter your credential information if/when you have it.. 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.
 - If you are applying before you have your credential, skip the credential information and go to “Colleges or Universities Applied To”. Enter “UCSD” as well as “Preliminary Credential program” and include “Multiple Subjects” or “Single Subjects” as well as the content area for Single Subjects (i.e. - “UCSD-M.Ed./Preliminary Credential program [Multiple Subjects]” or “UCSD-M.Ed./Preliminary Credential program [Single Subjects-Math]”).
 - If you already have been granted your Preliminary credential, use the drop down menus in the credential section at the top to select your credential information and also enter the expiration date listed on your document. Then click on the “Add Credential” button.
4. Tests, Programs, and English Learner Information section:

For Tests - Check off any of the exams you have taken. For Subject Matter Competency, if you satisfied it via anything other than the CSETs, just list how you satisfied it under “Other” (i.e. - Degree/Major, or SMPP)

For Programs Participating in - enter the same information as above (for Colleges or Universities Applied To). If you were an Intern, also check the box for “Intern”.

For English Learner Authorizations - Enter in Other: For Multiple Subjects candidates “ELAM”; for Single Subjects candidates “ELAS”, and for both programs also add “the English Learner authorization is embedded in your program”. **You do not have a CLAD, but you do have an English Learner authorization.**
(see the Codes and Authorizations section of this handbook for more information about your English Learner Auth., pg. 31-33)
5. Attachments section: most districts will want to see your transcripts, your credential (or **C-19 verification letter***), English Learner Authorization, and the “typical” job documents

such as resume, letters of rec, etc..

If the job you are applying to does require you to upload your EL authorization, make a Word document that states: "My English Learner Authorization (and list the appropriate code for MS or SS) is embedded in my Preliminary credential program", and upload this document.

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. 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 always disclose your social security number and date of birth to your prospective employer, and they can look up the details of your credential/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.

Information about your California Teaching Credential

Once you have been recommended for a Preliminary Teaching Credential, please make sure to check your inbox for the automated confirmation e-mail from the CTC, confirming it has been submitted by Danielle and prompting you to complete your part.

Your part of completing the recommendation will include answering a series of Professional Fitness questions (like you did for your COC), and paying the processing fee. Make sure to read through the questions carefully and answer correctly, or you will not be allowed to proceed.

If you do not receive a confirmation email from the CTC, check your SPAM folder. You can also find detailed instructions (and a video) on how to complete the recommendation on the CTC website at: <https://www.ctc.ca.gov/credentials/complete-recommend>

Fee Information

The CTC charges a fee for the processing of most documents. For your Preliminary

Teaching Credential, the fee is paid online, by credit card, and the cost of the credential is \$100.00. There is also an “online transaction service fee” of \$2.65, 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 \$102.65 or \$52.65, depending on whether or not you have a fee credit available. Each subsequent credential you add or renew will cost you \$100.00 or \$102.65, depending on whether it is a paper application or online transaction. Additional fee information can be viewed on the CTC website at

[https://www.ctc.ca.gov/credentials/leaflets/fee-schedule-information-\(cl-659\)](https://www.ctc.ca.gov/credentials/leaflets/fee-schedule-information-(cl-659))

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's 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 **required** 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 858-292-3500, or email them at sdcred@sdcoe.net

Preliminary Single Subject Teaching Credential Codes/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, or a Multiple Subject Teaching Credential (if this is the case). It includes an **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>

* 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).**

** *BASP for Bilingual Authorization in Spanish*. This document authorizes the holder to provide English learners instruction primarily in the language that the Bilingual Authorization specifies. In addition, a Bilingual authorization is equivalent to a full English Learner Authorization or CLAD certificate (Crosscultural, Language, and Academic Development certificate), which does authorize instruction of ***Departmentalized* English Language Development (ELD)**.

Your English Learner (EL) Authorization is embedded in your (SB2042) teaching credential. Therefore, **you DO have an English Learner Authorization (but not the full English Learner Authorization or CLAD)**. 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.

For a summary of all codes/documents that authorize instruction to EL students, see Table 1 on the following page "Serving English Learners", on the CTC website:

[https://www.ctc.ca.gov/credentials/leaflets/serving-english-learners-\(cl-622\)](https://www.ctc.ca.gov/credentials/leaflets/serving-english-learners-(cl-622))

For steps/requirements on earning a full EL authorization (CLAD certificate), see the following information/requirements on the CTC website:

[https://www.ctc.ca.gov/credentials/leaflets/english-learner-auth-clad-certificate-\(cl-628c\)](https://www.ctc.ca.gov/credentials/leaflets/english-learner-auth-clad-certificate-(cl-628c))

*****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.

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

Teaching Credential

<https://www.ctc.ca.gov/credentials/clear-credential>

[https://www.ctc.ca.gov/credentials/leaflets/multiple-subject-teaching-credential-\(cl-561c\)](https://www.ctc.ca.gov/credentials/leaflets/multiple-subject-teaching-credential-(cl-561c))

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
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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	<i>Yes, if an approved Induction Program will accept the candidate and a plan is developed.</i> <i>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.</i>	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. Employers 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 to relocate to another state, 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.