

CSUF's PK-3 ECE Credential Specialist Instruction Credential Program

8 Candidate Advising, Support, and Credential Recommendation Process

- 8.1 Our PK-3 ECE Credential Program is committed to preparing highly effective and equity-minded teachers who are prepared to teach in diverse classrooms and communities. We believe that strong support and continuous guidance are crucial for our teacher candidates to not only meet their Teaching Performance Expectations (TPEs) but also to enter the profession with the essential knowledge, skills, and dispositions to teach all young learners.

Our continuous advising system includes regular touch points. We use the College of Education's Unit Assessment System to monitor teacher candidate progress and ensure they are on track for success. This involves advising students at [four key transition points \(TP\)](#) in the program:

- Admission to the Program
- Admission to First-Semester Clinical Practice (Student Fieldwork/Teaching).
- Advancement to Second-Semester Clinical Practice (Student Teaching)
- Program Exit (Recommendation for Credential)

The PK-3 Coordinator/Advisor advises teacher candidates at each of these key points during program overviews, midpoint and exit advising sessions. To help teacher candidates remain organized and to monitor their progress, the program utilizes essential advising and roadmap materials, including:

- [Collaboration and Support Teaching Logs](#)
- [PK-3 Credential Course Planner](#)
- [TPA Checklists](#)
- [Teacher Candidate Improvement Plan](#)

Additionally, our Student Support Specialist provides teacher candidates with a credential evaluation (program status report). This report outlines their current program status and any outstanding requirements needed before the PK-3 Coordinator/Advisor makes a credential recommendation.

Upon successful completion of all PK-3 ECE Specialist Instruction Credential program coursework, student teaching, and two TPA cycles, teacher candidates apply for their credential through [CSUF's Credential Preparation Center](#). A credential analyst will then conduct a final evaluation, confirming that all program and state requirements have been met. This ensures that only highly qualified PK-3 ECE Specialist Instruction Credential candidates are recommended to enter the teaching profession.

- 8.2 *Exhibit:* [Candidate progress monitoring document](#) is used to verify that teacher

candidates have met all requirements prior to recommendation. The PK-3 Coordinator/Advisor also reviews the [Credential Course Planner](#) with the teacher candidates to ensure their understanding that program requirements have been met.

- 8.3 Teacher Candidates in both student teaching placements are required to complete an Individual Development Plan (IDP). This living document serves as a tool for self-assessment, helping candidates pinpoint their existing strengths and areas where they can improve. It also prompts them to develop a concrete action plan, outlining specific steps to guide their ongoing professional growth throughout the placement.

The IDP is initiated through an initial conversation with the Mentor Teacher. Subsequently, the IDP is discussed and refined with the Clinical Coach during each observation session. The ultimate version of the IDP narrative is a culmination of the Clinical Coach's feedback and the Teacher Candidate's final reflections. If an IDP indicates that a candidate is not meeting TPA requirements, a [Teacher Candidate Improvement Plan](#) (TCIP) is initiated. The TCIP is developed collaboratively with the candidate, outlining targeted instructional guidance, specific areas for improvement, and a clear timeline for progress and resubmission.

A signature from both the Teacher Candidate and the Clinical Coach is mandatory on the final IDP. This completed document must be submitted as part of the program's final paperwork to confirm completion.

- Exhibit: [Individual Development Plan](#) (IDP)

Credential Recommendation Criteria and Process

The recommendation for the PK-3 ECE Specialist Instruction Credential is a formal process that ensures candidates have met all program and state requirements to enter the teaching profession as highly qualified educators. The credential recommendation is based on a holistic review of each candidate's academic, clinical, and professional performance as outlined below.

Criteria for Credential Recommendation

Candidates must successfully complete the following requirements to be recommended for credentialing:

1. Completion of all required coursework for the PK-3 ECE Specialist Instruction Credential program with satisfactory grades reflecting mastery of content aligned to the Teaching Performance Expectations (TPEs).
2. Successful completion of all clinical practice components, including both semesters of student teaching or fieldwork placements, with positive evaluations from mentor teachers and clinical coaches demonstrating readiness to teach diverse learners effectively.

3. Completion of two Teaching Performance Assessments (TPA) cycles, with passing scores submitted in accordance with program and state guidelines.
4. Demonstration of professional dispositions consistent with the program's standards and expectations, including ethical conduct, collaboration, reflective practice, and responsiveness to student needs.
5. Completion of all program and state-mandated requirements, such as Live Scan fingerprinting, mandated reporter training, and any additional compliance components.
6. Submission of all required documentation, including final evaluations, TPA results, and the Individual Development Plan (IDP) signed by the candidate and clinical coach.

Recommendation Process

Upon completion of all program requirements, the following steps occur:

- The PK-3 Coordinator/Advisor reviews each candidate's academic records, clinical evaluations, TPA results, and documentation to verify completion and readiness.
- The Credential Analyst conducts a final audit of candidate files to confirm compliance with California Commission on Teacher Credentialing (CTC) requirements.
- If all requirements are met, the PK-3 Coordinator/Advisor submits the formal recommendation for credential issuance to the Credential Preparation Center.
- Candidates are notified of the recommendation and provided with instructions to apply for their preliminary credential through the California Commission on Teacher Credentialing.

Appeals

If a candidate does not meet the credential recommendation criteria or disagrees with the decision, they may appeal following the program's formal appeals process. The appeal is reviewed by a designated committee or individual not directly involved in the original decision to ensure impartiality.