Commission on Teacher Credentialing
Preconditions Submission Review
Revised Preconditions Due August 15, 2023

Institution: United States University

Program Cohort: **Green Cohort**

The information provided by your institution to demonstrate that each Commission approved credential program is operating in compliance with preconditions have been reviewed by staff. For preconditions that have been determined are met, no further action is necessary. **If additional information is needed, the precondition responses must be revised (use a different colored font) and resubmitted to Preconditions@ctc.ca.gov.** Feedback corresponding to the revisions will also be in a different colored font.

Institutions failing to submit revised preconditions by the above identified due date will be included in the next Committee on Accreditation meeting agenda for discussion and possible action. If you have any questions about the feedback provided here, please contact **Preconditions@ctc.ca.gov.**

Programs	All Met	Needs Additional Information
General	Met	Precondition 2: Please provide a statement of assurance by Unit Head (Dean) that the institution understands that once it enrolls candidates that candidates must be able to complete the program even if the program plans to close. The statement should include an assurance covering all language in i-iv. Met-Evidence Provided. Precondition 3: Please provide an assurance that no one other than employees of the approved institution will submit credential recommendations and that any individual who is recommending will always be a current employee of the approved institution. Met-Evidence Provided. Precondition 4: Please provide links or copies to documents that includes non-discrimination language related to candidates in the program – admissions, retention, graduation and so forth. Met-Evidence Provided. Precondition 5: Please provide an assurance statement by institutional leadership (unit head) that agrees and includes language pertaining to a-d. Met-Evidence Provided. Precondition 8: Please provide evidence that this information is contained in the catalog all students receive at enrollment. Met-Evidence Provided. Precondition 9: A list of all faculty members to whom this precondition would apply (regularly teach one or more courses in an educator preparation program but not those outside of the Department, School or College of Education) is not provided and the evidence given does not show that each faculty member has participated in the public-school system at least once every three years. Met-Evidence Provided.

Preliminary Multiple/Single Subject	Met	**Multiple Subject Intern** PC 1 – It is not clear from the evidence provided that the coursework all candidates are required to complete is equivalent to no more than two years of full-time study at the institution. Met PC 2 – Please provide specific evidence within a handbook, website, or other document that shows where fieldwork takes place in the program sequence, and evidence that no more than 9 units (or 12 w/ EL instruction) must be completed before the candidate begins fieldwork. It remains unclear based on the evidence provided the number of courses required of candidates prior to beginning fieldwork. Links to degree plans on the website list 5 core classes for a total of 15 units. Please clarify. The screenshot provided in the google doc is not legible. The spreadsheet listing virtual observations does not indicate where in the program it occurs. Met PC 4 – n/a PC 5 – Evidence provided frame primacy of CSET as way to meet subject matter competence requirement in both MS and SS programs. This is inaccurate and should reflect current options, including named majors, option to meet requirement via combination of exam and coursework, etc. Met Please provide evidence within a handbook, website, or other document that indicates the admissions criteria related to demonstration of subject matter competence required in the precondition. This evidence may be within any current authentic candidate materials where requirements are listed.

Programs	All Met	Needs Additional Information
		Language describing the CBEST and CSET as primary ways of meeting the Basic Skills and Subject Matter Competency Requirements is misleading to candidates. Meeting these through degree or coursework is not considered a waiver. Please update and clarify the language in all materials surrounding these requirements. Also, please check to see that you have the most current list of degrees that satisfy subject matter for all credentials. Here is a link to recent changes: PSA 23-04 (ca.gov) PC 6 – unable to access student checklists for MS or SS – permission required to access checklist for guiding them through requirements and also for the Office of Field Experience. Narrative evidence assumes CSET as requirement – this is not accurate. Program needs to update options for meeting subject matter and basic skills requirement. Please provide evidence that includes at least one of the following for each program: tracking materials, checklists, etc. The evidence should be clear about when in the program this occurs. Language describing the CBEST and CSET as primary ways of meeting the Basic Skills and Subject Matter Competency Requirements is misleading to candidates. Meeting these through degree or coursework is not considered a waiver. Please update and clarify the language in all materials surrounding these requirements. Also, please check to see that you have the most current list of degrees that satisfy subject matter for all credentials. Here is a link to recent changes: PSA 23-04 (ca.gov) Met PC 7 – unable to access evidence. Link provided opened to page with this message: "The file is too large to open. Please try with a smaller file." Please provide evidence from within documents or other authentic materials of the tracking system that show the process followed by the program to assure that each candidate has completed each requirement of the credential. Met

Preliminary Multiple/Single Subject Intern	Met	**Preliminary Multiple Subject Intern** **PC 2** Please provide direct Link to admission requirements on program website, admission form/checklist, specific page in handbook, or other authentic program documentation that indicates that candidates must have demonstrated the subject matter competence requirement prior to being recommended for the intern credential. Not met. Language describing the CSET as the primary way of meeting Subject Matter Competency Requirements may be misleading to candidates. Please provide evidence from authentic program documents and/or webpages describing the five Subject Matter Competency options currently available to candidates. Not Met: Could find evidence for this PC that includes: **"Option 2. Passage of a Commission-approved subject matter examination"** as a way to demonstrate Subject Matter Competency. Not Met: Could NOT find evidence of option 1 (**Completion of a subject matter program approved by the Commission**) offered as an option to verify SMR in the document, "*VERIFICATION OF SUBJECT MATTER REQUIREMENT*," provided as evidence to PC 2. Please provide a link to admission requirements on program website, admission form/checklist, specific page in handbook, or other authentic program documentation that indicates that candidates must have demonstrated the subject matter requirement competence prior to being recommended for the intern credential. The evidence must include a list of the **five available options** currently available to candidates to satisfy SMR. PC 2 Met **PC 3** Please provide direct link to the minimum 120 clock hour pre-service requirements on program website, specific page in handbook, admission form/ checklist, course descriptions, or other authentic program documentation that provides evidence of the preparation of interns in each of the listed preservice components (a) – (e):

		(a) General pedagogy including classroom management and planning, (b) Reading/language arts, (c) Subject-specific pedagogy, (d) Human development, and (e) Specific content regarding the teaching of English Learners Not met. Could access links to EDU 525. Met **PC 4** Please provide direct Link to an explanation of Professional Development Plan or blank Professional Development Plan located on program website, specific page in handbook, or other authentic program documentation that includes components (a) – (e), as applicable, to the intern program: (a) Provisions for an annual evaluation of the intern. (b) A description of the courses to be completed by the intern, if any (c) A plan for the completion of preservice or other clinical training, if any, including student teaching. (d) Additional instruction during the first semester of service, for interns teaching in kindergarten or grades 1 to 6 inclusive, in child development and teaching methods, and special education programs for pupils with mild and moderate disabilities. (e) Instruction, during the first year of service, for interns teaching children in bilingual classes in the culture and methods of teaching bilingual children, and instruction in the etiology and methods of teaching children with mild and moderate disabilities. Met **PC 5** Please provide Link to the tracking sheet, program checklist, or other authentic program documentation used to verify the 144 hours, and additional 45 hours, of annual support and supervision of interns. If this information is housed in an internal database, screenshots can be provided. Also, provide Copy of MOU with district that details 5(a) and 5(b). (a) In all internship programs, the participating institutions in partnership with employing districts shall provide 144 hours of support and supervision annually and 45 hours of support and supervision specific to teaching English learners pursuant to California Code of Regulations §80033.

		(b) University Intern Programs only: No intern's salary may be reduced by more than 1/8 of its total to pay for supervision, and the salary of the intern shall not be less than the minimum base salary paid to a regularly certificated person. If the intern salary is reduced, no more than eight interns may be advised by one district support person. Please provide access to Sample Intern MOU. Met **PC 6** Please provide Copy of MOU with district that states candidates in the internship program to assume the functions that are authorized by the regular standard credential **and** that the interns' services meet the instructional or service needs of the participating district(s). Please provide access to Sample MOU. Not Met: Could not find language that states, **"candidates in the internship program to assume the functions that are authorized by the regular standard credential and that the interns' services meet the instructional or service needs of the participating district(s)",** in the MOU provided as evidence for PC 6. Please provide a direct link to, or page or item where this language can be found in the MOU. PC 6 Met PC 7 Met PC 8 Please provide Copy of ECO application that includes components (a) – (d): (a) Pass a written assessment adopted by the commission that assesses knowledge of teaching foundations (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. Met. **PC 9** Please provide:

		1. Link to specific page of handbook, program website, or other authentic program documentation that explains length of validity of the intern certificate. 2. Copy of MOU(s) with partnering district(s) that includes length of validity of the intern certificate. Please provide access to Sample MOU. Met **PC 10** Please provide Copy of MOU with district(s) that certifies that interns may not displace certificated employees. Please provide access to Sample MOU. Met **PC 12** Please provide Program checklist or equivalent that demonstrates how and when the program verifies the candidate has met the language competence requirement. Met **Single Subject Intern** Precondition 1- The webpage linked and the screenshot provided do not match. Not met. Update handbook/program materials to state the degree must be from a *regionally accredited institution*. This page includes the *regionally accredited institution* language, update program documents for consistency. Met. Precondition 2- The link provided for the Internship Option indicates that candidates must have passing scores on the CSET—page does not include that candidates have additional options for meeting the subject matter requirement. Not met. The only document that appears to be updated is the intern handbook, the handbook states "CSET scores or waiver (degree or course match)" Provide detail so that candidates understand *degree or course match*. Met

		Precondition 3- The courses provided for the Pre-Service requirement include two (2) courses that do not appear to cover (a)-(d) as noted in this precondition. Provide link to the minimum 120 clock hour pre-service requirements in program website, specific page in handbook, admission form/ checklist, course descriptions, or other authentic program documentation that provides evidence of the preparation of interns in each of the listed preservice components (a) – (e). Not met. Provide access to EDU 504, link requires permission to access. Met Precondition 4- A list of district professional development offerings is not sufficient for this precondition. A link to the handbook was provided but no bookmark to the location where evidence can be found. Provide a link to an explanation of Professional Development Plan or blank Professional Development Plan located on program website, specific page in handbook, or other authentic program documentation that includes components (a) – (e), as applicable, to the intern program. Met. Precondition 5- Provide (1) Link to the tracking sheet, program checklist, or other authentic program documentation used to verify the 144 hours, and additional 45 hours, of annual support and supervision of interns. If this information is housed in an internal database, screenshots can be provided. (3) Copy of MOU with district that details 5(a), and, for University Intern Programs only, 5(b). Not met. Provide MOU, link requires permission to access. Met Precondition 6- Statement of assurance is not sufficient. Provide copy of MOU with district that states candidates in the internship program to assume the functions that are authorized by the regular standard credential and that the interns' services meet the instructional or service needs of the participating district(s).

Programs	All Met	Needs Additional Information
		Not met. Provide MOU, link requires permission to access. Met. Precondition 8- Provide copy of ECO application that includes components (a) – (d). Met. Precondition 9- Provide copy of MOU(s) with partnering district(s) that includes length of validity of the intern certificate. Not met. Provide MOU, link requires permission to access. Met Precondition 10- Provide (1) link to specific page of handbook, program website, or other authentic program documentation that states that interns may not displace certificated employees. (2) Copy of MOU with district(s) that certifies that interns may not displace certificated employees. Not met. Provide MOU, link requires permission to access. Met Precondition 12- Provide program checklist or equivalent that demonstrates how and when the program verifies the candidate has met the language competence requirement. Met.
Bilingual Authorization	Met	Provide checklist or tracking document showing how and when the program verifies the candidate holds the prerequisite credential, or has earned the prerequisite credential simultaneously, and that the credential includes an English Learner Authorization or that the candidate is eligible for an English Learner Authorization Evidence has been provided.