

Recommendation for Credentialing (2019-2020 Version)

Teacher candidates completing a credential program at CSU, Channel Islands must be recommended by our university to the Commission on Teacher Credentialing for a Preliminary Teaching Credential. Our credential analysts are responsible for verifying that you have met all requirements, as dictated by the Commission on Teacher Credentialing, prior to submitting your recommendation.

Final Steps in the Program

After teacher candidates have successfully completed all of the required courses in our approved teacher preparation program, there are additional requirements and exams which must be completed prior to being eligible for a preliminary credential. Once these additional requirements are completed, the candidate should submit a credential recommendation request to our credential analysts at the links provided below.

The following are the additional requirements that must be completed and submitted along with your credential recommendation request prior to being recommended for a credential:

1. Complete a **CPR** course in Adult, Infant and Child. Online certification is accepted. (Required for all Multiple Subject, Single Subject and Education Specialist candidates)
2. Complete the **Exit Survey** and print a copy of the completion certificate.
<https://www.csuexitsurvey.org/> (Code= 3292; Not required for Spring 2020 completers)
3. You must submit a certificate of completion for the School Personnel **Mandated Reporter** Training (including both the 4-hour General Course and 3-hour School Personnel Course). Many of you may have completed the 4-hour general course in order to engage in student teaching. If you have not already completed such a training, you can complete a free training at:

<https://mandatedreporterca.com/training/school-personnel>
4. Pass CalTPA Cycle 1 and Cycle 2. Submit proof of passing. (Not required for Fall 2019 or Spring 2020 completers, if you were unable to complete it due to COVID

19. Not required for Education Specialist Candidates. For completers prior to Fall 2018, the PACT is required in place of the CalTPA.)

5. **RICA** exam, submit a copy of a passing score report (Not required for Single Subject completers. Not required for Fall 2019 completers if you were unable to take the exam due to COVID 19 in Spring 2020).

Submit a copy of your CPR certification, passing RICA exam verification, passing CalTPA verification, exit survey certificate, and mandated reporter training certificate to the credential counselor for your credential program at the links provided below for your Credential Recommendation Request.

Submitting your Credential Recommendation Request

Once you have completed all of the requirements and you are ready to submit your credential recommendation request, use the following links to submit your request:

Credential Recommendation Request – Single Subject

https://csuci.qualtrics.com/jfe/form/SV_b18xcrZC5ky6rEp

Credential Recommendation Request – Multiple Subject

https://csuci.qualtrics.com/jfe/form/SV_5oTu2kz3m5lHiOF

Credential Recommendation Request – Education Specialist

https://csuci.qualtrics.com/jfe/form/SV_9SMK992wg0nl48t

After Submission: An evaluation of your file and coursework will be conducted by our credential counselors to verify that you have met all CTC requirements for your preliminary credential and a Bilingual Added Authorization (if applicable). Depending on the volume of requests, it could take up to one month to process your request.

Credential Counselors will contact you at your preferred email address once your recommendation has been processed with the CTC. You must follow the instructions provided in that email. If you do not respond to the credential recommendation instructions within 90 days, you will need to contact the Clinical Experiences and Partnerships Office and request a re-submission of your request to the CTC system.

Adding a Second Credential and Supplementary Authorizations

Once an initial credential program has been completed and your credential has been issued, if you would like to earn another credential you may do so, granted you have passed the subject matter competency exams and additional coursework.

Supplementary and degree authorizations are also available in a number of subjects.

Please contact the credential office and make an appointment with a credential counselor for advising if you wish to pursue these options.

Clearing the Preliminary Teaching Credential

The Preliminary Teaching Credential is converted to a Professional Teaching Credential (Clear Credential) after two years of proven successful teaching and satisfactory completion of a State-designated beginning teacher induction program. The California Commission on Teacher Credentialing in Sacramento controls this process.

You are required to complete an Individual Development Plan (IDP) at the end of your credential program. This IDP will be submitted to your induction coach at the start of your induction program. Further information on current requirements will be provided during a student teaching seminar.

Fall 2019 and Spring 2020 Completers: During the Spring of 2019, the CTC and Governor Newsom postponed certain requirements for obtaining your preliminary credential (CalTPA & RICA) if you could not complete them due to COVID 19. If you did not complete those requirements prior to obtaining your preliminary credential, you will be required to complete them prior to obtaining your clear credential. Your induction program will support you in the process of passing those requirements.