

## **INSTRUCTIONS FOR THE APPLICATION FOR DESIGNATED SUBJECTS CREDENTIAL RECOMMENDATION CLEAR CAREER TECHNICAL EDUCATION**

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The submission of the Application for Designated Subjects Credential Recommendation (including all required documentation) initiates a program evaluation and the formal credential recommendation for a Designated Subjects Clear credential by a Credential Analyst to the Commission on Teacher Credentialing (C.T.C.). The application may be submitted in person (see CSUSB Maps & Directions at <http://www.csusb.edu/mapsDirections/>) to Credential Processing or the Palm Desert Campus (see PDC Maps & Directions at <https://pdc.csusb.edu/campus-map-parking>), Student Services Offices (RG 203) to be forwarded to Credential Processing. It is highly recommended that the applicant maintain copies of the application and all required documentation submitted to Credential Processing for their own personal records since all documentation, including transcripts, become the property of the College of Education and will not be returned or photocopied for the applicant.

The recommended credential issuance date will be the date the completed application was officially accepted by Credential Processing. The results of the program evaluation will be sent to the e-mail address provided on the Application for Designated Subjects Credential Recommendation within approximately 2 - 4 business weeks from the submission date of the complete application.

### **REQUIRED DOCUMENTATION**

It is the applicant's responsibility to verify that all credential requirements are successfully completed and that all required documentation is at the Jim and Judy Watson, College of Education Student Services prior to or at the time of submission of the Application for Credential Recommendation.

**APPLICATION FOR CREDENTIAL RECOMMENDATION:** All applicants must complete sections 1, 2, and 3 (signature required). Incomplete applications and forms will be returned to the applicant for completion and resubmission.

**PROCESSING FEE:** All applicants are required to submit confirmation of payment of the \*\$25 CSUSB non-refundable processing fee. Please see Fee Receipt for processing fee payment instructions.

**HEALTH EDUCATION:** All applicants are required to verify the successful completion of a health education course(s) that includes the study of nutrition, the physiological and sociological effects of abuse of alcohol, narcotics, and drugs, and the use of tobacco.

**CPR CERTIFICATION:** All applicants are required to submit verification of a current and valid (on-line CPR training is not acceptable) CPR certification card that includes Infant, Child & Adult CPR training. The certification card needs to include the month, day and year of completion.

**U.S. CONSTITUTION:** All applicants are required to submit official verification of successful completion (C- or better) of a college-level course or examination covering the United States Constitution completed at a regionally accredited college or university.

**COLLEGE/UNIVERSITY TRANSCRIPTS:** All applicants that have completed any of the program coursework at another institution are required to submit the updated original official transcript(s) and verification of the approved equivalency via a Request for Course Substitution or program plan approved and signed by the Program Coordinator.

**VERIFICATION OF TEACHING EXPERIENCE:** All applicants are required to submit an original official letter or Designated Subjects: Verification of Teaching Experience form completed by the employing school district/agency personnel office verifying two years of successful full-time teaching experience in the subject named on and during the validity the Preliminary Designated Subjects Credential. **NOTE:** Community College teaching experience does not fulfill this requirement.

**PROGRAM PLAN:** All applicants are required to have a current Program Plan completed and signed by the Program Coordinator.

\*Fee subject to change.

## APPLICATION FOR DESIGNATED SUBJECTS CREDENTIAL RECOMMENDATION

It is the applicant's responsibility to verify that all credential requirements are successfully completed and that all required documentation is on file at the Jim and Judy Watson College of Education Student Services Office prior to or at the time of submitting the Application for Credential Recommendation. *NOTE: To complete this form, download and/or print the pdf document.*

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### 1. PERSONAL INFORMATION

Student Identification Number: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_  
*First Middle Last*

All Former Name(s): \_\_\_\_\_

Address: \_\_\_\_\_  
*Number and Street City State Zip Code*

Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address (MyCoyote or Personal): \_\_\_\_\_

### 2. CREDENTIAL INFORMATION

CREDENTIAL TYPE: **CAREER TECHNICAL EDUCATION**

CREDENTIAL TERM: **CLEAR**

SUBJECT AREA (List the subject area(s) for which are applying for):

\_\_\_\_\_  
\_\_\_\_\_

### 3. TRANSCRIPT AUTHORIZATION, DECLARATION AND DATE

I, the aforementioned, authorize Credential Processing to order and/or submit my transcript(s), if applicable to the Commission on Teacher Credentialing (C.T.C.). I understand that with the submission of the application, I am required to follow through with C.T.C.'s online application no later than 90 days after the credential recommendation date. Non-compliance will result in having to reprocess an Application for Designated Subjects Credential Recommendation with the appropriate fees. I hereby under the penalty of perjury that all the required documentation and foregoing information submitted for this application are true and correct.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## VERIFICATION OF DESIGNATED SUBJECTS TEACHING EXPERIENCE

This form may be used by the applicant's current and/or previous employing school district and/or agency to verify the applicant has completed two years of successful teaching on the basis of the Preliminary Designated Subjects (Career Technical Education or Special Subjects) teaching credential in the industry sector(s) listed on the credential.

NOTE: To complete this form, download and/or print this pdf document.

Definition of Teaching Experience: Successful teaching of a minimum of one course in each of four terms within the validity of the Preliminary Designated Subjects credential. Two of the terms must be with one employing school district.

This is to certify that \_\_\_\_\_  
(NAME OF APPLICANT)

has successfully completed \_\_\_\_\_ course(s) in each of \_\_\_\_\_ term(s)  
in the position of \_\_\_\_\_ within the validity of  
(POSITION TITLE)

the Preliminary Designated Subjects **CAREER TECHNICAL EDUCATION** credential authorizing

teaching in the subject(s) area of \_\_\_\_\_.

School District/Employing Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Number Street  
City State Zip Code

Telephone Number (include area code): \_\_\_\_\_

Authorized Personnel Designee Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## FEE RECEIPT INSTRUCTIONS

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All applicants are required to pay the \$25 non-refundable processing fee via one of the methods below.

NOTE: Confirmation of the payment must be submitted with the Application for Credential Recommendation.

### IN PERSON

Pay in-person at Student Financial Services (UH-35) with payment (cash, check, money order, traveler's check, cashier's check or pin-based ATM accepted). **Due to the current COVID-19 situation, the pay in-person option is not available.**

### ON-LINE (MyCoyote Account)

Pay on-line via your MyCoyote account with an electronic check or credit card (American Express, Discover, MasterCard or VISA accepted) following these steps:

- Sign in to your MyCoyote account via the CSUSB Home page at <http://www.csusb.edu/>
- Select Student Center
- Select Make a Payment under the Finances Section
- Read Statement and Select Next
- Select Make Payment (top menu)
- Select College of Education Student Services (right menu)
- Select Credential Service Fee
- Manually enter fee amount (refer to the application/request instructions for the required processing fee)
- Select Add to Basket
- Checkout and make your payment

### ON-LINE (Without MyCoyote Account)

Pay on-line via Campus eMarket (available for applicants that do not have a valid MyCoyote account) with an electronic check or credit card (American Express, Discover, MasterCard or VISA accepted) following these steps:

- Go to the Campus eMarket page at <https://commerce.cashnet.com/eCampus>
- Select College of Education Student Services
- Enter the required information
- Check the appropriate box (refer to the application/request instructions for the required processing fee)
- Select Add to Basket
- Checkout and make your payment