

INSTRUCTIONS FOR THE APPLICATION FOR CREDENTIAL RECOMMENDATION PRELIMINARY DESIGNATED SUBJECTS CAREER TECHNICAL EDUCATION (SB 1104)

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 three-year Preliminary Designated Subjects Career Technical Education (SB 1104) 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://www.csusb.edu/pdc/parking-information-campus-map>), 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.

The following are the Industry Sectors issued for the Designated Subjects Career Technical Education (SB 1104) credential:

- Agriculture and Natural Resources
- Arts, Media, and Entertainment
- Building and Construction Trades
- Business and Finance
- Education, Child Development and Family Services
- Energy, Environment and Utilities
- Engineering and Architecture
- Fashion and Interior Design
- Health Science and Medical Technology
- Hospitality, Tourism, and Recreation
- Information and Communication Technologies
- Manufacturing and Product Development
- Marketing, Sales, and Service
- Public Service
- Transportation

NOTE: Applicants may refer to C.T.C.'s leaflet *Career Technical Education Credential – Designated Subjects Based on SB 1104 – Issued on or after January 1, 2009* (CL-888) at <http://www.ctc.ca.gov/credentials/leaflets.html> for a chart of specific subjects that fall within the authorized Industry Sectors.

PROCESSING FEE: All applicants are required to submit confirmation of payment of the *\$35 CSUSB non-refundable processing fee. Please see Fee Receipt for processing fee payment instructions.

COLLEGE/UNIVERSITY TRANSCRIPTS: All applicants are required to submit updated official transcripts from each institution (except CSUSB) attended for course work applicable towards the credential recommendation.

HIGH SCHOOL DIPLOMA, TRANSCRIPT OR G.E.D.: All applicants are required to submit an official and a copy of the official high school diploma OR an official transcript (college or high school with graduation date posted) OR an original official General Education Development (G.E.D.) score report.

CERTIFICATE OF CLEARANCE: All applicants are required to have a valid Certificate of Clearance or California credential/permit recorded with C.T.C. Applicants who have not held a valid Certificate of Clearance or California credential/permit for more than 18 months must submit a copy of a recently completed Request for Live Scan Service (Form 41-LS) with the credential application. Applicants who have not previously obtained a Certificate of Clearance through C.T.C., please see Certificate of Clearance sheet.

LIVE SCAN 41-LS: All applicants not officially admitted to the university will be required to submit a copy of their Live Scan 41-LS form with their application.

*Fee subject to change

**PRELIMINARY DESIGNATED SUBJECTS CAREER TECHNICAL EDUCATION (SB 1104)
REQUIRED DOCUMENTATION (CONTINUED)**

EXPERIENCE VERIFICATION: All applicants are required to submit verification of a minimum of three (3) years of paid or unpaid work experience directly related to each Industry Sector to be named on the credential (one year shall equal a minimum of 1,000 clock hours). At least one (1) year of the required work experience must be within the last five (5) years, or two (2) years within the last ten (10) years immediately preceding the issuance of the Preliminary credential.

NOTE: Any of the following may be combined to total 1,000 clock hours in order to meet the recency requirement: A) work experience; B) college-level related coursework; C) non-college related coursework; D) occupational internship and E) vocational teaching experience.

WORK EXPERIENCE MUST BE VERIFIED BY ONE OR MORE OF THE FOLLOWING METHODS:

1. **Original** letter completed and signed by the employer on "company" letterhead (See *Designated Subjects: Company Letterhead Sample*). Please note that duplicated, scanned, and/or emailed copy of the letter will NOT be accepted.
2. In the case of self-employment or if the employer is no longer in business, applicant must submit verification of vocational work experience.(See *Designated Subjects: Verification of Work Experience*)
3. 48 semester units of college course work related to the Industry Sector to be named on the credential (verified by an official original transcript) will be accepted for a maximum of two of the three years of work experience.
4. Possession of an official advanced industry certificate related to the Industry Sector to be named on the credential (as determined by a commission-approved CTE program sponsor) or one year of full-time general education teaching experience providing instructional services in pre-school or grades K-12. The teaching experience must have been earned in a public or private school of equivalent status for one year of the required three years of work experience and verified by the employing school district/agency personnel office via an official original letter. Please note that duplicated, scanned, and/or emailed copy of the letter will NOT be accepted.

CREDENTIAL WORKSHEET: All applicants are required to complete and submit a *Credential Worksheet* form.

Effective June 1, 2020, Designated Subjects Career Technical Education credential recommendations will no longer be submitted to C.T.C. via mail. Credential recommendations will be submitted via C.T.C.'s Online system. Applicants will need to have a User ID and Password established in order to log into the C.T.C. Online system to complete the credential issuance process (including payment) and view the status of their credential.

**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.*

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: PRELIMINARY

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

NOTE: Three years of experience with one year of recent experience is required for each subject area listed.

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: _____

CERTIFICATE OF CLEARANCE INSTRUCTIONS

All applicants are required to have a valid Certificate of Clearance or California credential/permit recorded with the Commission on Teacher Credentialing (C.T.C.). Applicants who have **not** held a valid Certificate of Clearance or California credential/permit for more than 18 months must submit a copy of a recently completed Request for Live Scan Service (Form 41-LS) with their credential application.

Applicants who have not previously obtained a Certificate of Clearance through C.T.C. will need to follow these steps to process an Application for Certificate of Clearance directly to C.T.C.:

1. Print three copies of the Live Scan 41-LS form. Take these to a location offering Live Scan electronic fingerprint services for submission to the Live Scan operator. You will be required to pay a processing fee to the Live Scan operator for your prints to be scanned. Retain a copy of the Live Scan form for your records.
2. From the Commission's Home page (<https://www.ctc.ca.gov/>), use the blue Educator Login button to complete the online application. If you need help completing your online profile and application, see the Login Help page for directions.
3. Submit by credit or debit card the transaction fee of *\$52.50 (all online transactions are subject to a \$2.50 service fee in addition to the \$50.00 application fee). Immediately following the successful submission of the online application, an email will be sent containing a confirmation number.

Please make sure to print your confirmation page since it may take a few days for the Certificate of Clearance status to be posted on C.T.C.'s website. NOTE: If C.T.C. requires additional documentation, the Certificate of Clearance process will be delayed.

It is highly recommended that you review the following information located on C.T.C. website (<https://www.ctc.ca.gov/credentials/submit-online>), prior to submitting your application for certificate of clearance:

- Completing the Professional Fitness Questions:
- Video – Submit Your Fingerprint Clearance Application

Applicants may view the status of their Certificate of Clearance application using their Educator Login on the C.T.C. website (<https://www.ctc.ca.gov/>). Once the Certificate of Clearance has been granted, C.T.C., the applicant will receive an email from C.T.C. (using the email address on file with C.T.C.).

*Fees subject to change.

REQUEST FOR LIVE SCAN SERVICE

FORM 41-LS Rev. 04/15

Applicant Submission

ORI: A0281	Type of Application: License/Certification/Permit	Section 1
<small>Code assigned by DOJ</small>		
Job Title or Type of License, Certification or Permit: TEACHER CRED 44340 EC		

Agency Address Set Contributing Agency:		Section 2
CASM TEACHER CREDENTIALING	03294	
<small>Agency authorized to receive criminal history information</small>		<small>Mail Code (five-digit code assigned by DOJ)</small>
1900 Capitol Avenue		Contact Name (Mandatory for all school submissions)
<small>Street No.</small> Sacramento	<small>Street or PO Box</small> CA	Contact Telephone No.
<small>City</small>	<small>State</small>	<small>Zip Code</small> 95811-4213

*Name of Applicant:		Section 3
<small>(Please print)</small>		
Last	First	MI
*Alias:	*Driver's License No:	
<small>Last</small>	<small>First</small>	
*Date of Birth:	*Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Misc. No. BIL - <small>Agency Billing Number</small>
*Height:	*Weight:	Misc. Number:
*Eye Color:	*Hair Color:	*Home Address:
*Place of Birth:		<small>Street No.</small>
*Social Security Number (full):		<small>Street or PO Box</small>
		<small>City, State and Zip Code</small>
		<small>* Required Fields</small>

*OCA Number:	Section 4
<small>(SSN OR ITIN#)</small>	
If resubmission, list Original ATI Number:	Level of Service: <input checked="" type="checkbox"/> DOJ <input checked="" type="checkbox"/> FBI

SUPPLEMENTAL AGENCY/EMPLOYER		Section 5
<small>(County Office of Education/School District)</small>		
Employer Name		
<small>Street No.</small>	<small>Street or PO Box</small>	<small>Mail Code (COE/SD five digit code assigned by DOJ)</small>
<small>City</small>	<small>State</small>	<small>Zip Code</small>
		<small>Agency Telephone No. (optional)</small>

Live Scan Transaction Completed By:			Section 6
Name of Operator	LSID	Date	
Transmitting Agency	ATI No.	Amount Collected/Billed	

DESIGNATED SUBJECTS: CREDENTIAL WORKSHEET

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

PERSONAL INFORMATION

Student Identification Number:		
First Name:	Middle Name:	Last Name:

WORK EXPERIENCE

Employer	Address	Position	Start Date	End Date	FT/PT

EDUCATION

Type of School	Name	Location	Degree/Certificate	Start Date	End Date
High School					
College/University					
Trade or Vocational School					

OTHER CREDENTIALS HELD

Credential Type	State Credential Obtained From	Expiration Date

VOLUNTEER EXPERIENCE (List any volunteer experience related to the subject area for which you are applying.)

FEE RECEIPT INSTRUCTIONS

All applicants are required to pay the \$35 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