

College of Education
Department of Educational Leadership and
Technology (CE 374)
5500 University Parkway
San Bernardino, CA 92407-2393

California State University San Bernardino



College of Education

Designated Subjects Credential Programs

Advisement

Program Coordinator:
Dr. Joseph Scarcella

Office Location:
CE – 317

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Prospective individuals are encouraged to contact the Program Coordinator for program advisement prior to enrolling into the program.

Career Technical Education Teaching Credential

The Designated Subjects Career Technical Education Teaching Credential is for individuals with work experience in a business, technical, vocational, trade and industrial specialty who would like to teach that specialty to students in a Regional Occupational Program (ROP) or any state funded Career and Technical Education program. All of the courses in this program are done completely online.

Special Subjects

The College of Education only offers the course work required by the Commission on Teacher Credentialing (CTC) to obtain the Clear Designated Subjects Special Subjects Teaching Credential. All of the courses in this program are done completely online.

Supervision and Coordination

Specifically for ROP teachers who would like to function in an administrative capacity in ROP. It is also recognized by other entities such as community college, adult education and private post-secondary for job advancement. All of the courses in this program are done completely online.

Designated Subjects: Career Technical Education
Credential Program Admission Requirements

Thank you for your interest in the College of Education Designated Subjects credential program. In order to be admitted to the Designated Subjects credential program, candidates must the requirements listed below to the Program Coordinator. Candidates will be notified via email of their acceptance into the program within 10 business days from the date the Program Admission File (P.A.F.) was received.

1. Designated Subjects Admission Application – Complete all sections (Personal Information, Credential Objective and Education).
2. Designated Subjects Work Experience – List all experience applicable towards the industry sector(s) to be named on the credential.
3. High school diploma/transcript or G.E.D. – Submit an official high school transcript (with graduation date posted), true copy of high school diploma or official certificate verifying passage of the General Education Development (G.E.D.).
4. Certificate of Clearance – Submit verification of a valid Certificate of Clearance or California credential/permit issued by the Commission on Teacher Credentialing (C.T.C.).
5. Work Experience – Preliminary Designated Subjects: Career Technical Education credential applicants must submit verification of the three years of paid or unpaid work experience directly related to the industry sector to be named on the credential. Work experience can be met with one or more of the following:
 - a. Original letter completed and signed by the employer on company letterhead (refer to the Designated Subjects: Company Letterhead Sample for required information).
 - b. Notarized Designated Subjects: Verification of Work Experience for self-employment or if the employer is no longer in business (refer to the Designated Subjects: Verification of Work Experience for required information).
 - c. 48 semester units of college course work related to the industry sector to be named on the credential will be accepted for a maximum of two years of work experience. Candidates that hold a valid California Education Specialist, Multiple Subject or Single Subject credential can up to 24 semester units of college course work related to the industry sector to be named on the credential will be accepted for a maximum of one year of work experience.
 - d. Possession of an original advanced industry certificate related to the industry sector to be named on the credential for a maximum of one year of work experience.
 - e. Candidates that hold a valid California Education Specialist, Multiple Subject or Single Subject credential must submit an original letter completed and signed by the personnel office verifying one year of full-time teaching experience (while holding the original credential).
6. Designated Subjects Credential Program Agreement
7. \$35 Program Admission Filing Fee – Submit a complete Fee Receipt form along with verification of payment made with CSUSB Bursar Office (stamped fee receipt or printed receipt).

DESIGNATED SUBJECTS ADMISSION APPLICATION

Personal Information

Student ID#: _____ Qtr & Yr Applying: _____ Date of Birth (MM/DD/YYYY): _____

Last Name: _____ First Name: _____ M.I.: _____

Current Address: _____
Street City State Zip

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail address: _____

Credential Objective

Please select one:

☐ Preliminary Designated Subjects: Career Technical Ed.

☐ Clear Designated Subjects: Career Technical Ed.

Industry sector(s): _____

☐ Clear Designated Subjects: Special Subjects

Subject Area(s): _____

☐ Clear Designated Subjects: Supervision and Coordination

Education

Please select all that apply:

☐ Earned a high school diploma from: _____ Graduation Date: _____

☐ Earned a G.E.D. Certificate issued on: _____

☐ Earned an associates degree from: _____ Graduation Date: _____

☐ Earned a bachelor's degree from: _____ Graduation Date: _____

List all colleges attended (if applicable):

DESIGNATED SUBJECTS WORK EXPERIENCE
(Career Technical Education credential applicants only)

Last Name: _____ First Name: _____ M.I.: _____

Paid or Unpaid Experience

Employer	Position	Start Date	End Date	PT/FT

Advanced Industry Certificate

Type of Certificate	Issued By	Issuance Date	Expiration Date

Teaching Experience

School District	Credential Type	State Credential Obtained From	Issuance Date	Expiration Date

College Course Work

Institution Attended	Number Units Applicable	Semester or Quarter	Grade of "C" or Better Earned

DESIGNATED SUBJECTS CREDENTIAL PROGRAM AGREEMENT

I understand this is an application for admission into the Designated Subjects (Career Technical Education, Special Subjects or Supervision and Coordination) Credential Program only. I will receive notification regarding my admission status from the Program Coordinator via e-mail within 10 business days from the date the Program Admission File (P.A.F.) was received.

I understand that I will need to submit the Application for Designated Subjects Credential Recommendation (including all required documentation) to Jim and Judy Watson COE Student Services Office in order to obtain a California Preliminary or Clear Designated Subjects (Career Technical Education, Special Subjects or Supervision and Coordination) Teaching Credential.

I understand that I will need to officially apply to the university via CSUMentor or Transitory Student Application (determined by the Program Coordinator).

I understand that I will need to obtain an official program plan from the Program Coordinator prior to enrolling in any course work.

I understand that once I receive a credential recommendation (notification letter and evaluation) from Credential Processing, I am responsible for completing the clear credential requirements within the validity date of my credential (applies to Preliminary Designated Subjects: Career Technical Education applicants only).

Student's Name (please print): _____
Last First M.I.

Student's Signature: _____ Date: _____

DESIGNATED SUBJECTS CREDENTIAL PROGRAM

Candidates are encouraged to meet with the Program Coordinator to obtain an official Program Plan prior to enrolling in any of the course work listed below.

Clear Designated Subjects: Career Technical Education requirements for holders of a Preliminary Designated Subjects: Career Technical Education Teaching Credential:

- ECTS 1000 – Early Orientation
- ECTS 501 – Principles and Methods for Teaching Designated Subjects
- ECTS 504 – Principles of Career Technical Education
- ECTS 518 – Field Work in Designated Subjects
- ECTS 519 – Computer Applications for Teaching Designated Subjects
- ECTS 503 – Contemporary Issues in Teaching Designated Subjects
- United State Constitution Requirement
- HSCI 540 – School Health Program and Practices
- Valid CPR Card covering hands-on training for Infant, Child and Adult
- Two Years of Successful Full-Time Teaching Experience

Clear Designated Subjects: Career Technical Education requirements for holders of a Preliminary Designated Subjects: Career Technical Education Teaching Credential **AND** a valid Education Specialist, Multiple Subject or Single Subject Teaching Credential with authorization to teach English learners (include on the credential or separate certificate):

- ECTS 640 – Topics in Education
- HSCI 540 – School Health Program and Practices (if not previously completed)
- Valid CPR Card covering hands-on training for Infant, Child and Adult (if not previously recorded)
- One Year of Successful Full-Time Teaching Experience

Clear Designated Subjects: Special Subjects requirements for holders of a Preliminary Designated Subjects: Special Subjects Teaching Credential:

- ECTS 1000 – Early Orientation
- ECTS 501 – Principles and Methods for Teaching Designated Subjects
- ECTS 504 – Principles of Career Technical Education
- ECTS 518 – Field Work in Designated Subjects
- ECTS 519 – Computer Applications for Teaching Designated Subjects
- ECTS 503 – Contemporary Issues in Teaching Designated Subjects
- United State Constitution Requirement
- HSCI 540 – School Health Program and Practices
- Valid CPR Card covering hands-on training for Infant, Child and Adult
- Two Years of Successful Full-Time Teaching Experience

Clear Supervision and Coordination requirements for holders of a valid Designated Subjects (Adult Education, Career Technical Education, Vocational Education or Special Subjects) Teaching Credential:

- ECTS 508 – Organization of Designated Subjects Programs
- ECTS 509 Personnel Management in Designated Subjects Programs
- ECTS 510 Field Work in Designated Subjects Programs
- Satisfy the Basic Skills Requirement
- Three Years of Successful Full-Time Teaching Experience