



North Coast Teacher Induction Program

5340 Skylane Blvd, Santa Rosa CA, 95403

Phone: 707-524-2818 Fax: 707-524-2815 Website: www.ncsoe.org

Special Subjects Clear Credential Application Checklist

To apply for a Clear Designated Subjects Special Subjects (SS) Credential based on a 5yr preliminary, submit the following items to the North Coast Teacher Induction Program (NCTIP) Regional Office attention: Sherry Navarro.

Participant Name: _____ County: _____

Contact Information: Email: _____ Phone Number: _____

PROGRAM REQUIREMENTS: Evidence of Completion

1. Possess a valid California Preliminary SS Teaching credential (5 year) (see item # 3 for teaching requirement)
2. **Program of personalized preparation requirement met through one or more of the following (check all that apply):**
 - Foundations & Orientation Class** (or pre-approved equivalent course) along with one or more of the below options:
 - Commission-approved program of personalized preparation** that includes training in Specially Designed Academic Instruction Delivered in English (SDAIE) :
 - Induction Year 1 _____ Induction Year 2 _____
 - Previously Held Clear Credential Other Program/Equivalency: _____
3. **Verification of Successful Teaching on the SS Credential – completed Verification of Experience form**
 - Two years of successful teaching on the basis of the Preliminary SS Teaching Credential in the industry sector(s) listed on the credential. “Two years of successful teaching” is defined as teaching a minimum of one course in each of four terms within the five-year period of validity of the preliminary credential.
4. **United States Constitution Requirement met within one year of preliminary credential issuance through (check one):**
 - Previously Held Ryan or 2042 Credential
 - A university or college course (official transcript required- please attach or check box below)
 - Transcript submitted with preliminary credential application
 - Exam taken through NCTIP (no further document required)
5. **Health Requirement Including valid CPR (Adult/Child/Infant) met through one or more of the following:**
 - Previously Held Clear Ryan or Preliminary 2042 Credential
 - NCTIP Health Class (units/transcript not required) Valid CPR (Adult-Infant-Child)
 - Nursing or medical training (copy of current CPR card & medical license required- please attach)
 - University or college course (description of course and official transcript required- please attach)
 - Other: _____
6. **Complete study in computer-based technology, including the uses of technology in educational settings:**
 - NCTIP (part of Commission-approved program – item # 2 above)
 - Other (official transcripts required): _____
7. **Additional Requirements for the Special Teaching Authorization in Physical Education (see leaflet CL-699):**
 - Preliminary or Clear Special Subjects Teaching Credential in Basic Military Drill or R.O.T.C.
 - Satisfy the Basic Skills Requirement (CBEST) (see Credential Leaflet CL-667)
 - Verification of subject-matter knowledge in physical education by completion of a Commission-approved subject matter program or passage of the appropriate subject-matter examination(s)

Date of Credential Issuance: _____ Evidence Attached & Verified: _____ Date: _____

Signature: Sherry Navarro, Administrative Specialist

Credential Recommendation approved: _____ Date: _____

Signature: Karen Ricketts, Regional Director

CREDENTIAL APPLICATION REQUIREMENTS

1. **Completed and Signed Application- Fully complete 41-4-** Please review carefully as all corrections or additions must be initialed by the applicant. Incomplete applications may be returned to applicant.
2. **\$100.00 Money Order or Cashier’s Check** payable to the Commission on Teacher Credentialing or CTC.

Date of Completion: _____ All Required Documents Attached & Verified: _____

Signature, Nicole Rosaschi, Credential Advisor

If you have questions about the Designated Subjects credential application process, please contact Nicole Rosaschi, Credential Advisor, (707) 524-2987 or nrosaschi@scoe.org.