



NORTH COAST TEACHER INDUCTION PROGRAM

5340 Skylane Blvd, Santa Rosa CA, 95403

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



ADULT EDUCATION CLEAR CREDENTIAL CHECKLIST

Based on AB 1374 – Issued on or after January 1, 2011

To apply for a Clear Designated Subjects Adult Education Credential based on a 3yr 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 Designated Subjects Adult Education Teaching Credential
2. **Successful completion of a Commission-approved program of personalized preparation:**
 - Foundations & Orientation
 - Adult Learning Principles & Theories
 - Teaching English Learners
 - Commission-approved program of personalized preparation:
 - Induction Year 1 _____ Induction Year 2 _____
 - Previously Held Clear Credential
 - Other Program/Equivalency: _____
3. **Two years of successful teaching on the basis of Preliminary Designated Subjects Adult Education Teaching Credential in the subject(s) listed on the credential. Completed Verification of Experience form.**
This is defined as teaching of a minimum of one course in each of four terms within the three-year period of validity of the preliminary adult education teaching credential.
4. **United States Constitution Requirement met through (check one):**
 - Previously held Clear Ryan or 2042 Credential
 - A university or college course (official transcript required)
 - Exam taken through NCTIP (no further document required)
5. **Health Requirement including valid CPR (Adult/Child/Infant) met through one of the following:**
 - Previously held Clear Ryan or 2042 Credential
 - Valid CPR (Adult-Infant-Child) AND one of the following:
 - NCTIP Online Health Class (units/transcript not required)
 - Nursing or medical training (copy of current medical license required- please attach)
 - University or college course (description of course and official transcript required- please attach)
6. **Computer-based technology, including the uses of technology in educational settings**
 - Previously held Clear Ryan or 2042 Credential
 - NCTIP (part of Commission-approved program – item # 2 above)
 - University or college course (official transcripts required)

Date of Credential Issuance: _____ Evidence Attached & Verified: _____ Date: _____
Signature: Sherry Navarro, Admin. Specialist

Credential Recommendation approved: _____ Date: _____
Signature: Jason Lea, Executive Director

CREDENTIAL APPLICATION REQUIREMENTS

1. **Completed and Signed Application- Fully complete 41-4-** Please review carefully as any corrections or additions to the application, must be initialed by the 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: _____
Credentails Department Signature

If you have questions about the Designated Subjects credential application process, please contact Sonoma COE Credentails at (707) 524-2681 or credentials@scoe.org.