



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.



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VERIFICATION OF TEACHING EMPLOYMENT

for Designated Subjects Credential Candidates
(Adult Ed and CTE)

The recommendations for Preliminary Designated Subjects Credentials are submitted by the **CTC approved program for our region, The North Coast Teacher Induction Program (NCTIP)**. In order to recommend a candidate for a Designated Subjects credential, NCTIP requires employment on the requested credential. See options below.

Please verify your employment offer or anticipated employment assignment for the holder of this form.

Name of Candidate: _____

Potential Credential:

- Career Technical Education (CTE)
- Adult Education (AE)

Industry/subject area: _____

This Candidate

- has been offered a contracted teaching position as the teacher of record in the above-named subject area as of _____ (enter date of hire or anticipated date course assignment will begin)
- will be considered for an offer of a contracted teaching position as the teacher of record once a preliminary credential has been issued. The estimated date of employment: _____. (This does not constitute an offer of employment, only a consideration in order to be eligible for a preliminary credential.)

This Verification of Teaching Employment form is to be included with the candidate's application. **The application packet is submitted to the NCTIP at the Sonoma County Office of Education for final review and credential recommendation to the CTC.** The final authority to grant or deny a credential rests with the CTC.

Candidates *must* enroll and participate in the North Coast Teacher Induction Program to meet their credential program requirements. The North Coast Teacher Induction Program staff will provide a Credential Advisement and program fees will apply. Program fees will apply and will be charged directly to the district as per the signed Memorandum of Understanding. Refer to the Fee-for-Service flyer posted on the website: www.ncsoe.org.

For additional information regarding completion of this form, contact your local County Office of Education Credential Analyst.

District/Agency: _____

Employer Authorized Signatory: _____

Please print

Title: _____ Phone Number: _____

Authorized Signature: _____ Date: _____