



**CTE CLEAR CREDENTIAL APPLICATION CHECKLIST**  
 Based on SB 1104 – Issued on or after January 1, 2009

To apply for a Clear Designated Subjects Career Technical Education Credential based on a 3yr preliminary, submit the following items to the North Coast Teacher Induction Program (NCTIP) Regional Office attention: Sherry Navarro.

**Candidate Name:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Contact Information: Email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**PROGRAM REQUIREMENTS: EVIDENCE OF COMPLETION**

1.  Possess a valid California Preliminary CTE Teaching credential (3 or 5 year)
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 including Specially Designed Academic Instruction Delivered in English (SDAIE) :  SDAIE Course (transcript required) OR  Teaching English Learners NCSOE online course
    - Induction Year 1 \_\_\_\_\_  Induction Year 2 \_\_\_\_\_  Fire Science Program (1A & 1B) Transcript required
    - Previously held Clear Credential
    - Other Program/Equivalency: \_\_\_\_\_
3. Verification of Successful Teaching on the CTE Credential – completed Verification of Experience form
  - Two years of successful teaching on the basis of the Preliminary CTE Credential in the industry sector(s) listed on the credential
  - Previously held Clear Credential (1 year teaching verification required)
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 or more 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. Complete study in 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

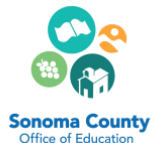
Credential Recommendation approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature: Jason Lea, Executive Director

**CREDENTIAL APPLICATION REQUIREMENTS**

1. Completed and Signed Application- Fully complete 41-4- Please review carefully as the CTC will not allow any corrections.
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: \_\_\_\_\_  
 Credentials Department Signature

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



# NORTH COAST TEACHER INDUCTION PROGRAM

5340 Skylane Blvd, Santa Rosa CA, 95403  
Phone: 707-524-2818 Fax: 707-524-2815 [www.ncsoe.org](http://www.ncsoe.org)



## 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](http://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: \_\_\_\_\_