

Designated Subjects: Adult Education

1. Program Description

1.1 Narrative

Designated Subjects: Adult Education (DS AE) credentialed teachers provide lifelong educational opportunities and services to adult learners. To become an Adult Education teacher, a teacher must first earn the five-year Preliminary Designated Subjects AE Credential, available through the [North Coast Teacher Induction Program's \(NCTIP\)](#) Regional Office. According to the Commission on Teacher Credentialing, this credential:

“...authorizes the holder to teach the subjects named on the credential in courses organized primarily for adults. In addition, the holder may serve as a substitute in courses organized primarily for adults for not more than 30 days for any one teacher during the school year.”

[List of CTC Requirements \(CTC Leaflet cl697b\)](#)

To become an Adult Education teacher, Candidates must first earn the five-year Preliminary Designated Subjects Adult Education Credential, available through The North Coast Teacher Induction Program's (NCTIP) Regional Office. Each teaching credential has a [unique set of standards](#) that must be met in order to obtain the California Clear Credential. A checklist is utilized to ensure candidates meet all requirements, including an offer of employment.

In order to clear the Preliminary Credential, Adult Education teachers participate in the North Coast School of Education's [NCTIP](#), a two-year, state-accredited Induction program that provides a link between the theory, knowledge and skills acquired in the Preliminary Credential Program to the realities in the classroom.

Through a variety of empirical, theoretical, and cultural lenses, Candidates reflect upon their teaching practice and work with a [Mentor Teacher](#), and an ePortfolio Review Team who provide formative assessment. Additionally, Candidates collaborate with [NCTIP staff](#) and colleagues to develop strategies and innovative pedagogy for a variety of 21st-century educational settings. Successful completion of Induction leads to recommendation for a California Clear DS AE Credential. Upon completion of NCTIP and additional credential requirements, AE teachers are eligible to apply for their Clear Credential.

In addition to NCTIP, Candidates have access to and complete as necessary other Commission on Teacher Credentialing (CTC) course requirements for clearing preliminary credentials such as the [U.S. Constitution](#), [Starting Out Right](#), [Foundations and Orientation](#), [Adult Education Principles & Theories](#), [Teaching English Learners](#), and the [Health Education Class](#). More information can be found on the [NCSOE website](#).

1.1.1 Table depicting location, delivery models, and pathways

Location	Delivery Models	Pathways
Del Norte County Office of Education	Hybrid	Traditional, ECO
Humboldt County Office of Education	Hybrid	Traditional, ECO
Lake County Office of Education	Hybrid	Traditional, ECO
Mendocino County Office of Education	Hybrid	Traditional, ECO
Monterey/Santa Clara Corridor-Statewide SELPA Charter	Hybrid	Traditional, ECO
Nevada County Office of Education	Hybrid	Traditional, ECO
Sonoma County Office of Education	Hybrid	Traditional, ECO

2. Organizational Structure

2.1 Organizational Chart Graphics

The Lead Educational Agency for all credential programs in the North Coast School of Education is the Sonoma County Office of Education:

[SCOE Organizational Chart Graphic.](#)

All Credential Programs offered through the SCOE are housed in the NCSOE:

[NCSOE Organizational Chart Graphic.](#)

3. Faculty Qualifications

3.1 Faculty Distribution Table

The NCSOE DS Adult Education Credential Program is facilitated throughout the consortium through faculty hired by SCOE:

Program Coordinators Staff List

Facilitators Staff List

However, some Faculty are not hired by the NCSOE for this credential as the program is highly individualized and requirements are satisfied through other accredited agencies.

Faculty Distribution Table			
Full-time	Part-time	Adjunct	Vacancies
5	3	40	0

3.2 Annotated Faculty List with links to Faculty Vitae and Syllabi

Resumes and link to Frameworks (for syllabi)

3.3 Published Adjunct Experience and Qualifications Requirements

Job Descriptions for:

- [Program Coordinator.](#)
- [Facilitators.](#)
- [ePortfolio Review Team.](#)
- [Curriculum Specialist](#)

3.4 Faculty Recruitment documents (if applicable)

Not applicable.

4. Course Sequence

4.1 Published course sequence from Course Catalogue

Requirements and courses for this credential are outlined in the AE Handbook and Application, which can be found on the [NCSOE website](#).

[NCTIP Course Catalog/Handbook](#)

Candidate Roadmap Inquiry 1-2 2017-18

Candidate Roadmap Inquiry 3-4 2017-18

5. Course Matrix

5.1 Course matrix with links to specific activities within the syllabi that provide documentation of introduction (I), Practice (P), and Assessment (A) of candidate competencies. Assessment (A) should link to the assessments used to determine competence.

[Designated Subjects: Adult Education \(AE\) Program Standards Course Matrix](#)

Candidates clearing preliminary Adult Education credentials with NCSOE are also required to complete [NCTIP](#), a two-year, state-accredited Induction program. Candidate competencies are measured along the [California Standards for the Teaching Profession \(CSTP\)](#) using the [Continuum of Teaching Practice](#) via an Individual Learning Plan (ILP) through an APTRA cycle

(Assess, Plan, Teach/Do, Reflect, Apply). Candidates are provided with an Introduction (I) to the competencies in the Assess section of the ILP, then Practice (P) the competencies through the Plan and Teach/Do sections of the ILP. Lastly, they Assess (A) their teaching practice through the Reflect/Apply section.

The Candidate's Mentor and an ePortfolio Review Team also Assess (A) competence via observations with the Mentor Observed Evidence and the Portfolio Review Rubric, providing formative feedback as necessary as part of the Candidate's ePortfolio that demonstrates growth and candidate competency.

6. Fieldwork and Clinical Practice

6.1 Table denoting number of hours of fieldwork, clinical practice

The AE Application contains the information regarding hours required for obtaining the AE credential (page 8).

Fieldwork/Clinical Practice		
Credential Type	Requirements	Experience in the Field
DS AE Preliminary	<ul style="list-style-type: none"> • High School Diploma • Basic Skills as defined on the CTC leaflet CL-667 • Verification of Notification • Application & Fee • Live Scan • Recommendation 	3 years experience or education related to each subject named on the credential per requirements listed on CTC leaflet CL-697B
DS AE Clear	<ul style="list-style-type: none"> • Valid Preliminary DS AE credential (3 or 5 year) • Personalized Preparation • US Constitution • Health Ed (including CPR) • Technology Training • Application & Fee • Recommendation 	2 years of successful teaching on the preliminary credential (or one course in each of four terms within the 3-year period of validity)

6.2 Signed MOU or Agreement for each placement

Memorandum of Understanding (MOU)

6.3 Veteran Practitioner Training Material

All candidates are supported by a trained, veteran teacher identified as a Mentor. Professional Coaching and Mentoring happens through a series of ongoing, professional development opportunities as described in the following:

The Mentoring System

Mentor Roles & Responsibilities

Mentor Application

Mentor Welcome Letter

Regional Staff Development, 2/year

6.4 Documentation of Candidate Placements

Candidates must submit a Verification of Employment and participate in the North Coast Teacher Induction Program in order to be recommended for a Clear Designated Subjects, AE Credential.

Sample: Program District Roster

6.5 Clinical Practice Handbook/Manual

[NCTIP Course Catalog/Handbook](#)

6.6 Fieldwork/Clinical Practice

Fieldwork is identified and outlined in the AE Syllabi. Verification of fieldwork is conducted by Program Leadership and Credential Analyst prior to recommendation of candidate's clear credential.

6.6.1 Clinical Practice Assessment Instruments

Adult Education candidates are assessed using the Inquiry Process and Formative Assessment System. Assessment documentation of goals, objectives, and candidate competencies are linked to each course and must be met for completion of the program.

Portfolio Review Rubric

7. Credential Recommendation

7.1 Description of process ensuring appropriate recommendation

Each Candidate receives a credential advisement identifying all program and California Commission on Teacher Credentialing (CTC) credential requirements. The Candidate is charged with completion of the Program along with any additional CTC credential requirements listed on the credential posted on the [CTC website](#). Once the Program Coordinator has determined that the candidate has met all program requirements, the Candidate's ePortfolio is submitted to the Executive Director for review. Concurrently, , the Candidate's credential requirements are reviewed for completion by the Division Department Administrative Specialist. Once the Candidate has met all program and CTC credential requirements, the authorization is submitted to the Credentials Department for recommendation.

The Credential Analyst utilizes a checklist to ensure appropriate recommendation procedures are followed.

Verification of work experience is conducted:

- With employer
- Without employer
- Self-employed

Verification of Teaching Employment is required.

7.1.1 Candidate Progress Monitoring Document

Adult Education Preliminary Credential Tracking Document

To apply for a Clear credential, a checklist is completed, and submitted to the NCSOE Division Department Administrative Specialist. Upon verification of all program and credential requirements, the application packet is submitted to the Executive Director for approval. The approved application packet is submitted to the SCOE Credential Analyst who prepares the final application packet for recommendation to the CTC.