



Lisette Estrella-Henderson, Superintendent of Schools
5100 Business Center Drive, Fairfield, CA 94534-1658
707.399.4400 ★ www.solanocoe.net

Application Packet for
California Teaching Credential in Special Education
Based on Out-of-State Teaching Program

If you would like to teach special education in California and you have a special education teaching credential in another state, you may qualify for a similar credential in California. The Solano County Office of Education (SCOE) can provide you with assistance in preparing your application for submission to the Commission on Teacher Credentialing (CTC).

Currently there are six specialization areas for special education credentials:

- **Mild/Moderate (MM)** Kindergarten - Age 22
- **Moderate/Severe (MS)** Kindergarten – Age 22
- **Deaf & Hard of Hearing (DHH)** Birth - Age 22
- **Visual Impairments (VI)** Birth - Age 22
- **Physical & Health Impairments (PHI)** Birth - Age 22
- **Early Childhood Special Education (ECSE)** Birth – Preschool

If you are interested in applying for a DHH, VI, or PHI credential, you need to have an out-of-state credential with a comparable authorization. To apply for a MM, MS, or ECSE credential, you either need to have a comparable authorization or you may be able to use a “generic” special education authorization on your out of state credential.

The following checklist will help us prepare your application. Once you have collected the necessary documents, please contact us to schedule an appointment. **You must bring original documents where indicated.** Copies will be made at the time of your appointment.

There are two “routes” via which a special education credential can be applied for using an out-of-state credential. These routes are dependent on the amount of out-of-state special education teaching experience the applicant has accumulated. In addition, there is an application route for those certified by the National Board for Professional Teaching Standards (NBPTS).

Route 1: Less than two years of full-time special education teaching experience

The following documents must be included:

- Credential Application CL 41-4 (Available upon request)**
 - ◆ If you answer “Yes” to any of the professional fitness questions on the application, the CTC will need additional information regarding your answer(s). Please notify us that you need the “Professional Fitness Explanation Form” and be prepared to provide legal documents

to substantiate your answers. **Please be sure to use your full legal name on your application and fingerprint documents.**

Application Fee

- ◆ A cashier's check or money order for \$100.00 is required, payable to "CTC" (personal checks, cash, or credit cards will NOT be accepted).
- ◆ If you are relocating to California as a result of your spouse's military orders, this first-time application fee may be waived if you provide a copy of the transfer orders which states that you are a dependent of the transferred personnel.

Current Fingerprints

- ◆ If you believe you already have fingerprints on file with the CTC, please let us know when you make your appointment, so we can confirm the status of your fingerprints with CTC.
- ◆ If you need to be Livescan fingerprinted, you can do so at various businesses in California. You will need to provide the Livescan operator with Form 41-LS (available upon request). A completed 41-LS will be needed for your credential application packet. Local Livescan locations: <https://oag.ca.gov/fingerprints/locations?county=Solano>
- ◆ If you live outside of California and want to start the application process prior to moving to California, you can submit completed fingerprint cards instead. The Department of Justice will only accept fingerprint cards (FD-258) from the CTC for applicants whose home address is outside of California. **Please** request two sets of cards directly from the CTC at fingerprints@ctc.ca.gov. State your full legal name and mailing address in your email. Once you receive your fingerprint cards and obtain fingerprinting services, you must include the completed cards with your credential application. **The CTC charges an additional fee** for submission of fingerprint cards. A separate cashier's check or money order for \$49.00 is required with your application paperwork, payable to "CTC."

Official Transcripts

- ◆ Must be from a college or university accredited by one of these regional accrediting agencies:
 - *Middle States Association of Colleges and Schools (MSA)/Commission on Higher Education (MSCHE)*
 - *The Northwest Commission on Colleges and Universities (NWCCU) (formerly Northwest Association of Schools and colleges or NASC)*
 - *Higher Learning Commission (HLC) (formerly North Central Association of Colleges and Schools or NCA)*
 - *New England Commission of Higher Education (NECHE) (Formerly New England Association of Schools and Colleges (NEASC-CIHE)*
 - *Southern Association of Colleges and Schools/Commission on Colleges (SACS-COC)*
 - *Western Association of Schools and Colleges/Senior College and University Commission (WSCUC)*

- ◆ Must verify the conferral of a bachelor's degree or higher.
- ◆ Do not have to be in a sealed envelope but cannot be copies or student portal printouts.
- ◆ Can be electronic transcripts if they have been directly downloaded from a college/university by SCOE. If you intend to use this option, please let us know so we can coordinate with you.

□ **Basic Skills Requirement (BSR)**

- ◆ The California Basic Educational Skills Test (CBEST) satisfies the BSR. California also accepts some exams from other states. Please bring any exam results you have for review. ***If you have not satisfied the BSR at this time, you may be eligible for a one-year non-renewable credential to allow you time to pass CBEST.***

Acceptable Basic Skills Exams:

- *CBEST*
- *California Subject Examination Test (CSET) for Multiple Subjects plus the additional writing skills exam (Exams #101, 214, 103, and 142)*
- *California State University early assessment or placement exams (See CTC Coded Correspondence 09-03 for details)*
- *Scholastic Achievement Test (SAT) with qualifying scores (See CTC Leaflet CL-667 for details)*
- *American College Testing (ACT) with scores of at least 23 for math and 22 for English*
- *College Board Advanced Placement exams with a 3 or higher in certain math and English areas (See CTC Leaflet CL-667 for details)*
- *Praxis Pre-Professional Skills Test (PPST), Praxis Core exam or another out-of-state basic skills exam accepted by California (contact us for details)*

□ **Out-of-State Teaching Certificate**

- ◆ Your out-of-state special education teaching credential is required, unless your state does not issue paper credentials, in which case you will need to provide confirmation from your state's credentialing authority that you have a teaching credential and verification of what the credential authorizes you to teach.
- ◆ In most cases, an expired credential is still accepted as verification of completion of a credentialing program.
- ◆ If the specialty area on your special education credential is not comparable to one issued by California, you may have the option to choose one of the following specialty areas: MM, MS, or ECSE. However, you will be required to verify that your out-of-state preparation, in your requested specialty area, is comparable to the training you would have received

in California. This can be done as part of your application packet by including either of the following:

- A letter on letterhead, with an original ink signature, from the appropriate authority at the out-of-state credentialing program you completed, stating that your student teaching component was served in the specialty area you are requesting on your California credential.
- A letter on letterhead, with an original ink signature, from the human resources department of your out-of-state employer(s), verifying two years of full-time teaching experience *in the specialty area requested*. For example, if you are requesting MS and you spent two years teaching a special day class only for Moderate/Severe students, this experience should satisfy CTC. If you spent two years in a position that served in a blended setting with Mild/Moderate and Moderate/Severe students- this would not satisfy the requirement.

If you cannot meet one of the above requirements, you will likely still be eligible for a Level I credential, but you'll be required to verify comparable preparation by a California preliminary program within the first five years of holding your California credential. To achieve equivalency, you may be required by a California-approved credential program to complete further coursework or you may be able to meet this requirement by serving as a full-time special education teacher in California for two years on your Level 1 credential.

English Learner Authorization

- ◆ In California, teachers are required to hold an authorization for instruction of English learners within their assignment if even one of their students is designated as such. If your out-of-state credential includes a clearly stated English Learner Authorization AND if your state's authorization is one that California has deemed comparable, you will be granted an English Learner Authorization on your California credential.
- ◆ If you don't qualify for an English Learner Authorization initially, you will need to earn one in order to clear your credential.

Route 2: Two or more years of full-time special education teaching experience

The same documentation listed above is required plus the following:

- Verification of two or more years of full-time special education teaching experience, outside of California, on district letterhead and signed by a Human Resources Director or a higher ranked official. Please request a template from us for this in order to ensure your documentation satisfies CTC requirements.
- Two years of annual, summative performance evaluations from your out-of-state teaching experience. Our template will also address how to properly document this requirement.

Route 3: NBPTS Certification

- Photocopy of National Board Certification**
- Completed Application Form CL 41-4 (same as route 1)**
- Current Fingerprints (same as route 1)**
- Copy of an Out-of-State Professional Level Teaching Credential**
- One of the following:**
 - ◆ Copy of your NBPTS “My Profile” status page indicating the specific special education certificate specialty area completed
 - ◆ Official transcripts verifying the content of the special education program completed
 - ◆ Copy of out-of-state credential verifying possession of a special education authorization corresponding to the one being requested
- Application Fee (same as route 1)**

If you have any questions or you are ready to schedule an appointment, please contact Paul Deal, Credentials Analyst and Induction Manager, at (707) 399-4444 or via email at pdeal@solanocoe.net.