



North Coast Beginning Teacher Program INDUCTION PROGRAM OVERVIEW

8. Obtaining a Clear Credential

Congratulations! You are nearing the end of the path toward earning your Clear Single or Multiple Subject Credential. Depending on your particular preliminary credential, you may have requirements beyond completing your BTSA Induction program. If you were in our program last year, you should have already received a letter detailing what those requirements were or a letter indicating that you had no requirements beyond BTSA Induction. If you are new to our program as a year 2, your credential will be reviewed and a letter sent to you this year. The earlier you enroll with us online at www.ncbtp.org, the earlier this letter will be prepared and sent to you. It is important to use your correct social security number and date of birth when enrolling, as this is the personal identifying information used by the California Commission on Teacher Credentialing (CCTC) for your credentials.

Credential Request Form
For Clear Multiple Subject and Single Subject Credentials *ONLY*

As a reminder, completion of the BTSA Induction Program is the only requirement to obtain a Clear Credential for teachers holding a Preliminary Multiple Subject or Single Subject. Upon completion of all program requirements, Corinne Muelrath, Director of the NCBTP will submit an **ONLINE** recommendation to the California Commission on Teacher Credentialing (CCTC). Candidates will then follow the application and payment procedures through an automatically generated email. You **MUST** have a valid email address that you will have access to during the summer. Please note that AOL addresses are not currently acceptable as this email provider blocks CCTC automated-reply emails. Use a nearby relative or school email account if you are an AOL member. Complete the following form:

1. Please **PRINT CLEARLY** using blue/black ink. Provide the following **required** information:

Applicant's Full Legal Name (as it will be printed on your credential document)		
First	Middle	Last
All Former/Maiden Name(s):		
Social Security #:	Date of Birth:	
Type of Credential(s) for which you are applying:		
<input type="checkbox"/> Multiple Subjects <input type="checkbox"/> Single Subject <input type="checkbox"/> Other (specify)		
Permanent Mailing Address (for future communication)		
Street Address:		
City:	State:	Zip Code:
Contact Information: PRINT CLEARLY (must use an email available in the summer)		
Email (no AOL addresses):		
Home Phone:	Work or Cell Phone:	

*NOTE:
Teachers holding Designated Subjects, Ryan Credential (including Out of State), and Education Specialist credentials partially meet credential requirements through BTSA Induction.

- Vocational Education or Adult Education Credential: please complete the process designated on the Designated Subjects Clear Credential Application Check List form.
- *Some Ryan Credential teachers are required to complete a CPR class. The CPR class MUST be in Infant, Child, and Adult CPR. Please bring your original card (for verification only--not to be submitted) and 1 copy of both sides of your CPR card to your last seminar.*
- *Out-of-state trained applicants may have additional requirements including CREST, CSET, US Constitution, RICA or a Reading Class listed on your credential. Discuss with your County Coordinator!*
- Education Specialists must apply through their Level 2 University-based program for the Clear Credential.

At your April Seminar, you will be asked to complete a **Clear Credential Request Form**. Please complete this form even if you do not believe you are ready to request your clear credential.

Important to note:

- Print very clearly.
- List your name *exactly* as you would like it noted on your clear credential (you may make a name change at this time without extra fees if needed).
- Your correct social security number and date of birth are required to receive a clear credential.
- Your email address cannot be an AOL address; please select an address that you will have access to over the summer break.

This request form will be reviewed, along with your BTSA Induction Portfolio, by our regional director, Corinne Muelrath, during the months of June and July. Once it has been determined that all requirements for your clear credential have been met, we will submit your request to CCTC.



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You will next receive an email from Corinne Muelrath indicating that your request has been received along with a request for payment. By following the link provided you will be directed to the CCTC site where you will verify and complete the final steps of your application as well as provide online payment. Your application will not be processed until payment has been received. If you do not receive this email by August 1st, please contact Sandy Jaeger using the contact information below.

After payment has been submitted and received, you will receive a second email notifying you of payment receipt along with a payment confirmation number. Please save both emails as verification that you have met the requirements for your clear credential while your application is being processed. Current fees are \$57 per credential.

Once the above steps have been completed, you can track the progress of your application by visiting the CCTC website, www.ctc.ca.gov. Click on the GREEN Online Services button. Proceed to “Educators” [click here](#). Select option “Track Your Payment.” Input your SS# and birth date. Your personal screen will indicate that an application was received and will note its current status: pending evaluation, returned for more information, or granted. As a reminder, CCTC will not mail a printed credential document to you but you should print a copy for your records. Your employer can also review your credential online at CTC’s website.

If you add a second preliminary credential during this year, please inform Credential Advisor, Sandy Jaeger, and your County Coordinator. For those who have additional requirements beyond BTSA Induction, please submit verified original documentation of meeting those requirements (i.e. CSET scores, CBEST scores, CPR cards) to Sandy Jaeger using the fax number below. If at any time you have a question or concern regarding any part of the credentialing process, please don’t hesitate to contact Sandy Jaeger for assistance.

NCBTP Credential Advisor:

Sandy Jaeger

Phone: 707-765-2345

Fax: 707-238-1520

sjaeger@scoe.org

