

State Of California  
Commission On Teacher Credentialing

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## DESIGNATED SUBJECTS ADULT EDUCATION TEACHING CREDENTIALS

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### THE FULL-TIME ADULT CREDENTIAL

The Preliminary or Clear Full-Time Designated Subjects Adult Education Teaching 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.

Designated Subjects Adult Education Teaching Credentials are issued to individuals who meet the requirements listed below and are recommended by either a Commission-approved Local Education Agency (LEA) or by an Employing School District (ESD). A list of approved LEAs ([CL-506](#)) may be obtained from the Commission's website.

### Requirements for the Preliminary Credential (Full-Time)

Individuals must satisfy **all** of the following requirements:

1. Five years of experience and/or education directly related to each subject to be named on the credential. (see Terms and Definitions)
2. High school diploma requirement by one of the following methods:
  - a. High school diploma
  - b. Diploma based on passage of the GED Test
  - c. Foreign equivalent of a high school diploma
3. Satisfy the [basic skills requirement](#). See Commission leaflet [CL-667](#), entitled *Basic Skills Requirement* for additional information. Applicants for the Adult Credential in *non-academic subjects* (see chart later in this leaflet) are exempt from the basic skills requirement.
4. U.S. Constitution requirement by one of the following methods:
  - a. Complete a course (at least two semester units or three quarter units) in the provisions and principles of the U.S. Constitution. Submit a photocopy of the course description for evaluation purposes.
  - b. Pass an examination in the provisions and principles of the U.S. Constitution given by a regionally-accredited college or university
5. Verification by a Commission-approved LEA or ESD authorized in accordance with guidelines established by the Commission, that the applicant has been fully apprised of the requirements for both the preliminary and clear credentials, including the Level I/Level II programs of personalized preparation
6. Completed application ([form 41-4](#))
7. Completed LiveScan receipt ([41-LS](#)), verifying fingerprints have been taken and fees have been paid, unless fingerprint clearance is already on file at CTC
8. Application [processing fee](#)
9. Recommendation by a [Commission-approved LEA](#)



## Period of Validity (Full-Time)

For individuals who have completed all requirements for the preliminary except for U.S. Constitution, the initial preliminary full-time credential will be valid for one year. The credential may be extended to its full five year term upon application, processing fee, and verification that the U.S. Constitution requirement has been met.

For individuals who have completed all requirements for the preliminary credential, the initial preliminary credential will be valid for no more than two years from the date of issuance of the credential unless the holder's employer receives form CL-787, entitled *Verification of Completion of Level I Requirements*, from the LEA through which the holder completed those requirements. Once the holder's employer receives this verification, the credential's validity period will automatically be extended for the remainder of the five year period from the date of issuance of the credential. **There is no need to apply for this extension.**

The LEA's verification of completion of Level I requirements is the only documentation required in this process. If the credential holder's ESD is not known to the LEA, form CL-787 will be sent directly to the credential holder for forwarding to the employer. The LEA shall also submit this form directly to the Commission to assist in documenting that the holder completed Level I requirements.

Once the clear credential is issued, it must be renewed online every five-year renewal cycle. There are no additional requirements to renew the clear credential.

## Requirements for the Clear Credential (Full-Time)

Individuals must satisfy **all** of the following requirements:

1. Possess a valid Preliminary Full-time Designated Subjects Adult Education Teaching Credential
2. Obtain verification by the ESD of the successful teaching of a minimum of one course in each of four terms within the five-year period of validity of the Preliminary Adult Education Teaching Credential (Two of these terms must be with one ESD. The teaching must have been to adult learners in the subject(s) authorized by the preliminary adult education teaching credential and must have occurred while holding the valid preliminary full-time adult education teaching credential.)
3. Obtain verification by an [LEA](#) that the applicant has completed all Level I and Level II requirements of a Commission-approved program of personalized preparation, including the use of computers in an instructional setting
4. Health education, including, but not limited to, the study of nutrition; the physiological and sociological effects of abuse of alcohol, narcotics, and drugs, and the use of tobacco. This requirement must also include training in cardiopulmonary resuscitation (CPR) that covers infant, child, and adult CPR skills.
5. Completed application ([form 41-4](#))
6. Application [processing fee](#)
7. Recommendation by a [Commission-approved LEA](#)

## THE PART-TIME ADULT CREDENTIAL

The Preliminary or Clear Part-Time Adult Education Teaching Credential authorizes the holder to teach not more than half-time in the subject named on the credential in courses organized primarily for adults.

For the purpose of this credential, half-time for the holder of this credential who teaches in only one school district shall not exceed one-half of a full-time assignment for adult educators in that school district. Half-time for the holder of this credential who teaches in more than one school district shall not exceed one-half of the greatest number of hours considered to be a full-time assignment for adult educators in any one of the districts.

## Requirements for the Preliminary Credential (Part-Time)

Individuals must satisfy **all** of the following requirements:

1. Verify five years of experience and/or education related to each subject to be named on the credential. The experience and/or education requirements and the subjects that can be named on the part-time credential are the same as those specified for the full-time credential.
2. High school diploma requirement by one of the following methods:
  - a. High school diploma
  - b. Diploma based on passage of the GED Test
  - c. Foreign equivalent of a high school diploma
3. Satisfy the [basic skills requirement](#). See Commission leaflet [CL-667](#), entitled *Basic Skills Requirement* for additional information. Applicants for the Designated Subjects Adult Teaching Credential in non-academic subjects are exempt from this requirement.
4. Obtain verification, signed by a [Commission-approved LEA](#), or by an ESD authorized to do so in accordance with guidelines established by the Commission, that the applicant has been fully apprised of the requirements for both the preliminary and clear credentials, including the Level I/Level II programs of personalized preparation
5. Completed application ([form 41-4](#))
6. Application [processing fee](#)
7. Recommendation by a [Commission-approved LEA](#)

## Period of Validity (Part-Time)

An initial Preliminary Part-Time Designated Subjects Adult Education Teaching Credential issued on the basis of the applicant's satisfaction of requirements 1–7 listed above, authorizes service for no more than two years from the date of issuance of the credential unless the holder's employer (ESD) receives form CL-787, entitled *Verification of Completion of Level I Requirements*, from the LEA through which the holder completed those requirements. Once the holder's employer receives this verification, the credential's validity period will automatically be extended for the remainder of the five-year period from the date of issuance of the credential.

**There is no need to apply for this extension.**

The LEA's verification of completion of Level I requirements is the only documentation required in this process. If the credential holder's ESD is not known to the LEA, form CL-787 will be sent directly to the credential holder for forwarding to the employer. The LEA shall also submit this form directly to the Commission to assist in documenting that the holder completed Level I requirements.

Once the clear credential is issued, it must be renewed online every five-year renewal cycle. There are no additional requirements to renew the clear credential.

## Requirements for the Clear Credential (Part-Time)

Individuals must satisfy **all** of the following requirements:

1. Possess a valid Preliminary Part-Time Adult Education Teaching Credential (see Terms and Definitions)
2. Obtain verification by the ESD of the successful teaching of a minimum of one course in each of four terms within the five-year period of validity of the preliminary adult education teaching credential (Two of these terms must be with one ESD. The teaching must have been to adult learners in the subject[s] authorized by the preliminary adult education teaching credential and must have occurred while holding the valid preliminary adult education teaching credential.)
3. Obtain verification by an LEA that the applicant has completed all Level I requirements of a Commission-approved program of personalized preparation, including the use of computers in an instructional setting

4. Health education, including, but not limited to, the study of nutrition; the physiological and sociological effects of abuse of alcohol, narcotics, and drugs, and the use of tobacco. This requirement must also include training in cardiopulmonary resuscitation (CPR) that covers infant, child, and adult CPR skills.
5. Completed application ([form 41-4](#))
6. Application [processing fee](#)
7. Recommendation by a [Commission-approved LEA](#)

## TERMS AND DEFINITIONS

### *Experience*

Per Title 5, Section 80034(o), “experience” as it applies to Designated Subjects Adult Education Teaching Credentials, means full-time or part-time experience directly related to the subject to be named on the credential. Experience may be paid or not paid. No more than one year of experience shall apply toward meeting designated subjects credential requirements during any twelve calendar month period. 1500 clock hours shall be the minimum required for each year of experience. Part-time experience may be cumulated to equate to the required 1500 clock hours of experience.

### *Verification of Work Experience*

Title 5 Regulations require verification of five years of experience or its equivalent related to each subject to be named on the credential. Verification of experience means written confirmation of the applicant’s qualifying experience, signed by the applicant’s past or present employer(s) on company letterhead that attests to and includes **all** of the following:

1. Employer’s name, address, and telephone number
2. The working relationship of the person signing the verification to the applicant
3. Beginning and ending dates of employment
4. Complete description of duties
5. A statement as to whether or not the employment was full-time. If employment was less than full-time, include an accounting of the number of hours the applicant was employed.

If the applicant was self-employed or if the applicant’s experience was a vocational, verification shall include a statement, signed by the applicant under penalty of perjury, detailing the information described under *Requirements* (1-5 for full-time and 1-4 for part-time). Further substantiation is required in writing, by other person(s) having first-hand knowledge of the applicant’s self-employment or vocation, such as the applicant’s accountant, major supplier of goods, or major user of goods or services.

### *Valid Preliminary Adult Education Teaching Credential*

For the purposes of the Designated Subjects Adult Education Teaching Credential, the term “valid” means that the holder met the requirements to have held the preliminary credential which afforded the individual the opportunity to gain the necessary experience and to complete academic requirements to earn the clear credential. It does not mean that the document must be active date-wise when applying for the clear credential.

*Reference: Title 5, California Code of Regulations, Sections 80034, 80034.5, 80036, 80036.1, 80036.2, 80036.3, 80036.5, 80040.2, 80040.2.5, 80040.2.7, and 80567*



## NON-ACADEMIC SUBJECTS THAT MAY BE LISTED ON A CREDENTIAL

The LEA or ESD may only recommend for Designated Subjects Adult Education Teaching Credentials in non-academic subject areas in subjects that fall within the categories below.

Non-Academic Category**	Individual Categorical Subjects Listed on the Credential	
<i>Adults with Disabilities</i>	Adaptive Arts and Crafts Adaptive Computer Technology Adaptive Physical Education	Health (adults with disabilities) Self-Maintenance Skills (adults with disabilities)
<i>Health and Safety</i>	Cardiopulmonary Resuscitation Environmental Safety Fire Control and Safety First Aid	Health Education Nutrition Physical Fitness and Conditioning Safety Education
<i>Home Economics</i>	Arts and Crafts Clothing Construction Consumer Education Decorative Arts Dietetics and Food Management Nutrition	Food Preparation Home Management Interior Design Textiles Upholstery
<i>Older Adults</i>	Communication Skills Creative Arts Health (older adults) Performing Arts Physical Fitness	Public Affairs Retirement Planning Safety Self-Maintenance (older adults)
<i>Parent Education</i>	Parent Education Childbirth Education	Human Development Family Management
<i>Vocational Education</i>	Aeronautics Agriculture American Sign Language Bookkeeping and Accounting Building and Construction Trades Business Management Career Development Commercial Photography Computer Applications Computer Programming Computer Systems Operation Computer Technology Cosmetology	Court Reporting Electronics Technology Financial Services Health Occupations Industrial Technology Information Processing/Keyboarding Language Interpreter Law Enforcement Occupations Marine Technology Marketing Nursing Office Occupations Small Business Ownership/Management

Requested subjects that do not appear above will be placed within an existing subject, where appropriate. Additional subjects may be added in time to accommodate new or emerging subjects.

\*\*For descriptive purposes only—this category will not be listed on the credential.

## ACADEMIC SUBJECTS THAT MAY BE LISTED ON A CREDENTIAL

The LEA or ESD may only recommend for Designated Subjects Adult Education Teaching Credentials in academic subject areas that fall within the subject areas below.

Academic Subjects <i>(Subject To Be Named On The Credential)</i>	Course Work Required
<i>English as a Second Language</i>	A bachelor's degree or higher completed at a regionally-accredited college or university and completion of 20 semester units or 10 upper division semester units in one or any combination of the following: Teaching English as a Second Language (TESL) Teaching English to Speakers of Other Languages (TESOL) English Language other than English Linguistics Bilingual/Bicultural studies Teaching Reading Speech
<i>Elementary and Secondary Basic Skills (includes basic education in grades 1-8):</i> <i>Arithmetic</i> <i>Reading</i> <i>Individualized high school learning lab/ G.E.D./contract class settings</i> <i>Citizenship</i>	A bachelor's or higher degree completed at a regionally-accredited college or university and completion of 20 semester units with at least 3 units in four of the following six areas: English Mathematics Science Social Sciences Fine Arts Language other than English
<i>Individual Subjects</i> <i>A Language Other than English (specify)</i> <i>English</i> <i>Fine Arts</i> <i>Life Science, including General Science</i> <i>Mathematics</i> <i>Physical Science, incl. General Science</i> <i>Social Sciences</i>	A bachelor's or higher degree completed at a regionally-accredited college or university and completion of 20 semester units or 10 upper division semester units in the subject to be taught.

## SUBJECT-RELATED EXPERIENCE

This chart is to be used to convert years of subject-related experience into education and/or training necessary to meet the course work and/or degree requirements for a Designated Subjects Adult Education Teaching Credential.

Years of Subject-Related Experience Required	Education and/or Training
+ 5 years	High school diploma or equivalent
+ 4 years	24 semester units of college course work, including a minimum of 4 semester units in the subject to be taught
+ 3 years	48 semester units of college course work, including a minimum of 8 semester units in the subject to be taught
+ 2 years	72 semester units of college course work, including a minimum of 12 semester units in the subject to be taught
+ 1 year	96 semester units of college course work, including a minimum of 16 semester units in the subject to be taught
+ 0 year	Bachelor's degree or higher completed at a regionally-accredited college or university with 20 semester units, or 10 upper division semester units in the subject

