



**DESIGNATED SUBJECTS
CLEAR CREDENTIAL APPLICATION CHECK LIST**

Upon completion of the NCBTP BTSA Induction Program and credential requirements, Designated Subjects teachers with a Preliminary Career Technical Ed, Vocational Ed or Adult Ed Credential are eligible to apply for a Clear Credential. Utilizing this checklist will help make the process go more smoothly. PLEASE ensure that your application packet is complete in order to avoid delays in obtaining your credential. If you have not completed ALL requirements, you may submit your application packet now and follow-up with additional documentation. Your credential application MUST be submitted to the CCTC by the North Coast Beginning Teacher Program Credential Analyst:

Sandy Jaeger
NCBTP/Sonoma County Office of Education
5340 Skylane Blvd.
Santa Rosa, CA 95403

Phone: (707) 765-2345
Fax: (707) 524-2815

Needs	Met	Requirements
		<p><u>Complete Application (Form 41-4):</u></p> <ol style="list-style-type: none"> 1. Complete all “Personal Information” and include your correct mailing address and email. If you wish to make a name change, simply write your new last name in the box. Include your former or maiden name on the line indicated. 2. Type of credential - LEAVE THIS SECTION BLANK- we will complete. 3. List your Health Class in the “Education” Section <u>AND</u> submit an OFFICIAL transcript from your university. 4. Complete the “Personal and Professional Fitness” section. IMPORTANT: Provide a typed and signed letter on a separate piece of paper explaining any “YES” answer. 4. Complete the Oath and Affidavit section and sign the application.
		<p><u>Submit the Verification of Experience form:</u> <u>This form must be completed by your employer.</u> Your starting date of employment may NOT be earlier than the issuance date of your preliminary credential. You <u>must</u> teach two years on the credential for which you are applying to clear.</p>
		<p><u>Submit your CURRENT CPR Card:</u> The CPR card must include Infant, Child, and Adult CPR. Please bring your original card and 3 (three) photocopies of it to your final seminar. Ask your seminar trainer to view both the card and photocopies and write “verified” on and initial one copy. Please submit the verified photocopy with your original application packet and the other two copies with your copied packets (see below).</p>
		<p><u>Fees:</u> Submit with your application a MONEY ORDER in the amount of \$55 made payable to the California Commission on Teacher Credentialing or “CCTC”.</p>
		<p>MAKE 2 (TWO) COPIES, FRONT AND BACK, OF YOUR ENTIRE APPLICATION PACKET. You will end up with 1 complete original packet and 2 copies of the entire packet. PAPERCLIP your application packets together individually and submit the ORIGINAL packet (with the verified copy of your CPR card) and 1 copied packet (with CPR card copy) to NCBTP staff in your support provider’s folder at your last monthly seminar. Keep 1 copy of the packet (including copied CPR card) for your personal files.</p> <p style="text-align: center;">DO NOT STAPLE ANY PART OF YOUR APPLICATION PACKET!!</p>