



DESIGNATED SUBJECTS (DS):  
CAREER TECHNICAL EDUCATION  
(CTE) & SPECIAL SUBJECTS  
PROGRAM HANDBOOK

[Track A](#) & [Track B](#)

2025 -2026

**Table of Contents**

Introduction..... 3

    Welcome from the Director ..... 3

    Professional Licensure and Certification: ..... 4

    Purpose and Use of the DS CTE and Special Subjects Handbook: ..... 4

    Credentials Program Office: ..... 4

    Professional Ethics and Expectations: ..... 4

Admissions and Advisement..... 5

    Registration: ..... 5

    Advisement: ..... 5

    DS CTE and Special Subjects Requirements (Track A): ..... 5

    DS CTE “Bridge” Program for Clear Single/Multiple Subject Credential Holders (Track B)..... 6

    Special Teaching Authorization in Physical Education ..... 7

Program Structure ..... 7

    Nature of Coursework: ..... 7

    Save all coursework: ..... 8

    Time Commitment: ..... 8

    Filming Confidentiality Guidelines: ..... 8

Program Policies and Procedures..... 8

    Attendance Policy: ..... 8

    Academic Honesty Policy: ..... 8

    Exam Expiration: ..... 9

    Grading Policy: ..... 9

    Incompletes: ..... 9

    Grade Appeal: ..... 10

    Refund & Add/Drop Policy: ..... 10

    Leave of Absence:..... 11

    Inactive and Withdrawn Status: ..... 11

    Academic Probation:..... 11

    Dismissal:..... 11

    Transfer Course Request:..... 11

    Copying Student Records Policy: ..... 12

    Teach-out Plan: ..... 12

Resources ..... 13

    Commission on Teaching Credentials (CTC)..... 13

    CTC Career Technical Education Program Standards: <https://www.ctc.ca.gov/docs/default-source/educator-prep/standards/cte-handbook-pdf.pdf> ..... 13

    Office of the Ombudsman ..... 13

    UCR EXTENSION RESOURCES ..... 14

## Introduction

### Welcome from the Director

*On behalf of our Dean, Program Coordinator, Instructors and Credential Program Staff, I would like to welcome you to the UC Riverside Extension DS CTE and Special Subjects Program. Our dedicated and highly qualified personnel are here to advise and assist you as you pursue your DS CTE and Special Subjects credential. You have chosen to study at an institution that believes in delivering quality academic programs. We are especially committed to providing you with a high level of support along with the resources necessary to maximize your success.*

*You will be challenged to grow professionally while you are enrolled in the DS CTE and Special Subjects program. The rigorous content standards for the state of California are embedded throughout the program's coursework. You will be exposed to current research, exemplary instructional methods, and a variety of assessment methods that you can utilize in your own classrooms to support all of your students toward high levels of achievement. Our goal is for the knowledge you gain in this program to influence your own pedagogical practice which you are refining throughout your career.*

*The programs offered by UC Riverside Extension are designed specifically for the working educator. We acknowledge and understand that as full-time educators you have full schedules and many demands on your personal and professional time. Coursework in the DS CTE and Special Subjects program is offered completely online. You should expect to spend an average of 15 hours per week on the course requirements which will include completing course readings, responding to discussion forums and completing your assignments.*

*We look forward to getting to know you and working with you. Please give us a call or send us an email to let us know how you are doing or if we can be of any assistance.*

*Best wishes,*



*Abril Chavando*

*Director of Education and Professional Programs  
Academic Affairs Department  
University of California, Riverside Extension*

### **Professional Licensure and Certification:**

University of California programs for professions that require licensure or certification are intended to prepare the student for California licensure and certification requirements. Admission into programs for professions that require licensure and certification does not guarantee that students will obtain a license or certificate. Licensure and certification requirements are set by agencies that are not controlled by or affiliated with the University of California and licensure and certification requirements can change at any time.

The University of California has not determined whether its programs meet other states' educational or professional requirements for licensure and certification. Students planning to pursue licensure or certification in other states are responsible for determining whether, if they complete a University of California program, they will meet their state's requirements for licensure or certification. This disclosure is made pursuant to 34 CFR §668.43(a)(5)(v)(C).

### **Purpose and Use of the DS CTE and Special Subjects Handbook:**

This handbook is designed to assist you in making a smooth transition into the program. It serves as an introduction to the program and contains important information that will be a resource and guide as you progress through the program. Included are relevant department policies and procedures that you are expected to abide as a credential candidate in the program.

It is your responsibility to read the handbook and familiarize yourself with its content. Whenever you have questions about program policies, procedures and/or requirements, please contact the Credentials Office.

You will find the most up-to-date Credential Program: DS CTE and Special Subjects Handbook on our website at <https://extension.ucr.edu/certificates/9698690> While policies are accurate at the time of publication, normal department policy-making procedures may require that changes be made and implemented at any time. Please note that federal and state legislation, as well as requirements of the California Commission on Teacher Credentialing (CTC) <http://www.ctc.ca.gov>, govern many aspects of our credential programs, and, as such, may result in changes that are beyond our control. We will notify candidates about such changes in writing via email in as timely a manner as possible. Please note that while our program design and curriculum is based upon these standards, our faculty have collaborated to create a program that exceeds these standards—one that is designed so that you develop leadership characteristics that will make you exceptionally well-prepared upon completion of the program.

### **Credentials Program Office:**

The Credentials Office is located at UCR Riverside Extension. The Credentials Office can be reached by email at [credentials@ucx.ucr.edu](mailto:credentials@ucx.ucr.edu) Please email [credentials@ucx.ucr.edu](mailto:credentials@ucx.ucr.edu) for the fastest response. Virtual meetings/appointments with a staff and credential analysts can be made [here](#).

### **Professional Ethics and Expectations:**

The DS CTE and Special Subjects has a deep commitment to your development of a professional code of ethics. Coordinators and instructors have high expectations for themselves as they model professional ethical behavior and as they demonstrate professional communication and conduct as leaders in the DS CTE and Special Subjects. Professional communication and conduct includes the demonstration of respect, tolerance, maturity, responsibility, reliability, resourcefulness, cooperation, collaboration and

commitment. Demonstration of a strong work ethic is another important facet of a set of professional principles that will enable you to become a role model for your peers, colleagues and students.

Moreover, the Commission on Teacher Credentialing (CTC) California *Standards for Teacher Profession*: [//www.ctc.ca.gov/docs/default-source/educator-prep/standards/2024-cstp.pdf?sfvrsn=62eb3cb1\\_12](http://www.ctc.ca.gov/docs/default-source/educator-prep/standards/2024-cstp.pdf?sfvrsn=62eb3cb1_12) includes requirements for the preparation of teachers in the area of professional development and ethics. CTC requirements include instruction that will result in your development as an educator and the broadening of your knowledge about professional communication and conduct that will be important as you develop relationships with administrators, faculty, staff, parents and students.

## Admissions and Advisement

### Registration:

Registration at UC Riverside Extension consists of two prerequisites and four separate steps that must be completed to be officially registered in the credential program:

- (a) You must possess the qualifications for the DS CTE or DS SS credential
  - CTE: 3 years of recent industry related experience or equivalent per CL-888
  - SS: 4 years of recent experience or education per CL-699.
- (b) You must be in a teaching position that requires the DS credential or be lined up for a teaching position that requires the DS credential.
- (c) Enroll and complete [EDUC X427](#) *Orientation for Designated Subjects Credentials Program*
- (d) Apply to the DS CTE & Special Subjects program online  
<https://portal.ucx.ucr.edu/portal/applications/applicationProfile.do?method=loadApplicationIndex&applicationProfileId=34340939>
- (e) Notified of acceptance into the program by email and in your Student Portal
- (f) Enroll in required coursework here [www.extension.ucr.edu](http://www.extension.ucr.edu) or by calling Student Experience Dept. at (951) 827-4105

### Advisement:

The Credentials Office is located at UCR Riverside Extension and provides support for all candidates. The Credentials Office can be reached by email at [credentials@ucx.ucr.edu](mailto:credentials@ucx.ucr.edu) Virtual Advising appointments via Zoom, Teams, or a phone call can be made [here](#).

Additionally, Enrollment Advisors (EAs) are available to assist with choosing your next courses, trouble-shooting technical or online issues, as well as general application questions. Appointments with a EA via Zoom, Teams, or a phone call can be made [here](#) or chat online at [www.extension.ucr.edu](http://www.extension.ucr.edu) or call (951) 827-0157.

**NOTE:** Please email [credentials@ucx.ucr.edu](mailto:credentials@ucx.ucr.edu) for the fastest response.

### DS CTE and Special Subjects Requirements (Track A):

Requirements for credentials change frequently; please review your progress with the Credential Analysts well in advance of your anticipated completion date to ensure that you have met current CTC credential requirements. Upon successful completion (passing all courses with at least the minimum allowable grade of a “B”) of all your credential-specific requirements and the CTC general requirements, you will be

eligible to be recommended for the DS CTE and Special Subjects credential. The CTC general requirements include, but are not limited to, the following (18.5 quarter units):

- EDUC X427 [Orientation to the Designated Subjects Credential Program](#) (Credit)
- EDUC X309.01 [DS Early Orientation to Teaching](#) (2 units)
- EDUC X309.20 [DS Curriculum and Instructional Practices](#) (6 units)
- EDUC X309.05 [DS Teaching English Learners and Students with Special Needs](#) (3 units)
- EDUC X309.07 [DS Culminating Portfolio](#) (.5 unit)
- EDUC X451.01 [Implementation of Health Instruction Framework for California Schools](#) (2 units)
- EDUC X451 [U.S. Constitution Examination](#) (Credit)
- EDUC X351.4 [CPR and Basic First Aid](#) (1 unit)
- 2 years of successful teaching in a public K-12 classroom using your preliminary DS credential. At the successful completion of coursework and two years of successful teaching, please contact the Credentials Office [credentials@ucx.ucr.edu](mailto:credentials@ucx.ucr.edu) for assistance clearing your credentials.

At the successful completion of coursework, please submit the online Completion Verification application here

<https://portal.ucx.ucr.edu/portal/applications/applicationProfile.do?method=loadApplicationIndex&applicationProfileId=39453294> and pay a \$75 administrative fee. Please allow 20 business days for recommendation to the CTC. A This is a two-tier review process, and each process may take 10 business days. At the time of recommendation, the CTC will email the student with directions on how to complete the recommendation. It is the candidate’s responsibility to complete the recommendation and pay \$103.50 directly to the CTC within 90 days or a separate Completion Verification application and \$75 fee will be required to re-recommend a candidate.

## **DS CTE “Bridge” Program for Clear Single/Multiple Subject Credential Holders (Track B)**

The “Bridge” (Track B) program was designed for those individuals who need a DS CTE or SS credential who already possess a **clear**, Single subjects or Multiple subjects credentials with an English Learner Authorization. These individuals are already experienced educators who qualify for and seek authorization to teach in DS CTE or SS curricular areas. The content of the program focuses on CTE specific subject matter for the implementation of a high quality CTE program.

The requirements include, but are not limited to, the following (7.5 quarter units):

- EDUC X427 [Orientation to the Designated Subjects Credential Program](#) (Credit)
- EDUC X309.08 [DS Career Technical Education Core for Single/Multiple Subject Teachers](#) (4.5 units)
- EDUC X451.01 [Implementation of Health Instruction Framework for California Schools](#) (2 units)
- EDUC X451 U.S. Constitution Examination (Credit)
- EDUC X351.4 CPR and Basic First Aid (1 unit)
- 2 years of successful teaching in a public K-12 classroom using your preliminary DS CTE credential.

If the educator has already completed and met the health, CPR, and US Constitution requirements through previous credential coursework, then an official, sealed transcripts as verification is required to waive those requirements. At the successful completion of coursework and two years of successful teaching, please contact the Credentials Office [credentials@ucx.ucr.edu](mailto:credentials@ucx.ucr.edu) for assistance clearing your preliminary credential.

### **Special Teaching Authorization in Physical Education**

UCR can add this authorization to your DS Special Subjects: Basic Military Drill or ROTC credential when you clear your preliminary credential. Candidates will need to take and pass the CBEST and the three CSETs in Physical Education. Once these exams have been passed, please submit an official PDF score report to UCR. You can purchase a copy of the exam results directly from Pearson, email them to the Credentials Office.

## **Program Structure**

### **Nature of Coursework:**

The DS CTE & Special Subjects program is designed primarily for individuals entering the teaching profession from business and industry and/or the military. Candidates begin their DS credential program and coursework when they have an offer of employment that requires a DS credential. Credential courses are typically offered as a hybrid with instruction being delivered partially online and partially in a traditional classroom setting. The online environment is interactive and students may access course content twenty-four hours a day, seven days a week, seven days prior to the beginning of each hybrid or online course. Courses may be accessed using Canvas as the learning management system on eLearn here <https://elearnhome.ucr.edu/>

The DS CTE & Special Subjects program has been carefully designed for working teachers to learn key concepts and practices focused on effective instructional planning, curriculum development, assessment strategies, and classroom safety and management. Candidates learn strategies for engaging learners with all levels of abilities including effective instruction and assessment of English learners. Safety, ethics, rules, and educational laws are also addressed in course content.

The DS CTE & Special Subjects Program requires successful completion of the Orientation session and four core subject matter courses. The last course in the program is the Culmination Portfolio course that captures learnings and performance competency rubrics from core classes and helps the candidate in the development of their future professional learning plan. Once these courses are completed, and all other requirements such as the US Constitution, Implementation of Health Frameworks, CPR and 2 years of teaching have been met, and all passing grades posted, candidates submit the appropriate application to the Education and Credentials Department so that they may be recommended to CTC for their clear DS credential.

DS CTE candidates have 3 years from the date of the preliminary credential to complete all requirements, and DS SS candidates have 5 years. On average, candidates can complete the program in 2 calendar years.

### Save all coursework:

Please save all submitted coursework. Once a course ends, you will not be able to retrieve submitted coursework and **UCR does not save any student work**. Save all work, syllabi, and notes. Backup all coursework; computers crash frequently, utilize:

- External hard drives
- Cloud storage
- Thumb drive, etc.

**If you lose your work, you will be required to recreate work or lose points if not submitted in the Portfolio.**

### Time Commitment:

The life of a school teacher—a life that makes many demands on a teacher’s time and energy at the same time as it offers many rewards. UCR is aware that classroom teachers work long hours, both at the school site and in preparation after hours. You are responsible for completion of significant amounts of paperwork and are asked to participate in planning meetings with colleagues. UCR’s program is a part-time program that includes coursework that is very time-intensive. Be prepared to spend substantial time on assignments that include reading, writing papers, creating lesson and unit plans, completing group projects, and engaging in technology-based learning. You may experience real challenges in organizing your time and in meeting your financial and personal commitments while completing the program. We suggest that you inform your family and friends that you will need their support in meeting your obligations during the program. You will not be able to take time off for vacations or other social commitments, except, of course, for illness or emergency. Whenever you have concerns about your ability to manage personal and professional commitments, you should be proactive in contacting the Credentials Office and the program Coordinator.

### Filming Confidentiality Guidelines:

Candidates may not:

- Store/upload your video to a system that has not been designated as a secure system at your institution;
- Display the video publicly (i.e., personal websites, YouTube, Facebook) without expressed permission for this purpose from all those featured in the video and their parents/guardians;
- Use the video recording for any purpose that is not within the parameters of the release forms you received for students or adults who appear in your video.

## Program Policies and Procedures

### Attendance Policy:

Attendance at all program-related courses, seminars, orientations, and events is required. This includes professional development workshops sponsored by the DS CTE and Special Subjects program.

### Academic Honesty Policy:

All written work must be the product of the student submitting the work. While students may be

permitted by the instructor to work together on assignments, all submitted work must be done by the student without collaboration or sharing with other students or non-students. Credit must be given for any material used which is not created by the student, including images. If a student is determined to have violated this policy, he/she will receive a zero for the assignment and be reported to the Program Director. A second finding of plagiarism or cheating will result in the student being withdrawn from the course by the instructor and reported to the Registrar.

Academic misconduct includes, but is not limited to, cheating, fabrication, and plagiarism (e.g., using another's work or ideas without giving credit – intentionally or unintentionally). Submitting your own work more than once (e.g., for this class and another class, without both instructors' knowledge and permission) is also a form of academic dishonesty. If you are at all unsure of what constitutes plagiarism or other forms of academic dishonesty, consult the UCR website for more information:

<https://conduct.ucr.edu/>. Please familiarize yourself with UCR's policies and procedures regarding academic integrity, published in full online here:

UCR Policy on Plagiarism and Academic Integrity--

[https://senate.ucr.edu/appendix/section/1226/06?\\_gl=1\\*4640ng\\*\\_ga\\*Mjc3NjM4ODI4LjE2Nzg4MTY5MjI.\\*\\_ga\\_S8BZQKWST2\\*MTY5MDQxMzA2NC4xNDIuMS4xNjkwNDE0MjAzLjAuMC4w\\*\\_ga\\_Z1RGSBHBF7\\*MTY5MDQxMzA2NC4xNDIuMS4xNjkwNDE0MjAzLjAuMC4w](https://senate.ucr.edu/appendix/section/1226/06?_gl=1*4640ng*_ga*Mjc3NjM4ODI4LjE2Nzg4MTY5MjI.*_ga_S8BZQKWST2*MTY5MDQxMzA2NC4xNDIuMS4xNjkwNDE0MjAzLjAuMC4w*_ga_Z1RGSBHBF7*MTY5MDQxMzA2NC4xNDIuMS4xNjkwNDE0MjAzLjAuMC4w)

Academic Integrity at UCR - <http://conduct.ucr.edu/policies/academicintegrity.html>

### Exam Expiration:

Per the requirements and guidelines of the CTC, scores from examinations that are required for licensure are valid for a maximum of ten (10) years. After ten years, examinations must be repeated with scores submitted to the credentialing institution. (The exception to this policy is the CBEST examination; this certification does not expire).

### Grading Policy:

In accordance with academic standards for graduate students at UCR, only courses in which grades of "A," or "B" " are received are counted toward satisfying program requirements. To continue in good standing, candidates must maintain a minimum grade of "B-" or better in each course. If a grade of "C" is earned in any of the required coursework, candidates are required to take the course again at their own expense and UCR Extension will place the candidate on Academic Probation.

Once placed on Academic Probation, the candidate is required to make an appointment to meet or speak with the Director or Coordinator immediately to discuss a planned course of study. If a second grade below a B- is earned, the student will be withdrawn from the program. This decision is final.

### Incompletes:

Incomplete ("I") grades are only given in rare or extenuating circumstances. Instructors can grant an Incomplete if a student was unable to take the final examination or equivalent at the required time due to illness or other unavoidable problems that can be verified, providing the student's work in the course up to that point was of passing quality. Students that have not done any work or very little work, did not participate in forums, missed assignments, failed assignments, etc. at the time of the request do not qualify for an Incomplete. We recommend they withdraw from the course.

It is entirely the student's responsibility to gain the instructor's approval of the Incomplete grade agreement before grades are due or the course ends. The course instructor is not required to grant an incomplete grade request and may issue the grade earned. The Instructor can enter an incomplete "I" grade only if the mandatory paperwork for an incomplete has been completed, submitted, and approved by Student Experience Dept. This form can be obtained by emailing the Student Experience Dept [studentservicesfrontdesk@ucx.ucr.edu](mailto:studentservicesfrontdesk@ucx.ucr.edu) and must include a detail explanation of the required work to be completed as well as the instructor's and student's signatures. Once the required work has been completed successfully the instructor will then report the grade to the Student Experience Dept. within 10 business days. If the coursework is not completed by the date indicated on the form, the "I" will revert to an "F" failing grade. Please note:

- Student must complete the work required by the last day of the next academic quarter. No additional extensions are permitted. For example, if the course is in the summer, the maximum time the student has will be the last day of the fall quarter.
- Student cannot enroll in additional course work in a certificate until the Incomplete grade is removed and a grade of B- or better is entered by the instructor.

Please contact Student Services at [register@ucx.ucr.edu](mailto:register@ucx.ucr.edu) or 951-827-4105 to request a Petition For Grade "Incomplete" Form.

### Grade Appeal:

All grades except "I" (incomplete) are final when filed by UCR Extension instructors. If a student believes that non-academic criteria have been used in determining his/her grade, he/she shall attempt to resolve the grievance with the instructor in the course through written appeal. The written appeal must be filed with instructor and Student Experience Dept. [register@ucx.ucr.edu](mailto:register@ucx.ucr.edu) within 30 days of the final grades posting. If the appeal is not resolved to the student's satisfaction, the student may request the issue to be reviewed and a determination made by the department Director. If the issue is not resolved to the student's satisfaction at the department level, the student may request a final determination from the Dean within 30 days of the Director's decision. The Dean's decision is final.

### Refund & Add/Drop Policy:

Full refunds are automatically processed for courses which have been cancelled or discontinued. All other refund requests must be submitted in writing to Student Experience Dept. at [register@ucx.ucr.edu](mailto:register@ucx.ucr.edu) Unless otherwise noted in the course description, refunds will be granted based on the following criteria:

**Refund Policy** All refunds are subject to a \$30 drop fee. A refund will be granted only if the request is received, in writing, at least 2 days prior to the start of the course. No refunds will be granted if request is made less than 2 days prior to the start date of the course. Please submit your written requests to [register@ucx.ucr.edu](mailto:register@ucx.ucr.edu) \*This policy does not apply to International students who are subject to the refund policy associated with their program of enrollment.

**\*\*\*NO refunds will be granted on or after the start date of the course.\*\*\***

**Drop/Withdrawal from a course after the start date:** All withdrawal requests must be submitted in writing to Student Experience Dept. [register@ucx.ucr.edu](mailto:register@ucx.ucr.edu) It is the student's responsibility to request withdrawal from a course. If you do not request withdrawal, you will receive a grade based on the

work completed. This may result in a poor or failing grade. Please note that withdrawal requests must be submitted during the first 75% of a course.

- Withdrawal requests submitted within the first 25% of the course will not appear on your transcript.
- Withdrawal requests submitted after the first 25% but within the first 75% will receive a grade of W.
- After the first 75% of the class you will receive the grade earned.
- Only one withdrawal per course is permitted.

### Leave of Absence:

A candidate who does not complete at least two courses per year after acceptance into the program must apply for a Leave of Absence in order to remain in “active student” status. A form, **Request for Leave of Absence** (available from the Credentials Office), must be completed and submitted to the Credentials Office [credentials@ucx.ucr.edu](mailto:credentials@ucx.ucr.edu). The Coordinator, Credential Analyst, or Director will notify the candidate in writing of the decision.

### Inactive and Withdrawn Status:

A candidate who does not complete at least **two courses per year** after acceptance into the program, and who does not request and receive approval for a Leave of Absence, will be considered inactive and will be withdrawn from the program. An individual who is withdrawn would need to reapply and be re-accepted in the program in order to continue coursework.

### Academic Probation:

Once placed on Academic Probation, the candidate is required to make an appointment to meet or speak with the Director or Coordinator immediately to discuss a planned course of study. While on probation, if a candidate earns an additional grade of a “C” or below, the candidate will be dismissed from the program. Notification will be issued in the form of a certified letter.

### Dismissal:

In certain instances, it may be recommended that a candidate be placed on probation or dismissed from the program. Cause for probation or dismissal includes:

- (a) Failure to maintain adequate grades ex: “B-” or better in each course
- (b) Confirmed cheating or plagiarism in a course
- (c) Conduct deemed inappropriate in an academic setting

The Program Coordinator and Director must consider relevant documentation described above before making a decision. The candidate recommended for probation or dismissal has the right to appear before the Program Coordinator and Director to hear the evidence and testify. If consensus is reached to place the candidate on probation or to dismiss, the Director of Education Extension or the Program Coordinator will communicate such action to the candidate in writing, delineating the specific reason(s) for probation or dismissal.

### Transfer Course Request:

Coursework completed outside of UC Riverside may be considered for transfer. Coursework must be graduate level and completed within the last 5 years at a regionally accredited university. A maximum of

four quarter units will be accepted for transfer. For evaluation, request the [Transfer of Course Request Form](#) and submit the course syllabus (course descriptions are not accepted) to [credentials@ucx.ucr.edu](mailto:credentials@ucx.ucr.edu)

### Copying Student Records Policy:

The Credentials Office staff collects many official documents from each candidate for admission purposes as well as academic purposes throughout the program. Once submitted, these documents become the property of UCR and will be used as required to meet credential requirements and program standards and to monitor teacher progress.

When ordering transcripts and exam results from Pearson, colleges, and universities, you are encouraged to **order several extra copies for your future needs**. Official transcripts and exam results will come sealed in an envelope and transcripts are usually signed across the back by the university registrar. It is essential that candidates do not open transcripts. **They must reach the Credentials Office intact in order for them to be considered official**. Candidates should file their copies, unopened, in a safe place, for future use.

Occasionally you may discover that you need a copy of a document and are unable to locate your own copy. In such cases, it is possible to order a photocopy of the necessary document. The order will take 5 working days to process. Copy services will be provided for the following documents (NOTE: copies of these documents will only be provided once):

- Official CBEST Pass Card
- Official CSET Score Report
- Official RICA Score Report
- Official CTEL Score Report

### Teach-out Plan:

The Teach Out Plan aims to satisfy the requirements established by the Commission on Teacher Credentialing (CTC) and, more importantly, to protect the interests of students should cessation of operations or closure of at least one academic program occur. Once a decision is taken, UCR will engage the option of either developing a teach-out plan or executing a teach-out agreement and will inform affected parties about the causes and consequences of its actions. In all instances, careful consultation and coordination with affected student constituencies will occur to address their current and future interests in a sensitive and timely fashion. Any proposal for the termination an academic program must include a teach-out plan that considers the following:

- Reason for program(s) termination;
- Nature and number of program(s) affected;
- Dates of program termination;
- Number of students currently enrolled;
- Statistics on students' status and progress toward attaining each program's credential or certificate.
- Statistics on resources used to offer the program(s);
- Explanation of how students enrolled in the program will be informed of the impending termination;
- Explanation of how students enrolled in the program will be assisted in completing their program of
- study with minimal disruption or additional expense;
- Signed copies of teach-out agreements with other institutions, if any are required; and
- Provisions, if any are required, for storing student records, disposition of final financial resources
- and other assets.

The proposal will be reviewed by the Associate Dean or the appropriate personnel with particular attention to the following:

- The proposal's effects on student recruitment and program completion, and academic planning and standards;
- The proposal's effects on budgetary, financial, and planning issues.

For affected students, an academic plan will be developed for each student that enables the student to complete the curricular program requirements within the teach-out period. The teach-out period will, typically, not be continued for more than one academic year following the date on which the notice of termination is given to students. Programs will determine, on a case-by-case basis, the necessary length of a teach-out plan within this time-frame.

Students who do not make adequate progress in their academic plan for teach-out will be advised into another institution's program.

If a course required for the credential is not offered in the teach-out period, students may make plans with the program head's consent, either to take the required course at another institution and transfer the credit or to arrange with the program to complete the requirements in some other academically appropriate fashion. A course review of the syllabus is required for transfer review.

Students are required to have on-going contact with their academic advisor/mentor during the teach-out period to ensure that their academic plans are current and consistent with the projected course offerings.

## Resources

**Commission on Teaching Credentials (CTC)** [www.ctc.ca.gov](http://www.ctc.ca.gov)

**CTC Designated Subjects Career Teaching Education Teaching Credential Leaflet (CL-888):** [https://www.ctc.ca.gov/credentials/leaflets/designated-subjects-\(cl-888\)](https://www.ctc.ca.gov/credentials/leaflets/designated-subjects-(cl-888))

**CTC Designated Subjects Special Subjects Teaching Credential Leaflet (CL-699):** [https://www.ctc.ca.gov/credentials/leaflets/designated-subjects-teaching-credentials-\(cl-699\)](https://www.ctc.ca.gov/credentials/leaflets/designated-subjects-teaching-credentials-(cl-699))

**CTC Career Technical Education Program Standards:**

<https://www.ctc.ca.gov/docs/default-source/educator-prep/standards/cte-handbook-pdf.pdf>

## Office of the Ombudsman

The Office of the Ombudsman is available to assist students, faculty, staff, and visitors with problems they may encounter while on the UCR campus. The University Ombudsman responds to individual grievances or group petitions by hearing complaints; clarifying issues; making appropriate on- and off-campus referrals; and providing a confidential, impartial, and informal setting for conflict negotiation.

Website: <https://ombuds.ucr.edu/>

Email: [ombuds@ucr.edu](mailto:ombuds@ucr.edu)

Phone: (951) 827-3213

## UCR EXTENSION RESOURCES

- **ENROLLMENT ADVISORS (EAs)** (951) 827- 0157, chat online [www.extension.ucr.edu](http://www.extension.ucr.edu) or schedule a meeting [here](#). Enrollment advisors can assist with general program questions, application help, technical/online Canvas questions, online trouble-shooting, and enrollment questions.
- **CREDENTIALS OFFICE & CREDENTIAL ANALYSTS** [credentials@ucx.ucr.edu](mailto:credentials@ucx.ucr.edu) or schedule a meeting [here](#). Credentials Analysts can answer complex credentialing questions, help determine program/credential eligibility, CTC form completion, and recommendation process.
- **STUDENT EXPERIENCE DEPT.** (951) 827-4105; [register@ucx.ucr.edu](mailto:register@ucx.ucr.edu)  
Enrolling in courses, Veterans' educational benefits, Net ID help, MFA Help, paying fees.  
Veterans' Benefits:  
<https://extension.ucr.edu/helpcenterstudentresources/financialinformationandresources/veteransbenefits>  
NetID help: [netidhelp@ucx.ucr.edu](mailto:netidhelp@ucx.ucr.edu)
- **UC RIVERSIDE EXTENSION eLEARN (CANVAS):** <https://elearnhome.ucr.edu/netidhelp@ucx.ucr.edu>  
New students are issued a UCR NetID and temporary password after enrolling in their first online or hybrid course. Once you make your temporary password permanent, please allow 2 hours to pass before signing into eLearn. If you did not receive your NetID and temporary password, or if you need further information, email or call Student Experience Dept. at the information listed above.
- **FINANCIAL AND TUITION ASSISTANCE AND TAX CREDITS**  
<https://extension.ucr.edu/helpcenterstudentresources/financialandtuitionassistance>  
<https://extension.ucr.edu/helpcenterstudentresources/financialinformationandresources/taxcredits> Be sure to visit this website for questions concerning the types of aid available such as loans or scholarships, eligibility, disbursement of awards, and deadlines.
- **CLASS SCHEDULES:** [www.extension.ucr.edu](http://www.extension.ucr.edu)  
The website provides links to enrollment, classes, fees, and program requirements. It is important that candidates keep abreast of course offerings and enroll themselves in required coursework. The Credentials Office does not enroll candidates.
- **STUDENT SPECIAL SERVICES:** (951) 827-3861; [specserv@ucr.edu](mailto:specserv@ucr.edu); [specialservices.ucr.edu](http://specialservices.ucr.edu)  
Services provided are services for students with disabilities. Veterans' educational benefits, voter registration, and Selective Service information.
- **TRANSPORTATION AND PARKING SERVICES:** <https://transportation.ucr.edu/>  
Visit the website for parking information, permits, Highlander Shuttle schedule, alternative transportation programs, citations, and other parking-related services.
- **STUDENT PORTAL:** <https://portal.ucx.ucr.edu/portal/logon.do?method=load> Candidates may enroll in courses, view currently enrolled in course(s), completed courses, view grades and buy transcripts in their Student Portal.

- **TRANSCRIPTS:**  
<https://extension.ucr.edu/helpcenterstudentresources/academicpoliciesandinfo/transcripts>  
Transcripts must be purchased online. Official eTranscripts or hard copies are available, two processing time options are available:  
Standard processing \$13 per copy- printed within 4-6 business days  
Rushed processing \$20 per copy- printed within 1 business day