

# Complete Admission and Completion Requirements

Credential in Designated Subjects Career Technical Education (CTE) and Special Subjects

(For brand new DS teachers or current teachers that **do not** hold a **Clear** Multiple or Single subject credential) TRACK A

## Earning the Certificate

### CTE Requirements:

- Three years of verified work experience\* in the industry sector you would like to teach.
  - Work experience must be recent.
  - At least one year of experience must be within the last five years, or, two years of experience must be within the ten-year period immediately preceding the issuance of the credential. NOTE: The CTE credential is based on industry work experience; this must be actual work experience, **not teaching the subject**. For example, if you are hired to teach a course on how to become an electrician, you are required to verify that you have at least three years of experience working as an electrician.
- High school diploma or equivalent.

\*Work experience must be verified on company letterhead and must be signed and dated by the company Human Resources department or the appropriate hiring department. A sample letter may be viewed [here](#).

**Self-employment requirements:** Verification for self-employed individuals shall include a notarized letter, signed by the applicant under penalty of perjury, detailing employment description and duties as described in the UCR Extension sample letter [here](#), and must be further substantiated in a notarized letter, by at least one other person having first-hand knowledge of the applicant's self-employment, such as the applicant's accountant, major supplier of goods, or major user of goods or services. The Credentials Office may request additional tax forms such as a Schedule C or 1099.

### Special Subjects Requirements:

- Four years of verified experience as specified below:
  - Aviation Flight Instruction or Aviation Ground Instruction
    - Experience must be verified by copies of flight logs and possession of a properly rated valid certificate issued by the Federal Aviation Agency.
  - Basic Military Drill
    - Experience must be verified by the Adjutant General of the State of California.
  - Reserve Officers Training Corps (ROTC)
    - Experience must be verified by the branch of the military service sponsoring the program in the employing school district.
- Experience must be recent – at least one year of the experience must be within the three-year period immediately preceding the issuance of the credential.
- High school diploma or equivalent.
- Completion of a U.S. Constitution course or exam.
- Copy of Discharge Form (DD Form 214) or retirement certification, if applicable.

## Admission Requirements

If you are in a teaching position that requires the DS credential, here are the steps to take to join the program and obtain the preliminary credential:

1. Attend the program orientation *EDUC X427 Orientation to the Designated Subjects Credential Program*.
2. Apply for candidacy into the UCR Extension Designated Subjects program (apply online)
3. Once accepted into the program, please contact the Credentials Office at [credentials@ucx.ucr.edu](mailto:credentials@ucx.ucr.edu) for guidance on how to complete the CTC preliminary credential application (additional fees and LiveScan will be required). DS CTE candidates will be recommended via the CTCs online platform. DS SS candidates will be mailed the paper application. Please fill out and mail back to UCR with a \$100 money order. Once received, you will then be provided with a letter verifying that you have been recommended to the CTC for the DS preliminary credential. This letter may be given to your employer as verification of the recommendation. Please note, the CTC will officially grant or deny your credential application within 50 working days. CTC notification of your application status for the DS preliminary credential will appear online at [www.ctc.ca.gov](http://www.ctc.ca.gov).

## Completion Requirements

- Complete a total of 19-quarter units, with a grade of B or better in each course. Required courses include:
  - a. *EDUC X427 Orientation to the Designated Subjects Program* (0 units)
  - b. *EDUC X309.01 DS Early Orientation to Teaching* (2 units)
  - c. *EDUC X309.02 DS Classroom/ Laboratory Management & Safety* (2 units)
  - d. *EDUC X309.03 DS Curriculum & Instruction* (4 units)
  - e. *EDUC X309.04 DS Assessing Student Learning* (3 units)
  - f. *EDUC X309.05 DS Teaching English Learners & Student with Special Needs* (3 units)
  - g. *EDUC X309.06 DS Foundations and Professional Legal/Ethical Responsibility* (1.5 units)
  - h. *EDUC X309.07 DS Culmination Portfolio* (0.5 units)
  - i. *EDUC X451.01 Implementation of Health Instruction Framework for CA Schools\** (2 units) OR approved university course
  - j. *EDUC X451 U.S. Constitution Exam\** course (0 units) or approved university course verified by official university transcripts
  - k. *EDUC X351.4 CPR and First Aid for Adults, Infants, and Children\** (1 unit)
  - l. Complete two (2) years of successful teaching on the basis of the Preliminary DS Teaching Credential in the industry sector(s) listed on the credential. Teaching experience in a DS classroom outside of the DS preliminary credential term will not count. Verification of DS teaching experience signed by the district's HR will be required.

\*May be waived if previously completed. Official transcripts required for verification.