



# NORTH COAST SCHOOL OF EDUCATION

## ADULT EDUCATION CLEAR CREDENTIAL CHECKLIST

### for NEW CREDENTIAL HOLDERS



Based on AB 1374 – Issued on or after January 1, 2011

To apply for a Clear Designated Subjects Adult Education Credential based on a three-year or five-year preliminary, **all credential application packets must be submitted to the North Coast School of Education, Attn: Sherry Navarro, 5340 Skylane Blvd., Santa Rosa, CA 95403.** DO NOT submit directly to the CTC as additional fees will apply as well as additional processing time. Once approved, SCOE/NCSOE will submit the recommendation to the CTC.

**Participant Name:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

#### PROGRAM REQUIREMENTS: EVIDENCE OF COMPLETION

1. Possess a valid California Preliminary Designated Subjects Adult Education Teaching Credential
2. Successful completion of a Commission-approved program of personalized preparation:
  - Year 1 Initial Program
  - Year 2 Advanced Program
  - Other Program Equivalency: \_\_\_\_\_
3. Foundations & Orientation: Adult Learning Community
4. Teaching English Learners (EL): Should your employer require an EL authorization, you will also be required to take the CTEL Exams to earn the clear CLAD.
5. United States Constitution Requirement met through (official transcripts required)
  - University Course or Exam
  - Previously held Clear Ryan or 2042 Credential (official university transcript required)
6. Health Requirement Including valid CPR (Adult/Child/Infant) met through one or more of the following:
  - NCSOE online course
  - University or college course completed within 5 years (official transcript required)
  - Nursing or medical license (copy of current medical license required)
7. Computer-based technology, including the uses of technology in educational settings
  - Previously held Clear Ryan or 2042 Credential
  - NCSOE online Technology Uses in Education (transcript not required)
  - University or college course completed within 5 years (official transcripts required)
8. Verification of two years of successful teaching on the AE Credential – completed Verification of Experience (signed by employer/HR). This is defined as teaching of a minimum of one course in each of four terms within the three-year period of validity of the preliminary adult education teaching credential.
9. Application for Credential Authorizing Public School Service ([CTC form 41-4](#)): Complete sections 1-4, 6, 7 & 9. Please read carefully the Instruction and Information Sheet for further directions on completion of your application. The CTC will not allow any corrections or modifications. If you are unsure on how to complete your application, contact a credential analyst.
10. \$100 Money Order or Cashier's Check payable to the California Commission on Teacher Credentialing (CTC). If NCSOE is not able to recommend you to the CTC for the credential, this fee will be returned to you.
11. Mail the complete application packet to:
  - Attn: Sherry Navarro
  - Sonoma County Office of Education • North Coast School of Education
  - 5340 Skylane Blvd., Santa Rosa, CA 95403

#### CREDENTIAL APPLICATION REQUIREMENTS

Date of Credential Issuance: \_\_\_\_\_ Evidence Attached & Verified: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: Sherry Navarro, Administrative Specialist

Credential Recommendation approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: Jason Lea, Ed.D., NCSOE Superintendent

Date of Completion: \_\_\_\_\_ All Required Documents Attached & Verified: \_\_\_\_\_  
Credentials Department Signature

Sonoma County Office of Education • North Coast School of Education  
 5340 Skylane Blvd, Santa Rosa CA, 95403  
 Phone: 707-524-2818 • Fax: 707-524-2815 • [www.ncsoe.org](http://www.ncsoe.org)

## VERIFICATION OF EXPERIENCE

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If experience is a requirement for your credential, please have the experience verified by your current and/or previous employer using this form. You only need to verify experience that is appropriate for the issuance of this credential. If you have served more than one term of employment for a single employer, indicate in the additional section below. If you have served in more than one type of position (e.g both teacher and counselor) for a single employer, have a separate form completed for each position that you held.

This is to certify that: \_\_\_\_\_  
*Name of Applicant*

has served from: \_\_\_\_\_ to \_\_\_\_\_  
*Month/Year Month/Year*

and \_\_\_\_\_ to \_\_\_\_\_  
*Month/Year Month/Year*

in the position of (check one):

- |   |   |
|---|---|
| <input type="checkbox"/> Teacher              | <input type="checkbox"/> Administrator          |
| <input type="checkbox"/> Education Specialist | <input type="checkbox"/> Counselor              |
| <input type="checkbox"/> Resource Specialist  | <input type="checkbox"/> Other (specify): _____ |

in the following grade or level: \_\_\_\_\_

in the area or subject of: \_\_\_\_\_

- Full-time
- Part-time (specify): \_\_\_\_\_ hours/day \_\_\_\_\_ days/week
- Day-to-Day Substitute

School/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Verified by: \_\_\_\_\_  
*Signature*

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Return to:**  
**North Coast School of Education**  
**5340 Skylane Blvd., Santa Rosa, CA 95403**