

## DESIGNATED SUBJECTS EXISTING CREDENTIAL HOLDERS

### CAREER TECHNICAL EDUCATION (CTE) & ADULT EDUCATION (AE)

### ROLES AND RESPONSIBILITIES

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#### ROLE OF THE CANDIDATE

In the *North Coast Designated Subjects Program*, Candidates who hold an existing Clear California Credential complete a one-year program of advanced preparation and professional learning designed to support Career Technical Education (CTE) or Adult Education (AE) teachers' development of specific pedagogical skills for subject matter instruction in Career Technical Education (CTE) or Adult Education (AE). The Designated Subjects Program provides formative and summative assessment opportunities for teachers to demonstrate their competency aligned with the California Standards for the Teaching Profession (CSTP) toward a clear CTE or AE credential.

Candidates will:

- **Utilize and integrate the CTE or AE standards, performance levels for students, curriculum frameworks, and instructional materials** in the context of their teaching assignment.
- **Protect and support all students** by designing and implementing equitable and inclusive learning environments.
- **Maximize academic achievement** for students from all ethnic, race, socio-economic, cultural, academic, and linguistic or family background; gender, gender identity, and sexual orientation; students with disabilities and advanced learners; English Learners; and students with a combination of special instructional needs.
- **Demonstrate teaching competency** through scheduled coursework (via Zoom), self-paced online coursework (via Canvas), and the development of one Project-based Learning Plan (PLP) each term.

#### CANDIDATE RESPONSIBILITIES

##### 1. Registration

Candidates will:

- Complete the [NCSOE online application process](http://www.ncsoe.org) ([www.ncsoe.org](http://www.ncsoe.org)).
- **Complete the annual NCSOE online welcome, *The Launch*, within 2 weeks of enrollment** (via Canvas, NCSOE's online school, accessed through your NCSOE account).
- **Register for and attend Program Orientation** via Zoom.
- Complete the required online **CTE Foundations or Adult Learning Principles and Theories** course within the first 30 days of enrollment.
- **Attend and/or complete required coursework** (via Zoom and/or in Canvas)
- **Register for and attend a Sharecase** via Zoom.
- **Submit Project-based Learning Plans (PLP)**. A Project-based Learning Plan Reader reviews the PLP submission at the end of each term (Fall and Spring) in Canvas. **Deadlines for submission** of the assignments are provided at Program Orientation and in the program materials.

##### 2. Project-based Learning Plan

- It is the responsibility of each Candidate to document and turn in **professional quality Project-based Learning Plans (PLP)**. Candidates should keep their own copy of their PLP and are encouraged to use it as a demonstration of growth and competency.
- **\*\* IMPORTANT:** Failure to meet the required submission deadlines may result in termination from the program. See Failure to Submit policy for details.

##### 6. Program Completion

- Candidates work towards mastery of CTE or Adult Education curriculum standards, related academic content standards, and curriculum frameworks aligned to the California Standards for the Teaching Profession (CSTP).
  - Document all professional credential requirements,
  - Compile evidence of successful completion of activities in their Project-based Learning Plan,
  - Attend virtual coursework and complete online coursework.

- Complete any additional credential requirements.
- Complete annual local and state surveys in support of an application for a California Clear Credential.

The Designated Subjects Program supports and facilitates credential completion, and Candidates who meet all requirements are recommended for a Clear Credential. Some Candidates may have additional requirements beyond the Designated Subjects Program - the Credential Advisor will notify the Candidate of any additional requirements upon enrollment in the program and all requirements must be met prior to the program recommendation of the Clear Credential.

## 7. Purchasing University Credit for the Designated Subjects Program

### ○ Extended Ed Units

- Beginning in 2020-21, teachers who participate in the North Coast Designated Subjects Program may be eligible to receive extended education units through NCSOE's partner universities for work completed each semester. Many school districts allow teachers to utilize units to advance on their salary schedule. This is especially beneficial to teachers who are just beginning their career. Each district has specific policies about using units for movement on the salary schedule. **Check your district's policy** before purchasing units and refer to the North Coast School of Education's website [www.ncsoe.org](http://www.ncsoe.org) for more information.
- In order to receive the extended education units, Candidates agree to complete the requirements as described in the ***Roles and Responsibilities***. Should a Candidate apply for extended education units and be unable to complete their Roles and Responsibilities, he/she will receive an incomplete and will not earn the units until he/she is able to fulfill all of the requirements.
- It is the Candidate's responsibility to verify with the university that the requested units have been recorded properly. Transcripts are ordered directly from the university.