

# Sonoma County Office of Education North Coast School of Education



## Designated Subjects Credential Program Handbook



## **Accredited Credential Programs**

### **District Intern/Preliminary Programs**

- Education Specialist Intern (SPED):
  - Mild/Moderate (M/M)
  - Education Specialist (M/S)
- Multiple Subject Intern (MS)
- Single Subject Intern (SS)

### **Clear Credential Programs**

- Designated Subjects Adult Education (AE) [*Preliminary and Clear*]
- Designated Subjects Career Technical Education (CTE) [*Preliminary and Clear*]
- Education Specialist (SPED) [*all subject areas*]
- General Education (GE) - Multiple Subjects (MS) and Single Subjects (SS)

## **Sonoma County Office of Education**

North Coast School of Education  
5340 Skylane Blvd, Santa Rosa, CA 95403

[www.ncsoe.org](http://www.ncsoe.org)

Revised 2018-19

## Contents

Welcome from the Superintendent of Schools .....	4
Welcome from the NCSOE Executive Director.....	5
The North Coast School of Education (NCSOE) .....	6
NCSOE's Vision.....	6
About NCSOE .....	6
Purpose of this Handbook.....	6
What is a Designated Subjects (AE/CTE) Credential? .....	6
Designated Subjects Eligibility .....	7
Designated Subjects Course Standards.....	7
What is an Industry Sector? .....	7
Designated Subjects Coursework .....	8
Professional Conduct .....	8
Special Considerations.....	8
Initial Preparation Program Course Descriptions .....	9
Adult Learning Principles and Theories Education .....	9
Foundations and Orientation .....	9
Health Education.....	9
Starting Out Right .....	9
Teaching English Learners .....	9
Technology Uses in Education .....	10
Advanced Preparation Program Course Descriptions .....	10
California Teacher Induction.....	10
Credentialing Forms.....	12

## Welcome from the Superintendent of Schools



*The real role of leadership is climate control, creating a climate of possibility.*

- Ken Robinson



5340 Skylane Boulevard  
Santa Rosa, CA 95403-8246  
(707) 524-2600 | scoe.org

Welcome to North Coast School of Education's Designated Subject Program.

On behalf of the Sonoma County Office of Education, I would like to welcome you to the North Coast School of Education's Designated Subject Program. Presenting your knowledge and skills in the subject that you are most passionate about is a rewarding endeavor that strengthens and enriches our communities. Whether preparing adults for a new career or teaching the fundamentals of your subject to children, your efforts help to shape lives and brighten our shared future. Sonoma County continues to excel as one of the most highly innovative and effective educational systems in the state. This has been achieved through decades of inspirational efforts by educators in Sonoma County.

The high quality of Sonoma County teachers is renowned, and instructors for this program have been recruited and hand-selected based upon many rigorous criteria. I am proud to have our outstanding instructors lead you through your designated subject credential journey as you grow your skills as an educator. Participating coaches were recommended by their districts based upon their expertise and successful service. I am confident you will learn from those most respected in their particular fields.

Congratulations to you for choosing to make public education the best it can be. Sonoma County needs high-quality teachers more than ever—teachers dedicated to preparing students for a successful future in a rapidly changing world. Your efforts will ensure that students leave our county's educational system ready to succeed in career and life, contributing to our region's success through their efforts. I look forward to you becoming a teacher who will serve with distinction. Once again, I wish you success in your future endeavors.

Sincerely,

Steven D. Herrington, Ph.D.  
Sonoma County Superintendent of Schools

## Welcome from the NCSOE Executive Director



*If your actions  
inspire others to  
dream more, learn  
more, do more and  
become more,  
you are a leader.*

*- John Quincey  
Adams*

On behalf of the North Coast School of Education, I would like to welcome you to the North Coast School of Education's Designate Subjects Program (DSP). The program is accredited by the California Commission on Teacher Credentialing and has been assisting districts in providing a teacher with experience that meets high academic standards and prepares students to be both college and career ready.

The DSP provides credentialed teachers standards-based professional development, resources, credentialing services, support and technical assistance aligned to the California Standards for the Teaching Profession (CSTP). It also provides a bridge linking the theory, knowledge, and skills acquired in the preliminary program to the realities of the classroom. A trained and experienced teacher mentor works with the new teachers to support them as they go through the program. The outcome is to provide teachers learning experiences which prepares them to provide quality instructions that makes connection between learning

As Executive Director, I am a strong advocate of initiatives supporting student achievement and new teachers as they work and learn in the early part of their career in education. The North Coast School of Education is continually looking for ways to support the educators in our programs. During courses, program staff will provide personalized professional support to participants. We also communicate regularly with school districts to ensure our programs are working in support of the needs of those schools in which our participants are employed. Our goal is to provide our program participants with coursework and fieldwork to help candidates develop skills in 21st Century teaching and learning practices; support with California State Standard implementation, as well as technical and coaching to teachers as they are developing their professional practice. Our staff is a resource, and I encourage you to be an active part of the North Coast School of Education and communicate with staff on how we can improve your experience and our program.

Congratulations and I wish you the best in the coming year. We look forward to getting to know you and being elbow partners as you work through the program.

Sincerely,

Jason A. Lea  
Executive Director  
North Coast School of Education

## The North Coast School of Education (NCSOE)

### NCSOE's Vision

The vision of NCSOE is to develop a workforce of teachers and leaders who engage in research-based educational practices, understand the importance of preparing students for college and career readiness, and who possess 21st century skills to develop and implement innovative methods and ideas in California public classrooms, schools and districts.



NCSOE exemplifies the notion that learning is creative, rigorous, relevant, relationship-driven, and incorporates inquiry and reflection in ongoing professional growth.

### About NCSOE

NCSOE is a regional consortium program providing California Teacher Induction to approximately 800 Clear Credential Candidates on an annual basis. NCSOE serves over 150 school districts within six county offices of education (Del Norte, Humboldt, Lake, Mendocino, Nevada, and Sonoma), and participating charter and private schools within the region and SELPA charters. NCSOE has established university partnerships with Dominican College, Humboldt State University, Sonoma State University and University of San Francisco and is supported within the Human Resources Department in the Sonoma County Office of Education.

NCSOE's program is aligned to the Teacher Performance Expectations (TPE) and California Standards for the Teaching Profession (CSTP) and designed to work in conjunction with candidates and employers throughout the state of California. NCSOE prepares Designated Subjects teachers to successfully teach all students in public education how to perform in a competitive workplace by providing both a theoretical and practical foundation that is connected to the knowledge base of teacher education.

NCSOE is approved by the California Commission on Teacher Credentialing (CCTC) to recommend individuals for both preliminary and Clear Designated Subjects teaching credentials.

## Purpose of this Handbook

The purpose of this handbook is to promote career exploration and awareness of the many courses offered by NCSOE so that those holding preliminary Career Technical Education (CTE) and Adult Education (AE) credentials can Clear Designated Subjects (DS) credentials within the State of California. Valuable partnerships between NCSOE staff, Adult Education/Career Technical Education teachers, Mentor teachers, and school districts help to ensure a supportive and stable process for those clearing AE/CTE credentials.

## What is a Designated Subjects (AE/CTE) Credential?

**Designated Subjects Adult Education (AE)** credentialed teachers provide lifelong educational opportunities and services to adult learners. To become an Adult Education teacher, a teacher must first earn the five-year Preliminary Designated Subjects AE Credential, available through the North Coast Teacher Induction Program's (NCTIP) Regional Office.

For more information, visit the [North Coast School of Education's website](#).

**Designated Subjects Career Technical Education (CTE)** credentialed teachers support elementary, middle and high school students in meeting high academic standards and the essential knowledge and transferable skills to match rapidly shifting workplace requirements.

The Preliminary Designated Subjects CTE Teaching Credential authorizes the holder to teach in the subject or subjects named on the credential in grades twelve and below and in classes organized primarily for adults, in career technical, trade or vocational courses. The Clear Designated Subjects CTE Teaching Credential authorizes the holder to teach in the subject or subjects named on the credential in grades twelve and below and in classes organized primarily for adults, including services to English learners in Specially Designed Academic Instruction Delivered in English (SDAIE) in career technical, trade or vocational courses.



For more information, visit the [North Coast School of Education's website](#).

### Designated Subjects Eligibility

Designated Subjects Adult Education (AE) credentialed teachers provide lifelong educational opportunities and services to adult learners. To become an Adult Education teacher, a teacher must first earn the five-year Preliminary Designated Subjects AE Credential, available through NCSOE's North Coast Teacher Induction Program's (NCTIP) Regional Office.

Effective January 1, 2009, Designated Subjects Career Technical Education (CTE) Teaching Credentials may be issued to individuals who meet the requirements for either the preliminary or clear credential as outlined below. All applications must be submitted for processing through a Commission-approved CTE program sponsor.

In order to clear the Preliminary Credential, Designated Subjects teachers participate in NCTIP. Each teaching credential has a unique set of standards that must be met in order to obtain the California Clear Credential. Besides Induction, Designated Subjects teachers may need to meet additional credential requirements. Upon completion of Teacher Induction and these additional credential requirements (if applicable), Designated Subjects teachers are eligible to apply for their Clear Credential.

### Designated Subjects Course Standards

Effective January 1, 2009, Designated Subjects Career Technical Education (CTE) Teaching Credentials may be issued to individuals who meet the requirements for either the preliminary or clear credential as outlined below. All applications must be submitted for processing through a Commission-approved CTE program sponsor.

Each course offered by the North Coast School of Education has been developed using California Teaching Commission approved program standards. Candidates must demonstrate competency in standards specific to Adult Education Program Standards and Career Technical Education Program Standards.

Click on the links below to review Commission Approved Designated Subject Program Standards:

[Adult Education Program Standards](#)

[Career Technical Education Program Standards](#)

## What is an Industry Sector?

Career Technical Education (CTE) is one of the fastest growing areas of education. Teachers pursuing a CTE credential, come directly from those industry sectors. For the purpose of this handbook, an industry sector is a career and technical education (CTE) program that prepares students for occupations that operate in the same segment of the economy or share similar skill sets.



- Arts, Media and Entertainment
- Building and Construction Trades
- Business and Finance
- Education, Child Development and Family Service
- Engineering and Architecture
- Fashion and Interior Design - Personal Services
- Health Science and Medical Technology
- Hospitality, Tourism and Recreation
- Information and Communication Technologies
- Manufacturing and Product Development
- Marketing, Sales and Service
- Public Service
- Transportation

## Designated Subjects Coursework

The blended, hybrid program of initial and advanced preparation for Designated Subjects includes a purposeful, developmentally-designed sequence of coursework that effectively prepares AE/CTE teachers to facilitate achievement of student goals and teach students in public education to become competitive members of the workforce. The program consists of multiple, systematic and instructional activities that reflect the Candidate's growth, learning, and proficiency. The program is based on a clearly-stated rationale that has a sound theoretical and practical foundation anchored to the knowledge base of teacher education, and is aligned to current state teacher education and teaching standards and model content standards. The tables below illustrates the credentialing journey and coursework offered in the NCSOE Designated Subjects Program, with courses linked to syllabi, and the descriptions that follow provide more information about the coursework required.

### Initial Preparation Program

Course Format	Course	Time
Online	<a href="#">Adult Learning Principles and Theories Education*</a>	2 hours
Online	<a href="#">Foundations and Orientation</a>	2 hours
Online	<a href="#">Health Education*</a>	15 hours
Online	<a href="#">Starting Out Right</a>	2 hours
Online	<a href="#">Teaching English Learners*</a>	2 hours
Hybrid	<a href="#">Technology Uses in Education*</a>	30 hours
		<b>Total: 53 hours</b>

\* Optional courses depending upon credential requirements and advisement.

### Advanced Preparation Program

Course Format	Course	Time
Hybrid	<a href="#">Teacher Induction - Inquiry 1</a>	45 hours
Hybrid	<a href="#">Teacher Induction - Inquiry 2</a>	45 hours
Hybrid	<a href="#">Teacher Induction - Inquiry 3</a>	45 hours
Hybrid	<a href="#">Teacher Induction - Inquiry 4</a>	45 hours
		<b>Total: 180 hours</b>

### Professional Conduct

Designated Subjects coursework for Adult Education (AE) and Career Technical Education (CTE) is located in the Canvas Learning Management System. Candidates are expected to read assigned material, watch videos in each module, and meet required submission dates. Candidates must maintain academic honesty and integrity by doing work to the best of his/her ability. All assigned work must be completed independently or with a Mentor. Candidates must make every effort to contact NCSOE if something prevents him/her from completing online courses in a timely manner.

### Special Considerations

In compliance with Section 504 of the Rehabilitation Act and The Americans with Disabilities Act, participants who have any condition, either permanent or temporary, which might affect their ability to perform in this class, are encouraged to inform the Instructor prior to the first class session. Reasonable academic accommodations, aids, and adjustments may be made as needed to provide for equitable participation.

## Initial Preparation Program Course Descriptions

### Adult Learning Principles and Theories Education

This online course is designed for Adult Education (AE) teachers who are just beginning their careers or teachers who have recently obtained an AE credential. Career Technical Education (CTE) teachers have the option to take this course as part of their program. It may also be taken by candidates needing equivalency components for Induction or as an additional professional growth opportunity throughout regional districts. AE teachers should complete this course prior to September 30th or within the first 30 days of employment if hired after September 30th. This course includes fundamental adult learning principles and instruction; promoting adult learning and instruction preparation; traits of an effective teacher; California Adult Education History, structures, FAQs, and funding. Upon completion, the course verification document is submitted for scoring. **Self-Paced (Approximately 2 hours)**



### Foundations and Orientation

This online course is designed for Adult Education (AE) / Career Technical Education (CTE) teachers who are just beginning their careers or teachers who have recently obtained an AE/CTE credential. It may also be taken by candidates needing equivalency components for Induction or as an additional professional growth opportunity throughout regional districts. AE/CTE teachers should complete this course prior to September 30th or within the first 30 days of employment if hired after September 30th. This course, in addition to *Starting Out Right*, includes fundamental instruction in classroom, laboratory and shop management; lesson planning; grading policies; legal and ethical aspects of teaching; adult education and working with the community; and working with English-language learners and students with special needs. Upon completion, the course verification document is submitted for scoring. **Self-Paced (Approximately 2 hours)**

### Health Education

This online course is designed for Adult Education (AE) / Career Technical Education (CTE) teachers who are just beginning their careers or teachers who have recently obtained an AE/CTE credential. It may also be taken by Candidates needing equivalency components for Induction or as an additional professional growth opportunity throughout regional districts. AE/CTE teachers should complete this course prior to June 30th or within the first year of employment if hired after the start of the school year. This course includes fundamental instruction in Health Education, including nutrition, the physiological and sociological effects of alcohol, narcotics, and drug abuse; the use of tobacco; homeless youth; sexual health education; balancing personal and professional responsibilities; and connecting health information to your classroom. Upon completion, the course verification document is submitted for scoring. **Self-Paced (Approximately 15 hours)**

### Starting Out Right

This online course is designed for Multiple-Subject, Single-Subject, Adult Education (AE) and Career Technical Education (CTE) teachers who are just beginning their careers in the education field or teachers who have recently obtained a CA Teaching Preliminary Credential. It may also be taken by Candidates needing equivalency components for Induction or as an additional professional growth opportunity throughout regional districts. Teachers should complete this course prior to September 30th or within the first 30 days of employment if hired after September 30th. This course includes fundamental classroom topics created specifically for certain grade levels. Locate the grade level/area that you are teaching and discover strategies for instruction, classroom management, working with parents, assessment, working with special populations, and many other valuable strategies and resources. Upon completion, the course verification document is submitted for scoring. **Self-Paced (Approximately 2 hours)**

### Teaching English Learners

This online course is designed for Adult Education (AE) / Career Technical Education (CTE) teachers who are just beginning their careers or teachers who have recently obtained an AE/CTE credential. This course is also for teachers seeking credential equivalency and/or those looking for further professional development in the topic of working with English Language Learners. AE/CTE teachers should complete this course prior to June 30th or within the first year employment if hired after the start of the school year. This course includes fundamental English Language Learner instruction in classroom; working with ELLs and ELL programs in the State of CA; ELA/ELD Standards; Formative & Summative Assessments, including the ELPAC; Lesson Planning and Instructional Strategies; and Effective Learning Environments. Upon completion, the course verification document is submitted for scoring. **Self-Paced (Approximately 2 hours)**

## Technology Uses in Education

This online course is designed for K-12 teachers, and Adult Education (AE) / Career Technical Education (CTE) teachers who are just beginning their careers or teachers who have recently obtained a teaching credential. Teachers should complete this course in the Spring, between the months of February and April. This course includes fundamental instruction of Technology Uses in Education that can be used within classroom settings, including laboratory and shop management and focuses on topics such as utilizing classroom technology devices; lesson design and delivery; assessment; project based learning; legal and ethical aspects regarding technology use; printed media; technology resources to assist students with disabilities; and working with English-language learners and students with special needs. **Hybrid (30 hour course)**

## Advanced Preparation Program Course Descriptions

### California Teacher Induction

The North Coast Teacher Induction Program (NCTIP) provides a two-year, individualized, job-embedded system of mentoring, support and professional learning that begins in the teacher's first year of teaching. This program assists schools and districts in providing Teacher Induction that meets both program and credentialing standards for the State of California. Details of the program are provided annually on the website in the [NCTIP Course Catalog](#) and for the districts, in the [NCTIP Advisement Form](#).

NCTIP provides credentialed teachers with specifically-designed, standards-based professional development, mentoring and coaching, credentialing services, and technical assistance aligned to the California Standards for the Teaching Profession (CSTP). The two-year program provides a bridge linking the theory, knowledge and skills acquired in the Preliminary Credential Program to the realities of daily classroom teaching. Candidates work closely with a Mentor and site administrator who offer "just-in-time" coaching and longer-term analysis of teaching practice to help candidates develop and strengthen enduring professional skills.

NCTIP assures that a qualified Mentor is assigned to each Candidate within the first 30 days of the participant's enrollment in the program, matching the Mentor and Candidate according to credentials held, and grade level and/or subject area, as appropriate to the Candidate's employment. NCTIP ensures that all Mentors hold a valid California teaching credential, or have equivalent professional background and experience. These and additional qualifications are shared annually with site leaders and administrators as well as prospective Mentors in the program's [Mentor Roles and Responsibilities](#) and [Mentor Application](#) documents posted on the website. Each Candidate's possession of these qualifications is verified during the Mentor selection process.

Candidates develop an [Individualized Learning Plan \(ILP\)](#) that provides them with the opportunity to set goals and individually design the Induction experience in collaboration with their Mentor. The ILP and inquiry focus align to district-wide initiatives, professional areas of growth and the CSTP. Additionally, Candidates attend [professional development](#) with a trained Mentor to assess growth on the Continuum of Teacher Practice (CTP) levels of teacher development.

The NCTIP's locally-designed reflective assessment system was developed in 2002-2003 and approved by the Commission of Teacher Credentialing in 2003. Since that time, and based on stakeholder input and data analysis, updates are made annually. The system provides a guideline for individual growth within a researched-based structure that supports Candidate growth and development. Inquiry cycles within the system build upon preliminary credential knowledge as Candidates move into application, demonstration, and reflection on classroom practice. Candidates and Mentors work together to develop lessons and units that are consistent with the adopted curriculum materials, CSTP, P-12 academic content standards, common core state standards and differentiated to address the specific academic learning needs of all students.

The development of the ILP is the foundation for the personalized experience with Induction. Candidates work with their Mentors to collaboratively develop a Plan that is tailored to the specific teaching assignment (i.e., CTE, Special Ed) and that includes input from the site administrator/employer representative and guidance from Induction program staff within the **first 60 days of enrollment**. This Plan assesses growth progress towards mastery of the California Standards for the Teaching Profession (CSTP); combined with professional growth goals, participation in professional opportunities to meet those goals, and evidence of the practice and refinement of teaching practice through inquiry-based learning, this Plan ultimately supports



the recommendation of a clear credential. Thus, the ILP is a “living” document that is revised and updated (with color-coding, strike-through font, etc.) as Candidates move through Induction.

Upon successful completion of Teacher Induction and credential requirements, Candidates are recommended for a California Clear Credential.

### **Course Description**

NCTIP provides comprehensive professional development for first and second year teachers that includes the follow components:

1. Professional development is personalized, job-embedded and specifically designed to address topics from the California Standards for the Teaching Profession (CSTP), the Standards of Quality and Effectiveness for Professional Teacher Induction Programs, P-12 academic content standards, and site/district goals. Professional development supports discussion, collaboration, sharing, reflective practice and networking by Candidates and Mentors as well as guided assistance and dedicated time to work on an Individual Learning Plan (ILP). Candidates and Mentors attend eight sessions per year (*24 hours/year*).
2. Weekly planning and reflection meetings with Mentors to address the induction activities as outlined in the ILP and to reflect on teaching using the Continuum of Teaching Practice and CSTPs as a model of effective practice (*36 hours/year*).
3. Two observations of a colleague per year with feedback by the Candidate and Mentor (*10 hours/year*).
4. Two observations per year with feedback of the Candidate by the Mentor (*10 hours/year*).
5. Inquiry ePortfolio submissions to Mentor monthly and to Canvas at the end of the Inquiry (*10 hours/year*).

This is a total of at least 90 hours of instruction for which Candidates may purchase units through partnered universities.

## Credentialing Forms

Designated Subjects Credentialing forms can be found on the NCSOE website. For your convenience, below is a list of the links.

### **Designated Subjects Career Technical Education Credential (CTE)**

- [List of approved industry sectors \(CTC Leaflet CL-888\)](#)
- [CTE Preliminary Application Packet](#)
- [CTE Clear Application Checklist](#)
- [CTC's Application for Credential 41-4 Instructions](#)
- [CTC's Application for Credential 41-4](#)

### **Designated Subjects Adult Education Credential (AE)**

- [CTC's AE Teaching Credential Information Leaflet CL-697B](#)
- [AE Preliminary Application Packet](#)
- [AE Clear Application Checklist](#)
- [CTC's Application for Credential 41-4 Instructions](#)
- [CTC's Application for Credential 41-4](#)

## **Sonoma County Office of Education**

North Coast School of Education  
5340 Skylane Blvd, Santa Rsoa, CA 95403  
[www.ncsoe.org](http://www.ncsoe.org)