

## **CALIFORNIA CREDENTIAL RECOMMENDATION CHECKLIST DETAILS**

**\*** *Must be completed prior to registering for Guided Practice in Term 3*

### **Program Completion**

Your recommendation will occur after the final grades have posted and verification of program completion via STARS report. Upon verified completion of the program, I will complete the first round of recommendations for all those candidates who have submitted all the required documents. After that date, I will be completing recommendations on an as-needed basis. I would strongly recommend you request and complete your credential recommendation within 2 years of completing the program.

### **Credential Recommendation Request (CRR) Form**

Please fill out the form completely; including your complete Social Security Number and Date of Birth (this is how the CTC identifies you). I am not able to begin the process until I have the completed CRR form. Be sure to sign the form and turn it in via email or U.S. mail.

### **\*Basic Skills Requirement**

This is also necessary before you start student teaching. You should have taken the CBEST to complete the basic skills requirement. Multiple Subject candidates can take the CSET plus the Writing Skills Test to meet this requirement. In addition the table below indicates other options to meet the requirement. The test scores are valid for life.

#### **Options for Meeting the Basic Skills Requirement other than the CBEST or CSET**

Examination	English Score Requirement	Math Score Requirement
CSU Early Assessment Program (EAP)	"College Ready" or "Exempt"	"College Ready" or "Exempt"
CSU Placement Exams (EPT and ELM)	Score of 151 or above	Score of 50 or above
College Board SAT	Score of 500 or above	Score of 550 or above

Examination	English Score Requirement	Math Score Requirement
ACT	Score of 22 or above	Score of 23 or above
College Board Advanced Placement Examinations (AP)	Score of 3 or above on one of the following: <ul style="list-style-type: none"><li>• AP English Language and Composition</li><li>• AP English Literature and Composition</li></ul>	Score of 3 or above on one of the following: <ul style="list-style-type: none"><li>• AP Calculus AB</li><li>• AP Calculus BC</li><li>• AP Statistics</li></ul>

### **\*Subject Matter Requirement**

This is necessary before you start student teaching / register for EDUC 568 A. Most meet this requirement by passing the appropriate CSET exams. Multiple Subject candidates must pass the appropriate CSET exam. Single Subject candidates may pass the appropriate CSET exam or have completed a CTC approved subject matter program in their undergraduate program. Here is a link to the CTC website listing the approved programs.

<http://www.ctc.ca.gov/educator-prep/approved-programs.html>

### **RICA** *FOR EDUCATION SPECIALIST AND MULTIPLE SUBJECT CREDENTIALS ONLY*

RICA. This is a Reading Assessment exam that is required for recommendation. If you have not yet completed this requirement, click on the hyperlink to get more information.

### **CPR**

CPR is valid for up to 2 years. You must have a valid card or certificate (CPR for Adults, Infants and Children) per the standards established by the American Heart Association or the American Red Cross on file at the time of recommendation. Online Only courses will not be accepted. These are links to some of the Approved CPR Courses:

[American Heart Association](#)

[American Red Cross](#)

[ProCPR](#)-Must Include Skills Evaluation. Use corporate code "USC" for a discount

### **\*100% Passing Grade on Orientation Unit 7 Healthy Environments Summative Assessment**

This is necessary before you start student teaching and should be on file before you register for Guided Practice (EDUC 568 A). This quiz is part of Unit 7 in your online Orientation. *Email screen print of 100% passing grade on Unit 7 Final Summative Assessment to your academic advisor and [rossier.credentials@usc.edu](mailto:rossier.credentials@usc.edu)*

### **Transcripts**

Official transcripts with a BA/BS degree conferral date are needed. In some cases I can locate some of your official transcripts in your admissions file, but unfortunately not all are accessible. In addition, some of the transcripts submitted do not have a degree conferral date, so I am unable to use them. When you begin the recommendation process and begin turning in documents, the process will be expedited if you send me your transcripts with the CRR form. The transcripts must be official but do not need to be in a sealed envelope.

### **EdTPA**

If you have not submitted and passed your EdTPA your recommendation will be delayed. Upon completion/submission, score reporting can take up to 2 weeks. Forward copies of the score report to the credential analyst as soon as possible.

### **\*Certificate of Clearance (COC)/Background Check**

This is necessary before you start student teaching and should be on file before you register for Guided Practice (EDUC 568 A). Most have a Certificate of Clearance on file with the CCTC. It is also possible use a 30-Day Substitute Teaching Permit or Child Development Teaching Permit for the background check. Detailed information on the process can be found on the CTC website via the following link. <http://www.ctc.ca.gov/credentials/leaflets/cl900.pdf>

### **Out of State Candidates:**

The CTC does accept basic skills examinations from other states. Please see the following link to the CTC document (pages 6-13) for a detailed list of exams by state <http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf>. A photocopy of the score report or letter from the testing agency verifying passage of the examination must be submitted to the credential analyst.

### **US Constitution Requirement**

There are 3 ways to meet this requirement. If you are choosing option 3, please request a **U.S. Constitution Requirement** course verification form. You will need to send in a copy of your transcript identifying the course and a course description from the syllabus or school course catalog.

1. A baccalaureate degree awarded by a California State University campus. If you received your bachelor's from a CSU, submission of your official undergraduate transcripts will clear you for this requirement.
2. An examination on the provisions and principles of the U.S. Constitution offered by a regionally accredited community college, college or university. The institutions listed below offer an approved examination:
  - Chapman University. Tutoring, Learning and Testing Center, 714-997-6828. Cost \$20.
  - CSU, Dominguez Hills. Political Science Department, 310-243-3490. Cost \$25.
  - CUS, San Bernardino. College of Extended Learning, 919-537-5976. Cost \$85.
  - UCLA Extension. [www.uclaextension.edu/teachers](http://www.uclaextension.edu/teachers). Cost \$80.
  - Notre Dame de Namur University. This is an online examination. [www.usconstitutionexam.com](http://www.usconstitutionexam.com) Cost \$85.

If you need content review before taking a test: [www.usconstitution.net/](http://www.usconstitution.net/) or [www.constitutionfacts.com](http://www.constitutionfacts.com).

You do not need to submit verification of passing the examination until the end of your program and are ready to request your credential.

3. Satisfactory completion of a two-unit course on the provisions and principles of the U.S. Constitution with a grade of "C" or better or pass/credit.

### **Bilingual Authorization**

To be recommended for the Bilingual Authorization in Spanish. You must submit a passing CSET Spanish Subtest (147) III exam, verification of Spanish Lesson Demonstration in EDUC 568b (Verification of Program Completion form). Also, you must have taken and passed EDUC's 501, 516, and 558.

Please feel free to contact me at any time if you have any questions or concerns. I am here to support you during this process.

Best of luck in your career!

*Dr. Cathy R. Creasia*

*Program Specialist for Accreditation and Evaluation  
Credential Analyst/Coordinator*

**Rossier School of Education**



1150 S. Olive Street, Suite 2123  
Los Angeles, CA 90015  
[creasia@rossier.usc.edu](mailto:creasia@rossier.usc.edu)  
P: (213) 821-3409 F: (213) 821-3424

*Dr. Cathy Creasia Credential Analyst 1/2016*