

## Pre-Service Program Application

**Deadline:** January 18th, 2019

### Submission Checklist

- Application and Enrollment fees
- Transcripts (proof of BA/BS)
- Passing score on Basic Skills Requirement (CBEST) or proof of registration for CBEST
- Proof of Certificate of Clearance

You can find fillable .pdf versions of all the documents at [www.ycenterforteaching.org](http://www.ycenterforteaching.org)

### Electronic Device Requirement

Candidates are required to come prepared for class each night with a laptop or tablet to access course material. The program is not responsible for lost, stolen or damaged electronic devices.

### Transcript Equivalency Request:

Candidates may request that coursework completed at a College or University accredited institution beyond the baccalaureate degree be evaluated for transfer credit work. There is a \$20 fee to have official transcripts reviewed for transfer credit work. The transcript equivalency process may take up to 4 weeks, depending on the complexity of the request.

**All application materials must be submitted on or before the deadline.**

#### Application Fee Schedule

- A non-refundable application fee of \$50 and a non-refundable \$200 enrollment fee is due with the pre-service application to be enrolled in the pre-service program.
- Tuition for 2018-2019 Pre-Service is \$1275 and must be paid in full prior to the completion of the Pre-Service program.

If you would like to pay with a credit card please go to [yscenterpayments.myschoolcentral.com](http://yscenterpayments.myschoolcentral.com) to make your payment. You can also access this site through our webpage [yscenterforteaching.org](http://yscenterforteaching.org).

If you would like to pay with a check, please make checks payable to: Davis Joint Unified School District (DJUSD).

Mail or deliver application and payment (if paying by check) to:

**Yolo Solano Center for Teacher Credentialing**

**4632 2nd Street, Suite 120 Davis, CA 95618**



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

### Pre-Service Program Application

#### Personal Information

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Address (street/apt/unit): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Birthdate: \_\_\_\_\_

#### Emergency Contact

First Name/Last Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

**Gender:** I identify my gender as...

- Man
- Woman
- Transgendered
- \_\_\_\_\_ (fill in the blank)
- I prefer not to state

Do you speak another language?

Yes \_\_\_\_ No \_\_\_\_

Please write down if yes

\_\_\_\_\_

**Veteran:**  Yes  No

**Ethnic Origin:** I identify as...

- White/Non-Hispanic
- Am. Indian/Alaska Native
- Hispanic/Latino
- Asian/Pacific Islander
- Black, Non-Hispanic
- I prefer not to state

What is your current profession? \_\_\_\_\_

District \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_

**Which Intern Credential are you interested in obtaining?**

<input type="checkbox"/> Education Specialist (Mild/Moderate)	<input type="checkbox"/> Multiple Subject
<input type="checkbox"/> Education Specialist (Moderate/Severe)	

**List every Junior/Community College and University you have ever attended:**

Name/City/State of Institution Attended	Dates Attended	
	From	To
	From	To
	From	To

Have you ever been enrolled in a teacher preparation program?  Yes  No

If yes, official name of academic agency: \_\_\_\_\_

- ***If yes, you must provide a letter of good standing from your previous teacher preparation program/academic agency to be enrolled in program coursework. If this is not possible, attach a letter of explanation.***

One official, sealed copy or electronic copy of ALL University transcripts must be included with this application, including community colleges. A transcript MUST show the bachelor's degree conferred.

*If college or university coursework was completed at an institution in a country other than the United States, you must obtain a complete evaluation of foreign transcripts, degrees and other relevant documents prior to applying to the Commission for a California credential, permit or certificate. See [document CL-635](#) on the California Commission on Teacher Credentialing website.*

**Degree:** (bachelor's degree from an accredited college):

Degree: \_\_\_\_\_ Major: \_\_\_\_\_ Year Earned: \_\_\_\_\_

University/College (full name/state): \_\_\_\_\_

If you have earned your degree but it has not been posted to your transcript you must provide a letter from your academic institution on letterhead stating that you have completed all requirements for the degree and verifying that all University and major requirements have been met and the date that the degree will be officially conferred.

Last Name: \_\_\_\_\_ First: \_\_\_\_\_

**Verifications/Authorizations (*initial each box*)**

- I agree to abide by all Yolo-Solano Center for Teacher Credentialing (YSCTC) policies and procedures. I will attend all the orientation meetings required for the program. I agree to inform staff of any information pertinent to my status as a student in the program, including change of name, address, phone number or email. I authorize YSCTC to release any information from my records, which is needed by the California Commission on Teaching Credentialing (CCTC) to determine my fitness and/or eligibility to teach. I certify that all the information submitted in this application is correct.
  
- I understand that this application is for **Pre-service** coursework only. I may apply for the Intern Program (separate application) when I have met the following criteria:
  - Successful completion of Pre-service coursework
  - District employment as full-time, paid teacher of record
  - Passing score on Basic Skills Requirement (CBEST)
  - Passing score on appropriate sections of CSET
  - U.S. Constitution Requirements
  - Certificate of Clearance from CTC
  - TB test result

Signature: \_\_\_\_\_

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

## **CERTIFICATE OF CLEARANCE INFORMATION**

The Certificate of Clearance is a document issued by the Commission to an individual who has completed the Commission's fingerprint character and identification process, whose moral and professional fitness has been shown to meet the standards as established by law. **The Certificate of Clearance provides no authorization, only verification that the holder has completed a professional fitness review.**

### **HOW TO APPLY:**

**Step 1:** Live Scan: Print 3 copies of [Live Scan 41-LS form](#) for submission to the Live Scan Operator. Make sure to retain a copy for your records. For a list of other live scan locations go to: (<https://oag.ca.gov/fingerprints/locations>).

**Step 2:** Complete the Direct Web Application:  
<http://www.ctc.ca.gov/credentials/online-services/pdf/web-app-tips.pdf>

**Step 3:** Navigate to the Commission's online services page:  
<https://www.ctc.ca.gov/credentials/submit-online>

**Step 4:** Submit by credit card the transaction fee of \$52.50 (\$2.50 service fee and \$50 application fee). Immediately following the successful submission of the online application, an email will be sent with a confirmation number.

**Fee Credit:** The Certificate of Clearance fee of \$50 becomes a credit to be applied towards issuance of an individual's initial teaching or services credential. Your fee credit will be applied when you complete the payment process for the credential submitted online by your program sponsor.

**Processing time:** Fingerprint and character identification processing via Live Scan is usually completed within 10 working days. If submitting fingerprint cards, or if an individual's application requires additional review by the Commission's Division of Professional Practices, the process will take longer. If the application is pending review by the Commission's Division of Professional Practices, the online file will indicate that the application is "pending Additional evaluation." To view the status of your Certificate of Clearance, use your "Educator Page" on the Commission's website.

**Validity:** Certificates of Clearance are valid for five years. Fingerprint information will be invalidated for individuals who have not held any other type of valid document for more than 18 months after the expiration date of the Certificate of Clearance. The fingerprint process will need to be repeated when individuals whose fingerprints have been invalidated subsequently apply for certification.

**If you are an out-of-state or out-of-country resident, please refer to the website below.**  
<http://www.ctc.ca.gov/credentials/leaflets/cl900.pdf>

## Course Equivalency Request Form

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

GRADUATE COURSEWORK FROM AN REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY MAY BE EVALUATED FOR  
EQUIVALENT TRANSFER CREDIT WITH THE FOLLOWING LIMITATIONS:

- No more than 8 units of equivalency credit will be granted.
- Courses must be completed within the last 7 years of initial enrollment at YSCTC
- Only graduate level coursework with a grade of “C” or higher will be considered for equivalency.

To receive equivalency for a YSCTC course that you have completed at another institution, please submit a copy of your transcript, course description, and/or syllabus for each course you would like to have reviewed for equivalency credit; along with your application packet. Missing documentation or failure to identify which course you feel is equivalent will result in denial of credit.

**THERE IS A \$20 FEE TO HAVE YOUR TRANSCRIPTS REVIEWED**

DROP OFF OR MAIL YOUR DOCUMENTS AND PAYMENT TO: Yolo Solano Center for Teacher Credentialing, 4632 2<sup>nd</sup> Ste 120, Davis, CA 95618

COLLEGE/UNIVERSITY	COURSE NAME	SYLLABUS	CRSE. DESCR.	TERM/YEAR	GRADE	EQUIVALENT YSCTC COURSE	OFFICE Use	
							APPROVED	COURSE EXP.
		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> YES <input type="checkbox"/> O	

Signature: \_\_\_\_\_

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



## Intern Program Requirements

In order to participate in the Yolo-Solano Center for Teacher Credentialing Intern Teacher Program, eligible intern teachers must meet the requirements listed below. These requirements are set by the Commission on Teacher Credentialing (CTC).

- Attend an Advisement Meeting to learn about the program, determine eligibility, and create an action plan. (Advisement occurs at the beginning of the Intern Program)
- Hold a Bachelor degree (official transcripts are required)
- Successfully pass a Basic Skills Requirement Test *-for most people, this will be the California Basic Educational Skills Test [\(CBEST\)](#).*
- Complete the Intern Program Pre-service coursework to be considered for a District Intern Credential. Preservice consists of a minimum of 120 hours of coursework.
- Complete Subject Matter Competence *-for most people, this will be the California Subject Matter Examination for Teachers [\(CSET\)](#)*
- Complete the U.S. Constitution Requirement (exam or class). For more information on the exam, [click here](#)
- Provide receipt of your [Certificate of Clearance](#) from CTC (fingerprinting).
- Provide verification of an offer of employment as “Teacher of Record” from a participating district. (Employment must be at least .5 FTE in the established credential area only and not as an aide, or substitute teacher; position must be a vacant/open position).
- TB Test required for employment

Please note: As of January 1, 2018, California Education Code Sections 44225 and 44259 were changed to allow a bachelor’s degree in education for candidates seeking the multiple subject credential (Chapter 123, Statutes of 2017). The new law did not change the prohibition of an education major for other credentials. Candidates seeking an Education Specialist who hold a [Professional Education](#) degree as their primary Bachelor's degree are NOT eligible for the Intern Program as per CTC requirements.

[Click Here](#) for more information on District Intern Credential Requirements from the CTC