***CEHHS Student Services***

*333. S. Twin Oaks Valley Road*

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[*www.csusm.edu/cehhs/studentservices/*](http://www.csusm.edu/cehhs/studentservices/)

**ADDING TEACHING OR SUBJECT AREAS
TO MULTIPLE AND SINGLE SUBJECT CREDENTIALS (80499)**

Due to recent changes to the California Commission on Teacher Credentialing's (CTC) online recommendation system, program sponsors are no longer able to recommend for added authorizations online. Educators interested in adding an authorization to an existing credential must now apply using a paper application. For detailed information on the paper application process, please visit: [http://www.ctc.ca.gov/credentials/cig2/files/ctc­online-letter-2012-06-26.pdf](http://www.ctc.ca.gov/credentials/cig2/files/ctc%C2%ADonline-letter-2012-06-26.pdf).

Credential analysts in CEHHS Student Services may assist current and former CSUSM students with the application process; non-CSUSM students must apply directly to the Commission on Teacher Credentialing.

The Credential Analyst assigned to the application will review the information, attach a 41-REC AA form to the application and forward the complete packet to the California Commission on Teacher Credentialing for credential issuance. Applications are processed in the order they are received.

### To apply, please submit the following packet for processing, according to the credential type requested:

**[ ]  I hold a valid Preliminary or Clear Single Subject Teaching Credential and am seeking a Multiple Subject Teaching Credential.**

* 41-4 application with the "BASK" designation written at the top right-hand corner of the application next to "Appeal." The "BASK" designation will identify the application as coming from a university and requiring priority handling. ([http://www.ctc.ca.gov/credentials/leaflets/414.pdf)](http://www.ctc.ca.gov/credentials/leaflets/414.pdf%29)
* A money order or cashier's check for $100.00 made payable to the CTC
* Download, fill in and print the Added Authorization Application and Credential Evaluation Fee Payment Form. The application and fee payment form are available at <http://www.csusm.edu/cehhs/studentservices/graduate/credfinish.html>. Please submit the Credential Evaluation Fee Payment form to the Cashier's Office.
* Verification of passing scores on the CSET-Multiple Subject exam; copy of official score report required.
* Official transcript verifying completion of an approved course in developing English language skills for beginning readers or a copy of the official Reading Instruction Competence Assessment (RICA) score report. (An official transcript is required only if the course work is taken at an institution other than CSUSM).
* Verification of a three-semester-unit or four-quarter-unit course in methodology directly related to teaching in a self-contained classroom, excluding the methods of teaching reading. Official transcript needed if the course is completed at an institution other than CSUSM.

# [ ]  I hold a valid Preliminary or Clear Single Subject Teaching Credential and am seeking another single subject authorization.

* 41-4 application with the "BASK" designation written at the top right-hand corner of the application next to "Appeal." The "BASK" designation will identify the application as coming from a university and requiring priority handling. (<http://www.ctc.ca/gov/credentials/leaflets/414.pdf>)
* Money order or cashier's check for $100.00 made payable to the CTC
* Download, fill in and print the Added Authorization Application and Credential Evaluation Fee Payment Form. The application and fee payment form are available at <http://www.csusm.edu/cehhs/studentservices/graduate/credfinish.html>. Please submit the Credential Evaluation Fee Payment form to the Cashier's Office.
* Verification of passing scores on the CSET exam or letter verifying completion of approved subject matter waiver (letter on university letterhead and signed by authorized credential analyst or program advisor).

# [ ]  I hold a valid Preliminary Multiple Subject Teaching Credential and am seeking a Single Subject Teaching Credential.

* 41-4 application with the "BASK" designation written at the top right-hand corner of the application next to "Appeal." The "BASK" designation will identify the application as coming from a university and requiring priority handling. ( [(http://www.ctc.ca.gov/credentials/leaflets/414.pdf)](http://www.ctc.ca.gov/credentials/leaflets/414.pdf)
* Money order or cashier's check for $100.00 made payable to the CTC
* Download, fill in and print the Added Authorization Application and Credential Evaluation Fee Payment Form. The application and fee payment form are available at <http://www.csusm.edu/cehhs/studentservices/graduate/credfinish.html>. Please submit the Credential Evaluation Fee Payment form to the Cashier's Office.
* Verification of passing scores on the CSET exam or letter verifying completion of approved subject matter waiver (letter on university letterhead and signed by authorized credential analyst or program advisor).
* A three-semester-unit or four-quarter-unit course in methodology directly related to teaching in a departmental setting

# [ ]  I am adding a Supplementary Authorization (SA) or Subject Matter Authorization (SMA) to my existing Multiple or Single Subject Credential.

## 41‐4 application with the “BASK” designation written at the top right‐hand corner of the application next to “Appeal.” The “BASK” designation will identify the application as coming from a university and requiring priority handling. (<http://www.ctc.ca.gov/credential/leaflets/414.pdf>)

## Money order or cashier’s check for $100.00 made payable to the CTC.

* Download, fill in and print the Supplementary Authorization (SA) or Subject Matter Authorization (SMA) Application and Credential Evaluation Fee Payment Form. The application and fee payment form are available at <http://www.csusm.edu/cehhs/studentservices/graduate/sasmaworkshops.html>. Please submit the Credential Evaluation Fee Payment form to the Cashier's Office.
* Submit a worksheet for each SA or SMA desired. Worksheets are available at <http://www.csusm.edu/cehhs/studentservices/graduate/sasmaworkshops.html>.
* Official transcript(s) verifying completion of applicable course work. An official transcript is required only if the course work was taken at an institution other than CSUSM and is not already on file with CSUSM.

**Submit Completed application packet to:**

**CEHHS Student Services**

**Teacher Credentialing - UNIV 221**

**CSU San Marcos**

**San Marcos, CA 92096-0001**

**CREDENTIAL ISSUANCE AND VERIFICATION**

The official credential document is paperless. Once you have completed the recommendation process on-line, an email confirmation of payment will be sent to your email address. When the CTC has completed the professional fitness review, you will receive an email verifying credential issuance. **This notice may be used for employment purposes until the credential document is official posted on the CTC’s web site.** You may track the progress and issuance of the official credential at the CTC’s web site: <http://www.ctc.ca.gov>. Click on the orange “SEARCH FOR AN EDUCATOR” button and follow the instructions for a “secured search”.