TEACHING CREDENTIAL PROGRAMS

The School of Education offers several teaching credential programs for initial licensure. For those interested in becoming teachers at the elementary or secondary levels, the School of Education offers programs that lead to the Preliminary 2042 Multiple Subject or 2042 Single Subject California Teaching Credential with the English Learner Authorization. For those interested in becoming teachers in special education, the School of Education offers the Preliminary Mild/Moderate and/or Moderate/Severe Education Specialist California Teaching Credentials with the English Learner Authorization. The Early Childhood Special Education Credential is designed for candidates who want to work with infants, toddlers and preschool age children with identified special needs.

Admission Requirements

1. Applicants must complete the formal application process, with all required documents including official (sealed) transcripts indicating a conferred Bachelor's degree from a regionally accredited baccalaureate degree granting institution, a "Statement of Intent" and three recommendation forms. Applicants seeking one or more of these teaching credentials must make formal application to the teacher credential program before beginning any coursework other than Prerequisites.

2. A passing score report on the California Basic Education Skills Test (CBEST) or any CTC approved basic skills tests is required for admission to all credential programs. Multiple Subject candidates may use the passage of the Multiple Subject CSET (all four subsets) in place of the CBEST.

3. All Multiple Subject, Single Subject and Education Specialist credential candidates (except Early Childhood Special Education Credential candidates) must prove subject matter competency by providing evidence that they have registered for, have taken or have passed the appropriate subject matter examination (CSET) prior to admission to the program. Candidates who have expired or failed CSET examination must submit a new passing score report or new CSET registration. Multiple Subject, Single Subject, and Education Specialist candidates may submit verification of completion of a subject matter preparation program in the appropriate subject matter to meet this requirement.

4. Applicants transferring from another institution’s credential program must supply a letter from that institution's Education Department attesting to the applicant's good standing in the program. Such a letter should be written on institutional letterhead by the Dean, the department chair, the director of teacher education, or some other person in a similar position.

5. Applicants to a credential program must possess a grade point average of 2.75 (GPA) calculated over the most recent 30 graded semester (45 quarter) credits completed in either a baccalaureate or post baccalaureate program, including credits earned toward a credential. All credits used for GPA calculation must be from a regionally accredited institution. Applicants to the Single Subject or Education Specialist Credential program who are using an academic major or coursework for subject matter competency must also have a cumulative grade point average of 2.75 in their major field to be admitted.

6. Applicants with GPAs between 2.50* and 2.74 can qualify for admission to a credential program by earning a passing score on one of the qualifying examinations listed below. A passing score will fulfill both the admission and the major grade point average requirements. Applicants may not enroll in any 500 level course other than prerequisites, until successful completion of an entrance examination:

   a. Graduate Record Examination (GRE): achieve the required minimum scores on two out of the three subsections. The minimum acceptable score for the Quantitative section is 141. The minimum acceptable score for the Verbal section is 150. The minimum acceptable score for the Analytic Writing is 4.5.

   b. Miller Analogies Test (MAT): Achieve a minimum scaled score of 403.

   c. Subject Matter Competency Examinations: Successfully pass all subtests of the appropriate California Subject Examinations for Teachers (CSET). Subject matter waiver letters are not sufficient evidence of acceptable GPA.

7. Multiple and Single Subject, and Education Specialist applicants with a GPA lower than 2.5 may, under certain conditions, petition for admission consideration under an "exceptional admit petition" category. Applicants must have passed the CBEST and one of the approved graduate admission examinations specified in number 6 above to be considered for an "exceptional admit". The School of Education encourages applicants to take the appropriate Subject Matter Competency Examination as a way to demonstrate suitability for admission to a credential program. To petition for admission, candidates must submit all required admission documents specified in #1 above and each of following:

   a. Petition for exceptional admission.

   b. Letter from the candidate specifying exceptional admission criteria and how those criteria have been met.

   c. Passing scores on CBEST and passing scores on one of the approved graduate admission exams listed in #6 above.

   d. Three current letters of reference attesting to the candidate’s ability to complete graduate coursework. The letters cannot be older than two years from the date of application.

Applicants who choose to enroll in these credential programs have the option of completing their programs in a “credential only” format, or, if they meet graduate degree admission criteria in a Master of Arts in Teaching format. (please see MAT degree program for details).

* Students admitted to credential programs are not automatically admitted to Master’s degree programs.

Credential Program Information and Requirements

Transfer Credit

Teacher preparation coursework is not automatically transferable from another institution and transferability of coursework cannot be determined until a student is admitted to a credential program. A request to transfer coursework may be granted IF

1. The course(s) can be shown to be equivalent in content to the Brandman course(s)

2. Meets the Brandman University graduate transfer credit policy

3. Is approved by the Associate Dean.

Credential courses that are more than seven years old prior to application for the credential cannot be transferred into the program. There is no time limit on prerequisite courses. Up to 6 credits may be transferred.
into the credential programs (excluding candidates adding an additional Education Specialist credential).

Residency
Candidates entering the Multiple Subject or Single Subject Credential program from another institution must take EDUU 510 Introduction to Teaching at Brandman University and will be required to complete at least 12 semester credits of education coursework toward the Preliminary Credential in residence at Brandman University prior to Directed Teaching. Supported Teaching and Directed Teaching credits do not count toward residency.

Candidates entering the Preliminary Education Specialist Credential program who hold a valid preliminary Multiple or Single Subject Credential may waive certain courses in the program. Please see an academic advisor to determine which courses can be waived. Those who do not hold such a credential must take EDUU 510 Introduction to Teaching at Brandman University. All candidates entering these programs are required to complete a minimum of 12 credits of their coursework plus Supported or Directed Teaching at Brandman University.

Candidates adding an additional authorization to their active Special Education credential are required to complete a minimum of 9 credits of their coursework including Directed Teaching. If these candidates enter into an internship they are required to take all the supported teaching and internship seminar courses.

Early Field Experience
Prior to admission, or within the first session of enrollment, applicants must complete 40 hours of field experience in public school educational settings that reflects the credential sought. Candidates who add another credential area must complete an additional 20 hours of field experience in the setting that reflects the second credential area. Candidates in the Early Childhood Special Education Credential program must complete 40 hours of field experience in private or public programs serving infants, toddlers and/or preschoolers identified as having special needs. Please visit the SOE Services site for the applicable forms.

Subject Matter Competency
All applicants must demonstrate subject matter competency either with verification of completion of a subject matter preparation program in the appropriate subject matter (Elementary, Single Subject, or Education Specialist candidates) or verification of an official passing score report indicating passage of all subtests for the appropriate subject matter examination (CSET). Verification of either of these must be reflected in the candidate’s electronic file and be received prior to an application for an Internship Credential or Directed Teaching. Subject Matter Examination subtests results can be no older than ten (10) years. The CSET is not required for the Early Childhood Special Education credential.

Certificate of Clearance
Proof of application for verification of a receipt for Certificate of Clearance or Certificate of Clearance (including fingerprints) or a copy of a valid credential or short-term permit must be submitted to the School of Education within the first session of enrollment. Candidates who do not submit verification of a Certificate of Clearance cannot advance in any credential coursework that requires observation or fieldwork in a K-12 setting. Anyone with a revoked credential will not be admitted to any credential program until the credential is reinstated by the CTC. A Certificate of Clearance or Child Development permit must be active prior to clinical practice.

Negative Tuberculosis Test
Candidates must submit to the School of Education, within the first session of enrollment, a current “negative” tuberculosis test that verifies the candidate does not have active tuberculosis or a tuberculosis risk assessment questionnaire administered by a licensed health care provider verifying that the candidate does not have risk factors for tuberculosis.

Cardiopulmonary Resuscitation (CPR) Certification
All candidates must submit to the School of Education a valid CPR certification for pediatric and adult. The CPR certification must verify both categories and must be current and submitted prior to applying for any clinical practice. CPR certification must be valid and current when a candidate applies for their preliminary credential.

U.S. Constitution Requirement
All candidates must meet this requirement prior to applying for any clinical practice. Candidates must meet this requirement in one of the following ways:

1. Passing score on a college-level exam on the U.S. Constitution from a regionally accredited college or university;
2. A two-semester credit college-level course from a regionally accredited institution with a grade of “C” or better; or
3. Bachelor’s degree from a California State University.
4. One of the following Brandman University undergraduate courses:
   - HISU 101 United States History Survey I 3
   - HISU 358 United States History and Democracy 3
   - POSU 110 Introduction to American Politics 3
   - POSU 344 Constitutional Rights 3

RICA Exam
Multiple Subject and Education Specialist credential candidates (with the exception of candidates in the Early Childhood Special Education program) must pass the state Reading Instruction Competence Assessment (RICA) prior to a credential exit interview. The RICA should be taken immediately after completion of EDMU 520 Literacy and Language in K-8 Classrooms I and EDMU 521 Literacy and Language in K-8 Classrooms II. Education Specialist credential candidates that hold a multiple or single subject credential may be exempt from this requirement.

Student Teaching (Clinical Practice)
- Multiple Subject, Single Subject or Education Specialist

Advancement to Clinical Practice
Applications for clinical practice must be submitted online by the candidate through the SOE Services MyBrandman site by the established deadline date. Subject matter competence and all requirements listed above must be met prior to the application deadline except the RICA exam. Candidates also need to have completed all credential coursework with the exception of EDDU 544 Student Teaching Seminar I and EDDU 545 Student Teaching Seminar II, maintaining a 3.0 cumulative GPA and a student in good standing.

For information on internship eligibility and requirements please refer to the “internship credential programs” section below.
Directed Teaching

1. Directed Teaching in the Multiple and Single Subject programs consists of two eight week sessions of full-day directed teaching at two different grade levels that meet the cross-cultural criteria. For special education only credentials, the candidate has two eight week sessions of full-day directed teaching assignment that meets the cross-cultural criteria.
2. Directed Teaching placements must be completed in a California public school with an approved setting and begin Fall 1 or Spring 1.
3. The Campus Clinical Coordinator, not the student, will determine the student’s placement in Directed Teaching. Placement requests are not permitted per CTC regulations.
4. Approved university personnel will supervise all student teachers.
5. Directed Teaching placements in special education classrooms are not acceptable for the Single Subject or Multiple Subject Credentials. Summer school placements are not permitted.

Under certain conditions a candidate may petition to waive the first session of Directed Teaching and the first directed teaching seminar. Documented evidence must be provided that the candidate has completed one full year (175 days) of satisfactory public school teaching as a contracted full-time teacher in the credential area sought prior to Directed Teaching at Brandman University. Experience under a University Internship Credential, substitute teaching, work as a paraprofessional, and/or various specialist-type teaching experiences do NOT qualify for a waiver. Contact your Campus Clinical Coordinator for the Directed Teaching waiver requirements and form.

Candidate performance in Directed Teaching will be reflected with a grade of Pass or No Pass. A grade of Pass indicates that the candidate has demonstrated acceptable competency in meeting the required Teacher Performance Expectations (TPEs). A grade of No Pass indicates that the candidate has not met the TPEs and must meet with the Campus Clinical Coordinator. Students in this situation will be placed on an action plan and may have to complete an additional Directed Teaching assignment or may be dismissed from the program.

Internship Credential Programs – Multiple Subject, Single Subject and Preliminary Education Specialist

Brandman University offers Commission on Teacher Credentialing (CTC) approved Internship Credential Programs in Multiple Subject, Single Subject and Preliminary Education Specialist. The Internship Credential has the same legal status as the CTC Preliminary Credential, except that it is valid only in a specifically designated school district or consortium and is only valid for a maximum of 2 consecutive years. For this reason, interns must obtain an employment contract before an intern credential can be issued. The intern assumes full teaching and legal responsibility for his/her classroom from the first day of the teaching assignment as a paid employee of the School District. Each intern candidate must work under the direct and continuing supervision of a Brandman University Supervisor and District Mentor who provides support at the classroom level in the cooperating school. The intern must be continuously enrolled in coursework and a student in good standing. To be eligible for a Brandman University Internship Credential candidates must have a 3.0 cumulative GPA or above in credential program courses.

Internship Admission Requirements
To be admitted to an Internship Program an applicant must:

1. Be admitted into a Brandman University stand alone or MAT credential program for Multiple Subjects, Single Subjects, Education Specialist.
2. Meet with a Campus Clinical Coordinator to obtain information about these internship credential options and eligibility.
3. Submit an official passing score report for the appropriate CSET exam or a verification letter from a CTC approved subject matter preparation program with an authorized signature from the institution where the program was completed (Multiple Subject, Single Subject Credential or Special Education), excluding the Early Childhood Special Education program;
4. Provide proof of meeting U.S. Constitution requirements;
5. Provide a copy of a negative T.B. clearance or TB Risk Assessment (cannot be older than two years);
6. Provide an active Copy of a Certificate of Clearance or any active permit issued by the CTC to teach P-12 in a public school;
7. Complete program specific 120-hour pre-service requirements for Internship Credentials. Please meet with your Campus Clinical Coordinator for pre-service course requirements.
8. Students coming to the Brandman University Internship program from another University must end their current internship credential with their previous University and complete the restriction change. Contact credentialalerts@brandman.edu to start this process.
9. Complete the Intern Eligibility Application which is found on the SOE Services MyBrandman site.
10. Submit a completed Verification of Employment form to credentialalerts@brandman.edu
11. The Verification of Employment form must be approved by the Campus Clinical Coordinator. Once the VOE is approved, the student can be placed in class and will receive an email directing them to pay for their internship credential on CTC online. Payment must be received by CTC within 90 business days.

Requirements to Maintain Internship Credential
Internship candidates must maintain a 3.0 GPA and be continuously enrolled in Supported Teaching courses and the co-requisite Intern Seminars for the fall and spring trimesters in each academic year that the intern credential is active. Candidates must maintain a log of hours documenting support/mentoring and supervision.

An intern who does not enroll in courses for two or more consecutive sessions may be ineligible for the intern credential.

If a student’s employment is terminated by the district or the student, the student must contact the campus clinical coordinator immediately.

Multiple Subject Intern Option
Interns in the first year of an internship must be continuously enrolled in the following courses and maintain a 3.0 GPA:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDMU 580-A</td>
<td>Supported Teaching I: Elementary School</td>
<td>2</td>
</tr>
<tr>
<td>EDMU 580-B</td>
<td>Supported Teaching I: Elementary School</td>
<td>2</td>
</tr>
<tr>
<td>EDMU 580-C</td>
<td>Supported Teaching I: Elementary School</td>
<td>2</td>
</tr>
<tr>
<td>EDMU 581-A</td>
<td>Supported Teaching II: Elementary Education</td>
<td>2</td>
</tr>
</tbody>
</table>
Internship Seminars*
*An internship must be a minimum of two terms in length. The total credits will vary depending on the length of the internship.
- EDUU 556 Intern Seminar A 2
- EDUU 557 Intern Seminar B 2

Advanced Internship
Interns that have completed the supported teaching and internship seminars in the first year of an internship and return the following academic year as an intern must be continuously enrolled in the following and maintain a 3.0 GPA.

Supported Teaching
- EDMU 580-D Supported Teaching I: Elementary School 2
- EDMU 580-E Supported Teaching I: Elementary School 2
- EDMU 580-F Supported Teaching I: Elementary School (*) 0-2
- EDMU 581-B Supported Teaching II: Elementary Education (*) 0-2

Co-requisite Advanced Internship Seminar
- EDUU 558 Advanced Internship Seminar I 2
- EDUU 559 Advanced Internship Seminar II (*) 0-2

Total Credits 6-12

* Spring trimester courses will be waived if candidate has completed all program requirements (both course and non-coursework requirements) by December 1st. See “Credential Program Information and Requirements” in the catalog.

Single Subject Intern Option
Interns in the first year of an internship must be continuously enrolled in the following and maintain a 3.0 GPA:

Supported Teaching
- EDSU 590-A Supported Teaching I: Secondary School 2
- EDSU 590-B Supported Teaching I: Secondary School 2
- EDSU 590-C Supported Teaching I: Secondary School 2
- EDSU 590-D Supported Teaching I: Secondary School (*) 0-2
- EDSU 590-E Supported Teaching II, Mild Moderate 2
- EDSU 590-F Supported Teaching II, Mild Moderate (*) 0-2

Co-requisite Advanced Internship Seminar
- EDUU 558 Advanced Internship Seminar I 2
- EDUU 559 Advanced Internship Seminar II (*) 0-2

Total Credits 6-12

* Spring trimester courses will be waived if candidate has completed all program requirements (both course and non-coursework requirements) by December 1st. See “Credential Program Information and Requirements” in the catalog.

Education Specialist: Mild/Moderate Intern Option
Interns in the first year of an internship must be continuously enrolled in the following and maintain a 3.0 GPA:

Supported Teaching
- EDTU 570-A Supported Teaching I: Mild/Moderate 2
- EDTU 570-B Supported Teaching I: Mild/Moderate 2
- EDTU 570-C Supported Teaching I: Mild/Moderate 2
- EDTU 570-D Supported Teaching II, Mild Moderate 2
- EDTU 570-E Supported Teaching II, Mild Moderate (*) 0-2

Co-requisite Advanced Internship Seminar
- EDUU 558 Advanced Internship Seminar I 2
- EDUU 559 Advanced Internship Seminar II (*) 0-2

Total Credits 6-12

* Spring trimester courses will be waived if candidate has completed all program requirements (both course and non-coursework requirements) by December 1st. See “Credential Program Information and Requirements” in the catalog.
Education Specialist: Moderate/Severe Intern Option
Interns in the first year of an internship must be continuously enrolled in following and maintain a 3.0 GPA:

**Supported Teaching**
- EDTU 571-A: Supported Teaching I: Moderate/Severe (2)
- EDTU 571-B: Supported Teaching I: Moderate/Severe (2)
- EDTU 571-C: Supported Teaching I: Moderate/Severe (2)
- EDTU 591-A: Supported Teaching II, Moderate/Severe (2)

**Internship Seminars**
- EDUU 556: Intern Seminar A (2)
- EDUU 557: Intern Seminar B (2)

**Advanced Internship**
Interns that have completed the supported teaching and internship seminars in the first year of an internship must be continuously enrolled in the following and maintain a 3.0 GPA.

**Supported Teaching**
- EDTU 571-D: Supported Teaching I: Moderate/Severe (2)
- EDTU 571-E: Supported Teaching I: Moderate/Severe (2)
- EDTU 571-F: Supported Teaching I: Moderate/Severe (*) (0-2)
- EDTU 591-B: Supported Teaching II, Moderate/Severe (*) (0-2)

**Co-requisite Advanced Internship Seminar**
- EDUU 558: Advanced Internship Seminar I (2)
- EDUU 559: Advanced Internship Seminar II (*) (0-2)

**Total Credits**
- 6-12

* Spring trimester courses will be waived if candidate has completed all program requirements (both course and non-coursework requirements) by December 1st. See “Credential Program Information and Requirements” in the catalog.

**Education Specialist: Early Childhood Special Education Intern Option**
An internship must be a minimum of two terms in length. The total credits will vary depending on the length of the internship.

**Supported Teaching**
- EDTU 560-A: Supported Teaching I: Early Childhood Special Education (2)
- EDTU 560-B: Supported Teaching I: Early Childhood Special Education (2)
- EDTU 560-C: Supported Teaching I: Early Childhood Special Education (2)
- EDTU 561-A: Supported Teaching II: Early Childhood Special Education (2)

**Internship Seminars**
- EDUU 556: Intern Seminar A (2)
- EDUU 557: Intern Seminar B (2)

**Advanced Internship**
Interns that have completed the supported teaching and internship seminars in the first year of an internship and return the following academic year as an intern must be continuously enrolled in the following and maintain a 3.0 GPA.

**Supported Teaching**
- EDTU 560-D: Supported Teaching I: Early Childhood Special Education (2)
- EDTU 560-E: Supported Teaching I: Early Childhood Special Education (2)
- EDTU 560-F: Supported Teaching I: Early Childhood Special Education (*) (0-2)
- EDTU 561-B: Supported Teaching II: Early Childhood Special Education (*) (0-2)

**Co-requisite Advanced Internship Seminar**
- EDUU 558: Advanced Internship Seminar I (2)
- EDUU 559: Advanced Internship Seminar II (*) (0-2)

**Total Credits**
- 6-12

* Spring trimester courses will be waived if candidate has completed all program requirements (both course and non-coursework requirements) by December 1st. See “Credential Program Information and Requirements” in the catalog.

**Early Completion Options (Multiple and Single Subject Only)**

1. To qualify for the Early Completion Internship Option candidates must first be admitted to the Multiple or Single Subject Intern Program.
2. Once admitted to the internship program candidates must pass two entry assessments to enroll in the Early Completion Option:
   - Pass both instructional cycles of the California Teaching Performance Assessment (TPA). The TPA must be passed on the first attempt.
   - National Evaluation Series (NES) Assessment of Professional Knowledge (APK): Elementary (Test code 051) for Multiple Subjects candidates or Secondary (Test code 052) for Single Subject candidates or submit passing scores for The Teaching Foundations Examination (TFE) (no longer administered but accepted*). The exam may be taken more than once.
   - Pass the Reading Instruction Competence Assessment (RICA): Multiple Subject candidates only.
3. Complete specific supported teaching and the appropriate co-requisite internship seminar courses.

**SB 57 Private School Option (Multiple and Single Subject Only)**
Under the provisions of S.B. 57, candidates who have taught in a WASC Senior College and University Commission (WSCUC) accredited private school for 3-5 years, within the past 7 years, may be eligible to waive all of student teaching and are not subject to the CalTPA, California Teaching Performance Assessment requirements. See an academic advisor or the Teacher Accreditation Department for complete details regarding this program option.

**California Teaching Performance Assessment (CalTPA)**
The state mandated California Teaching Performance Assessment is required for Multiple and Single Subject candidates. The assessment consists of two instructional cycles based on the pedagogical sequence of plan, teach and assess, reflect and apply. Each of these four
Teaching Credential Programs

steps is addressed by each instructional cycle. Candidates complete Instructional Cycle I during Directed Teaching I and Instructional Cycle 2 during Directed Teaching II. Cycles are submitted through Pearson and candidates pay a fee to submit each cycle. Candidates who fail either of the two cycles must retake the cycle and pay the associated fee. Both cycles must be passed in order to be recommended for the multiple or single subject credential.

Exit Portfolio
Portfolios are required for Education Specialist candidates only. After successfully completing clinical practice and all other coursework, education specialist candidates submit a portfolio demonstrating their competency based on the CTC's Special Education Teaching Performance Expectations (TPE's) through LiveText and pay a fee to have the portfolio evaluated. Portfolio requirements and directions are located on the SOE Services MyBrandman site. Education Specialist Interns may submit their portfolios when they have completed all other coursework, excluding their supported teaching and internship seminar course.

Recommendation for Credential
Upon successfully completing and passing all credential, program and coursework requirements, the candidate may apply to be recommended to the CTC for the credential. To apply for the credential, candidates complete the Recommendation Form on the SOE Services MyBrandman site. Once the recommendation is made by the Teacher Accreditation Department, candidates complete a CTC exit survey and submit the credential fee.

Credential Programs

- 2042 Multiple Subject Credential Program with an English Learner Authorization [Link]
- 2042 Single Subject Credential Program with an English Learner Authorization [Link]
- Special Education - Preliminary Education Specialist [Link]