

## **How to Obtain Your Professional Clear Teaching Credential (Multiple and Single Subject Ryan “Old” Programs Only)**

Preliminary teaching credentials are valid for five years and cannot be renewed. They must be converted to a Professional Clear credential by submitting an application to the California Commission on Teacher Credentialing (CCTC) via a California University or an agency with an approved Induction Program.

Individuals who hold a Ryan (“old program”) Multiple Subject or Single Subject Credential based on the completion of a California Multiple Subject or Single Subject Preliminary Credentialing program can use the option described below to clear their credential. For information on other options to clear and/or information for out of state trained teachers, please visit the links below:

<http://www.ctc.ca.gov/credentials/leaflets/cl561c.html> (Multiple Subject)

<http://www.ctc.ca.gov/credentials/leaflets/cl560c.html> (Single Subject)

If you complete the process described below, Sonoma State University can forward your Professional Clear application to the California Commission on Teacher Credentialing (CCTC) on your behalf. Once you receive your credential, it is critical that you register it by providing a copy to your County Office of Education.

### **I. Professional Clear Courses and Requirements:**

To obtain the Professional Clear Multiple Subject or Single Subject Credential, individuals who have completed a Ryan Teacher Preparation Program, and elect to clear by the process described below, must complete the following requirements at SSU or another approved University:

**Health Education course (HEALTH EDUCATION 50 @ SRJC)**

**Copy of the front and back of a VALID CPR card, which covers Infant, Child, and Adult CPR skills (Online CPR Certification NOT ACCEPTED)**

**Special Education course (call 707-664-3141 for information)**

**Computer Education course (EDUC 404 or EDUC 484 at SSU)**

**A Fifth Year of Study (completion of a Bachelor’s Degree plus 30 additional units)**

### **Course work for the Professional Clear taken at other Universities:**

Courses that meet the CCTC requirements for the Professional Clear credential are offered at most California universities with Teacher Education programs. Courses that fulfill Professional Clear requirements will usually be noted as such in University and University Extension catalogs and schedules. Simply provide the Credentials Office with an official transcript with the course grade posted (the CCTC does not accept grade reports). There is no minimum unit requirement necessary as units vary by college. Please provide a course description for courses taken outside of California.

## **CPR - A co-requirement to a course in Health Education**

CPR training may be obtained from a variety of agencies, including the American Heart Association (Approved course levels: Heartsaver, Healthcare Provider) and the American Red Cross (Community CPR, Infant/Child/Adult CPR). *A course in first aid is useful to anyone, but not required for the credential.*

## **Health Education**

Health Education may be completed at a community college. An appropriate course in Health Education should at a minimum include: nutrition, the physiological and sociological effects of abuse of alcohol, narcotics, drugs, and the use of tobacco. Please call the Credentials Office at (707) 664-3141 if you need assistance in determining the appropriate course to take.

## **Fifth Year**

If you completed a teaching credential program after you received a Bachelor's degree, and completed 30 semester units while doing so, the fifth year requirement has been met.

If you earned a credential during your study for a Bachelor's degree at a **California** University, you will need to complete 30 semester units posted after your graduation date. A fifth year of study should meet one of the following criteria:

- A) Additional subject-matter preparation including, but not limited to, pursuit of a Master's or higher degree
- B) Completion of an accredited program for an advanced or specialized credential
- C) In-service training for which college or university credit is given
- D) Study undertaken to complete an accredited program of professional preparation

If you would like information on available Master of Arts in Education programs available at SSU, please visit [www.sonoma.edu/education](http://www.sonoma.edu/education) and click on "Masters" under the Programs heading.

## **Information for Out of State Trained Candidates**

Individuals who completed their teacher preparation program **out of state** have several options for clearing their credential. For information visit:

<http://www.ctc.ca.gov/credentials/leaflets/cl561.pdf> (Multiple Subject)

<http://www.ctc.ca.gov/credentials/leaflets/cl560.pdf> (Single Subject)

## II. Application Process

Please submit a complete application, including transcripts. Transcripts may be official or unofficial, as long as they are legible. Please do not have colleges mail transcripts to the Credentials Office. The effective date for your Professional Clear credential is the date by which you complete the final clear requirement, or the date by which we receive your credential application, whichever is later.

Submit the following items listed below in person at Stevenson Hall 1078 between the hours 10:00 a.m. – 4:30 p.m. Monday – Friday or mail to:

Sonoma State University  
Credentials Office  
1801 East Cotati Ave.  
Rohnert Park, CA 94928-3609

\* Credential application, visit [www.sonoma.edu/education](http://www.sonoma.edu/education); select “Forms” then “Credential Forms” to download an application.

\* Fees: The application referred to above will provide fee information.

\* Photocopy, front and back or valid CPR card for Infant/Child/Adult training.

\* Non-SSU transcripts (CCTC does not accept grade reports) for courses used to meet Professional Clear requirements.

Out of state trained applicants should submit any additional items required by the California Commission on Teacher Credentialing. Requirements are listed on the face of the Preliminary Credential. Out of state advising can be obtained by calling (707) 664-3141.

\* Required of all applicants

The Credentials Office can be reached at (707) 664-2832 or at [credentials.office@sonoma.edu](mailto:credentials.office@sonoma.edu)