



Contra Costa County Office of Education
77 Santa Barbara Road
Pleasant Hill, CA 94523
www.cocoschools.org

Designated Subjects Adult Education Credential

Dear Credential Applicant:

Outlined below are the requirements for applying for the Designated Subject Adult Education Credential. You are not authorized to start in any certificated assignment until you have completed an application for the Preliminary Designated Subjects Adult Education Credential, and received a Recommendation letter from the Local Education Agent.

First, complete the attached forms:

- 41-4 - Yellow Application for Credential Authorizing Public School Service
- Livescan form or copy of any credential or permit issued from CCTC
- Applicant Appraisal of Credential Renewal Requirements

Second, include the following items with the application packet:

- The CCTC (California Commission on Teacher Credentialing) requires a **Cashier's Check or Money Order** for \$55.00 made payable to CCTC.
- The CCCOE (Contra Costa County Office of Education) requires a processing fee in the form of a **Cashier's Check or Money Order** in the amount of \$70.00 made payable to CCCOE.
- Completed Livescan Form or copy of previous permit or credential.
- If you are applying for a non-academic subject you will need to submit Work Experience Letter(s) verifying five years of experience and/or education as appropriate to qualify for the credential.
- Official Transcripts are required if you are applying for an academic subject or using education only or education and experience for a non academic subject.
- Official High School Diploma or greater or GED as appropriate.
- Academic Subjects Only – Copy of CBEST
- Full-time credential only - Evidence of a course or test in provisions and principles of U.S. Constitution.

An evaluation to determine if you meet all the qualifications for the subject(s) requested will be done upon receipt of your credential application packet. If the Credential Analyst/LEA needs additional information you will be notified immediately. Once the application packet is complete and the Credential Analyst/LEA can recommend you for the credential, you will receive your Letter of Recommendation in the mail.

The Contra Costa County Office of Education will forward your completed application packet to the (CCTC) California Commission on Teacher Credentialing. This process may take four to eight months; you may work in your assignment, as the recommendation letter is valid for one year. You will receive the original Credential from CCTC.

If you have any questions you can contact Kandi Gravenmier by phone at (925) 942-3302 or e-mail kgravenmier@cccoe.k12.ca.us. The completed packet should be mailed to:

Contra Costa County Office of Education
77 Santa Barbara Road
Pleasant Hill, CA 94523
Attention: Kandi Gravenmier

Thank you in advance for your spirit of cooperation and patience with the process.

Sincerely,

Kandi Gravenmier, Credentials Analyst, LEA