



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

**Designated Subjects Full-Time Adult Education Teaching Credential
Applicant Appraisal of Credential Renewal Requirements**

Applicant's Name: _____ **SS#:** _____

Date of Assessment: _____ **Assessing Agency:** Contra Costa County Office of Education

U.S. Constitution - Must show verification of one of the following:

- Complete a two-semester unit (or three-quarter unit) course in the provisions and principles of the U.S. Constitution.
- Pass an examination in the subject given by a regionally-accredited college or university.

Level I: Must be completed within the first two years of holding your valid Credential

Completion of a minimum of four semester units of coursework covering all the following competencies:

- Instruction on how to address student difference in ethnicity, culture, gender, age, language background and socioeconomic background and how these affect education practice and process.
- Instruction on how to select the appropriate teaching method and materials based on student differences.
- Instruction on how to evaluate teacher effectiveness in use of teaching strategies by evaluation of student achievement and interpersonal relationships.
- Instruction on how to integrate computers into instructional practices.

After you have completed the Level I course you must have a Local Education Agent (LEA) file the Verification of Completion of Level I Requirements Form CL-787 with the California Commission on Teacher Credentialing. You will need to provide an official transcript and the name of your employing school district.

Level II: Must be completed in remaining three years of holding your valid Credential

Completion of a minimum of five semester units of coursework covering all of the following competencies:

- Instruction on how to develop learner-centered curriculum considering diversity.
- Instruction on how to counsel and guide the students. Learn how to recognize personal and academic problems of students and be able to identify appropriate school or community services available to students.
- Study community legislative and occupational relationships and their roles in the classroom.

In addition a Health Education course and CPR certification are required.

- The course in health education must include, but is not limited to, the topics of nutrition, the physiological and sociological effects of abuse of alcohol, narcotics, and drugs, and the use of tobacco. CPR certification may be obtained from the American Heart Association by taking their Heartsaver Course or from the American Red Cross by taking their community CPR course.

Requirements to clear Preliminary Credential to obtain the Professional Clear:

- Must provide official transcripts verifying Level I, Level II course work and Health Education Unit.
- Verification of teaching experience. The verification must show evidence of teaching a minimum of one course in each of four terms within the five years of validity of the Preliminary Credential. Two of these terms must be with one employing school district. The number of teaching clock hours required is no longer specified.
- Provide valid CPR card.
- Provide completed credential application form and applicable fees.

By signing this appraisal I agree to all of the above requirements. I understand that if I do not complete the requirements by the expiration dates listed on my credential, my credential will become invalid, and I will no longer be able to teach in any assignment that requires a credential until the requirements are met.

NOTE: The Contra Costa County Office of Education does not keep copies of your credential application materials. It is your responsibility to keep any necessary copies.

 Applicant's Signature

 Date

I verify that I have fully appraised the applicant of the requirements to obtain a Professional Clear Credential.

 Kandi Gravenmier, Credentials Analyst, LEA

 Date