CREDENTIAL FAQ'S

1. I am **certified to teach from another state**, how do I apply for a California (CA) teaching credential?

   A teacher may apply for a CA teaching credential based upon verification of the following minimum requirements:
   
   a. Bachelor’s or higher degree issued by a regionally accredited college or university.
   
   b. Teacher preparation program including student teaching with a grade “C” or better from a regionally accredited institution.
   
   c. Issued a comparable teaching credential (front and back of the document)
   

   You may apply directly to the California Commission on Teacher Credentialing (CCTC before you are employed in CA). Refer to their website at [http://www.ctc.ca.gov/credentials/out-of-state.html](http://www.ctc.ca.gov/credentials/out-of-state.html) for complete instructions and application forms.

2. My teaching credential authorizes me to teach K-12, what position can I apply for?

   Teaching positions in a **self-contained classroom** (generally elementary and middle schools) could be served by **Multiple Subject credentials**.

   Teaching positions in **departmentalized classes** (middle and high schools) could be served by **Single Subject credentials**.

   **Special Education** credentials in CA are called Education Specialist Credentials and are issued in specific specialized areas such as Mild/Moderate disabilities, Moderate Severe, etc.

3. If my credential has not been granted by the California Commission on teacher credentialing can I start teaching if I have been selected for employment with SFUSD?

   You must have **one of the following submitted with the SFUSD Human Resources credential office**:
   
   a. Applied for a credential through the SFUSD Human Resources credential office with the required official transcripts, processing fees, live scan fingerprints, test results, out of state teacher’s license, basic skills requirement, etc.
   
   b. Proof of a pending credential application with the CCTC. (see item 1)

4. I do not have a teaching credential yet; can I be considered for a teaching position?

   **SFUSD will consider hiring intern teachers and non-credentialed permit teachers only in shortage areas such as in Special Education, Math, PE, Foreign language Spanish, Physics, Chemistry, Bilingual Education (Spanish, Mandarin and Cantonese).** If the applicant has been offered employment, then you will have to apply for a two year intern credential, one year teaching permit (Short Term Staff Permit or Provisional Intern Permit) and be admitted to a university teaching credential program. Intern credentials are applied through partner university credential programs; teaching permits are applied through the district’s human resources credential office.

   The following are **basic requirements that must be met before being hired**:
   
   a. Possession of a baccalaureate degree from a regionally accredited college or university verified by official transcripts.
   
   
   c. For special education positions complete the requirements for the Single subject or Multiple subject or a minimum of 3 years of full time special education teaching experience or 9 semester units in special education coursework or in a combination of special ed and regular ed.
d. For single subject areas a degree major or 18 semester units of coursework in the single
subject area (Math, Physics, Chemistry, PE Foreign language Spanish) or passage of the
California Subject Examinations for Teachers (CSET) single subject matter exam. Go to
www.cset.nesinc.com for tests dates and information.

e. For Bilingual education the minimum is current enrollment in a Multiple subjects teaching
credential program and passage of the university’s bilingual exam.

5. What is an English Language Learner authorization such as CLAD certification?
An English Language Learner (ELL) authorization is required by SFUSD to teach and serve students
that are English Language Learners. This authorization is based on the rights and needs of the
students to an appropriate education.
If you do not have this certification, you will need to apply for a one-year Emergency CLAD permit and
immediately must begin a program for English Language Learner certification. The one-year
emergency permits are applied through the district’s human resources credential office.

6. How do I get an English Language Learner authorization?
Pass the California Teacher of English Learner (CTEL) examination www.ctcexams.nesinc.com for
more information and registration OR complete university coursework. For a complete list of
approved CTEL universities go to http://www.ctc.ca.gov/credentials/CREDS/english-learners.html

7. I have a Preliminary credential, how do I “clear” my credential?
Before a Preliminary credential expires, you are required to complete specific requirements to move
to the next level of credential entitled Clear. Review your CA credential to determine your credential
requirements by going to https://teachercred.ctc.ca.gov/teachers/index.jsp. If Induction is required,
SFUSD has a 2-year Induction program, please contact Ms. Caroline Satoda, Supervisor Academics
and Professional Development at satodac@sfusd.edu (415) 355-7650 for program information and to
enroll. If you are unsure of your requirements, please contact CCTC or SFUSD’s credential office.

8. How do I contact the SFUSD’s credential office?
Annette Minafo, credential analyst
San Francisco Unified School District
Human Resources Dept, 2nd floor
555 Franklin Street
San Francisco, CA 94102
(415) 241-6543 or 6147 fax
minafoa@sfusd.edu
(415) 241-6101 ext 3280

Pat Torres, credential analyst
San Francisco Unified School District
Human Resources Dept, 2nd floor
555 Franklin Street
San Francisco, CA 94102
(415) 241-6543 or 6147 fax
torreaz@sfusd.edu
(415) 241-6101 ext 3247

9. How do I contact the SFUSD’s intern office about partner universities?
Debra Eslava-Burton EslavaD@sfusd.edu 415-355-7648
SFUSD Teacher Support and Development Human Resources

10. How do I contact the California Commission on Teacher Credentialing (CCTC)?
Visit their website at www.ctc.ca.gov
Email credentials@ctc.ca.gov
Call toll free 1 888 921-2682 between 1-4:30 PST