

**San Diego County Office of Education  
APPLICATION REVIEW CHECKLIST  
CTE PRELIMINARY**

Name:

Last 4 of SSN:

ITEM	INITIAL IF INCLUDED
<p><b>CTC Credential Application (41-4)</b>  Candidate Note: Please remember to answer ALL of the questions listed in Section 3.  Technician Note: Upper right hand corner contains the date the credential will be effective.  Please don't forget your district stamp and initials or signature.</p>	
<p><b>LiveScan Fingerprint Application (41-LS)</b>  Candidate Note: Contact your district credential technician to determine what your fingerprinting requirements are.</p>	
<p><b>Temporary County Certificate Application (A120)</b>  <i>Candidate Note:</i> This form is completed when the County will need to release a paycheck before you receive your document from CTC.  <i>Technician Note:</i> If your district is OUTSIDE San Diego County, please do not send this form in with the application. Keep it and send to your COE when you receive the Recommendation form.  <b>NOTICE:</b> Effective January 1, 2017, Assembly Bill 1918 will require a Certificate of Clearance on file at the Commission on Teacher Credentialing prior to activation of any Temporary County Certificates (TCC). To apply for a Certificate of Clearance, applicants must complete LiveScan fingerprinting (41-LS and Clearinghouse) and then apply online at the Commission of Teachers Credentialing website. The fee for this document is \$52.50. Once the Certificate of Clearance is granted, the applicant may apply for their regular credential/permit through our office and claim a \$50 fee credit by submitting a copy of the Certificate of Clearance</p>	
<p><b>SDCOE Preliminary Credential Program Application</b>  This is the request to be admitted in to the SDCOE Designated Subjects Credential program. Page 1 must be completed in full. The other pages are to be used as a worksheet by the candidate in collecting required documentation and as a communication tool between all parties.</p>	
<p><b>Candidate MOU</b>  Must be signed and dated.</p>	
<p><b>High School Diploma (or Equivalent) OR copy of current cleared CA credential</b>  Verification can include: diploma, HS transcript, or College transcript showing HS Graduation or degree</p>	
<p><b>Verification of 3 years experience</b>  Three years (*3,000 hours) of work experience needed, with at least one year of hands-on experience, and recency of one year in the last five years, or two years within the last 10 years.  <i>Letters must include:</i>  - employer's name, address, &amp; phone number  - working relationship of the person signing the verification  - beginning and ending dates of employment  - complete description of job duties  - a statement as to whether or not the employment was full-time. If less than full-time, include an accounting of the number of hours the candidate was employed.</p>	
<p><b>Recency</b>  1 year (1000 hours) of experience must be verified within the last 5 years or 2 years (2000 hours) within the last 10 years.</p>	

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**Official Transcripts**

Showing relevant coursework. Up to 48 semester units of coursework in the subject to be named on the credential may be substitutes for up to 2 years of experience. # of semester units/2 = # months

**Advanced Industry Certifications**

Relevant to industry sector requested on credential. May be used to substitute for 1 year of experience.

**Verification of 1 year of General Education Teaching**

May be used to substitute for 1 year of experience.

**SDCOE is no longer collecting the \$100.00 fee as we move to online recommendations for CTE credentials.**

Payment will be required once the online recommendation is made by SDCOE via an email sent by the CTC.  
(For CTE credential ONLY, 4.13.2020)