

APPLYING FOR A CLEAR CREDENTIAL:

If you hold a Preliminary Credential and have completed all of the requirements stated on the document needed to clear your credential, please follow the directions shown below. These directions are for the purpose of applying for your clear credential after completing the SMCOE BTSA/Induction Program. If you have completed your requirements using any method other than through our BTSA/Induction Program, please speak to the credential analyst at your employing school district, or contact us at (650) 802-5384 regarding what process to use to file for your clear document.

1. Complete the form - SAN MATEO COUNTY BTSA/INDUCTION PROGRAM APPLICATION FOR CLEAR MULTIPLE SUBJECT, SINGLE SUBJECT, OR EDUCATION SPECIALIST CALIFORNIA TEACHING CREDENTIAL. This form is shown below. It may be filled-out by using your computer, then printed-out for signature.

2. Add any documentation that is required for the clearing of your credential. Use the chart below to determine which additional documentation is needed. Select the renewal code shown in the left column of the chart that matches a renewal code found on your preliminary credential.

Things to remember:

- a) Course work is verified through official transcripts. A verified true copy of your transcripts is acceptable
- b) Exams are verified through your official Exam Scores. A copy is acceptable.
- c) CPR is verified with a verified true copy of the front and back of your Adult, Infant, & Child CPR Card. Be certain to sign the card if it has a place for you to do so.
- d) EL authorization is verified by a copy of your EL Credential (CLAD Certificate etc.)
- e) The credential analyst at your employing school district can sign the copies you wish to send thereby verifying their authenticity.

RENEWAL CODE	NO ADDITIONAL DOCUMENTATION NEEDED (Send the application form only)	CPR CARD	HEALTH	ALL ITEMS LISTED UNDER R14T
R14I	x			
R14S	x			
R14R		x		
R14D		Excluded unless you are from out-of country	Excluded unless you are from out-of country	x
PRO				x

3. Send your application along with the applicable documentation to the address below. Do not send money at this time.

Valerie Flatt, Senior Credential Analyst
San Mateo County Office Of Education
101 Twin Dolphin Drive
Redwood City, CA 94065

4. Once your application is received, a Credential Analyst will review the documentation for completeness, and verify completion of Induction with the SMCOE BTSA Induction Project staff. We will then make the recommendation to the Commission on Teacher Credentialing, (CTC) for your clear credential. If it is found that additional information is needed during this process, Valerie will contact you via e-mail.

5. Once your recommendation has been submitted, CTC will send you an e-mail under Valerie Flatt's name, which will request that you go online and provide additional information. You will pay the CTC Evaluation fee at this time by credit or debit card. The current fee charged for their evaluation is \$57.

6. Once CTC has determined that you have met all the requirements to clear your credential, you will receive a Notice of Issuance via e-mail, indicating that CTC will be issuing your Clear document. Your document will be available to you online within 48 hours from the receipt of your notice. You may go online at that time and print out the document for your records.

7. It is a good idea to provide your employer with a copy of your document. Our office will receive a copy in the form of a download from the Commission, but your employer will not receive that download and so a copy will be helpful.



**SAN MATEO COUNTY BTSA / INDUCTION PROGRAM
APPLICATION FOR CLEAR MULTIPLE, SINGLE SUBJECT, OR EDUCATION
SPECIALIST CALIFORNIA TEACHING CREDENTIAL**

Anne E. Campbell, County Superintendent of Schools

SSN: _____
- ## -

Date of Birth: _____
mm/dd/yy

Name: _____
(First) (Middle) (Last)

Mailing Address: _____

E-mail Address: _____
(Please do not use an AOL e-mail address)

Employing School District: _____

Preliminary Credential Information: (Please refer to your credential document to answer the questions below.)

I currently hold a preliminary (choose all that apply)

Multiple Subject Credential	Expiration Date: _____
Single Subject Credential	Expiration Date: _____
Education Specialist	Expiration Date: _____

My document designates that I am authorized to teach English Language Learners:
Yes No

List all authorized subjects or disability areas shown on your current preliminary credential.

1) _____	2) _____
3) _____	4) _____
5) _____	6) _____

Professional Fitness: Please respond to the following professional fitness question. (This information will be requested again, but in greater detail, as part of your online application process with the Commission.)

Have you ever been the subject of credential discipline, or have you ever had any criminal convictions (misdemeanors and/or felonies)? Yes No

Applicant's Statement: I affirm that the above information is true and factual.

Applicant's Signature: _____ Date: _____

For County Use: R14D R14I R14R R14S PRO RC REL
2042 1059 CLAD EMP BCLAD EMP
READ US CONS SUBJ MATT H/CPR COMP 1 COMP 2
MAIN
3/11

Application File Date:
