

Intern Credential Spreadsheet: Education Specialist

A	B	C	D	E	F	G	H	I	J	K	L
ID NUMBER	NAME	BA transcript	CBEST	COC	CSET	PRE-SERVICE	US CONSTITUTION	EMPLOYMENT	EMPLOYMENT	STATEMENT OF	RECOMMENDATION
						P=Course, W=Waiver		VERIFICATION	OFFER LETTER	RELEASE	Submitted-->CTC
		x	x	8.1.23	MS Waiver	P	CSU	x	x	x	MK 2/6/19
		x	x	7.1.22	MS	W	CSU	x	x	x	SG 8/1/18
		x	x	9.1.20	MS	W	CSU	x	x	x	SG 7/30/18
		x	x	5.1.19	MS	P	CSU	x	x	x	SG 8/1/2017
		x	x	11.1.23	MS	P	CSU				

Key to Spreadsheet Headers:

BA Transcript: Official Undergraduate Transcript showing Bachelor’s degree posted

CBEST: Basic Skills requirement fulfilled through passing score on CBEST or other CTC-approved examination

COC: Certificate of Clearance from CTC or valid permit, expiration date recorded. Certificate of Clearance or permit must be valid at the time of recommendation

CSET: Passing scores on subject-specific Subtests for CSET or valid waiver letter from CTC-approved subject matter preparation program, signed by Credential Analyst

Preservice: Fulfillment of Preservice is indicated with “P” if the candidate took EDU6003 (Preservice) at Alliant or W if the candidate submitted a Preservice waiver. Waivers are verified by an administrator who supervised a candidate for a minimum of two years as teacher of record in a California school within the last three years. Candidates who hold a prior California Preliminary or Clear teaching credential can use that to fulfill the Preservice requirement.

US Constitution: Fulfillment of United States Constitution requirement is indicated by CSU, if the candidate holds an undergrad degree from a California State University, “exam” if the candidate submitted a certificate of completion for the US Constitution exam online (www.usconstitutionexam.com), or an abbreviated course name from the undergrad transcript that a Credentials Analyst has verified covers the principles and creation of the US Constitution.

Job offer: Candidate has submitted a copy of a job offer letter or contract from a school district, charter organization, or non-public school verifying employment

Employment Verification Form: Candidate submits a form completed by the employer that verifies their employment, subject area, and name and contact information for a district support provider.

Statement of Release form: Candidate submits a signed form indicating the granting of permission to Alliant to release pertinent information about enrollment status and continuing eligibility and the use of transcripts when submitting an application to CCTC.

X indicates the requirement has been fulfilled.

Red cells indicate the student has not submitted the required documentation and has not been cleared for Fieldwork.