



Alliant International University
**California School
of Education**

Student Teaching Packet

2021/2022

**Multiple Subject
Single Subject
Education Specialist: Mild/Moderate**

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STUDENT TEACHING CLINICAL PRACTICE

EXPECTATIONS OF A STUDENT TEACHER

Student Teaching includes supervised, guided classroom observations, initial student teaching (co-planning and co-teaching with both General Education teachers and Education Specialists, as appropriate, or guided teaching), and final student teaching.

Student Teachers are required to complete a **minimum of 600 hours** of Clinical Practice across the arc of the program. Clinical Practice hours are broken down as follows:

- Clinical Practice I – Guided Classroom Observation: 60 hours
- Clinical Practice II – Guided Classroom Observation: 60 hours
- Clinical Practice III – Student Teaching: 240 hours
- Clinical Practice IV – Student Teaching: 240 hours

Documented Hours:

These 600 hours will be documented on **Verification of Hours Logs** and submitted to the course instructor while enrolled in Clinical Practice courses.

CLINICAL PRACTICE COURSES

CLINICAL PRACTICE I & II: GUIDED CLASSROOM OBSERVATIONS (120 HOURS)

Guided classroom observations provide candidates with an intensive and extensive culminating activity and required 120 hours of in-class guided observations (60 hours per term) for two terms.

PLEASE NOTE: Clinical Practice I and II is **unpaid** and takes place **during school hours**. Substitute Teaching and/or any other paid hours **cannot** be applied or used in lieu of observation hours.

During guided classroom observation, candidates are immersed in the learning community and are provided opportunities to develop and demonstrate competence in the professional roles for which they are preparing. Experiences are provided to the candidate under the supervision or guidance of an experienced individual (Master Teacher) who has the knowledge and skills the candidate is working to attain. Student Teachers can anticipate sitting at the back of the classroom and watching specific pedagogical practices.

Student Teacher Candidates are responsible for seeking out and securing their own Guided Classroom Observation sites. Candidates must **ONLY** seek schools/districts that are pre-approved and located on the Active MOU List. New MOUs will not be considered for Classroom Observation purposes.

Credential Analysts will clear candidates for participation in Clinical Practice I and II.

Upon clearance for Clinical Practice I, candidates will receive an **Observation Letter** from their Credential Analyst. Candidates can provide this letter to schools/school districts when seeking sites in which to conduct their guided classroom observations for Clinical Practice I and II.

CLINICAL PRACTICE III & IV: STUDENT TEACHING (480 HOURS)

Student Teaching provides candidates with an intensive and extensive final culminating experience of fulltime teaching responsibilities during an 8-week period under the supervision of a Master Teacher. Student Teachers complete a total of 480 hours over the arc of CP III & IV. This is a **minimum** of at least 4

days (30 hours/week) in the classroom, meetings before or after school, extracurricular activities, shadowing the same schedule as the Master Teacher.

Hours include a bell-to-bell school day schedule (holidays not included). Student Teachers will engage in a variety of approved student teaching activities across both terms. The teaching schedule below is ideal and will be discussed with the Master Teacher.

In some cases, Student Teachers may demonstrate advanced readiness and can be responsible for more lessons than recommended; in some cases, student teachers may require additional support. The Master Teacher, in conjunction with the University Mentor, can decide to adjust up or down the number of lessons per week to accommodate the Student Teacher's development.

Each 8-week term will culminate in a solo-teaching or co-teaching experience.

PLEASE NOTE: Clinical Practice III and IV is ***unpaid*** and takes place ***during school hours***. Substitute Teaching and/or any other paid hours ***cannot*** be applied or used in lieu of observation hours.

Student Teacher Candidates ***cannot*** secure their own Student Teaching assignment. Candidates ***must*** work with the Student Teaching Placement Lead to secure an approved placement at a [current partnering school/school district](#). New MOUs may be sought for Clinical Practice III and IV; however, the full [MOU process](#) must be completed prior to the start of the Clinical Practice course.

Credential Analysts will clear candidates for participation in Clinical Practice III and IV.

CLEARANCE REQUIREMENTS: CLINICAL PRACTICE I & II

REQUIRED ITEMS

- [Certificate of Clearance](#)
- [U.S. Constitution Requirement](#) via ONE of the following options:
 - Qualifying Course
 - [Exam](#)
- [Basic Skills Requirement](#) Verification via ONE of the following options:
 - [Exam](#)
 - Coursework
 - Combination Exam + Coursework
- Prerequisite Coursework:
 - Verification of successful passage of EDU62030: Professional Learning & Practice
This course meets CTC 120 hours of preservice requirement.
 - Verification of successful passage of EDU62040: Educational Foundations
- Verification of important prerequisite documentation completed during EDU62030: Professional Learning & Practice.
BOTH of the following documents must be included with this documentation:
 - Signed Assurance Form
 - Completed Professional Dispositions Checklist
- Official* undergraduate transcripts from a regionally accredited university verifying conferral of a baccalaureate degree
- Negative TB Test Results
- Verification of a [current MOU](#) between Alliant and Student Teacher Placement for CP III & IV
- Signed Acknowledgement Form
- Clearance by Credential Analyst #1

**Submit ALL above documents to your Credential Analyst
NO LATER than given deadline.**

Items received **AFTER** the deadline will be used toward the next available deadline.

DEADLINES

March Term:	February 28 th , 2022
May Term:	Clinical Practice Not Offered
June/July Term:	Clinical Practice Not Offered
August Term:	August 15 th , 2022
October Term:	October 10 th , 2022

ADD/DROP DEADLINE: ONE (1) WEEK AFTER COURSES BEGIN

CHECKLIST ITEMS EXPLAINED – CP CLEARANCE #1

CERTIFICATE OF CLEARANCE (COC):

You must obtain a COC if you are enrolled in a California educatorpreparation program, prior to beginning your student/intern teaching or practicum/field-based experience. The Certificate of Clearance (COC) is a document issued by the Commission to an individual who has completed the Commission's fingerprint character and identification process, whose moral and professional fitness has been shown to meet the standards as established by law. The COC does not authorize to provide instruction or services in schools; its sole purpose is to provide verification that the holder has completed a professional fitness review.

HOW TO APPLY FOR A COC:

- I. Live Scan Process:
 1. Print THREE (3) copies of the [Live Scan 41-LS Form](#).
 2. Take these copies to a [location offering Live Scan electronic fingerprint services](#) for submission to the Live Scan operator.
 3. You will be required to pay a processing fee to the Live Scan operator for your prints to be scanned.
 4. **Retain a copy of the Live Scan form for your records.**
- II. Completing the COC Application Process:
 1. Access the Commission's Home page www.ctc.ca.gov
 2. Use the blue [Educator Login button](#) to complete the online application
 3. If you need help completing your online profile and application, see the [Login Help](#) page for directions.
 4. Upon completion of the online COC process, you will receive an email confirmation. Save this confirmation in your records and provide a copy to your Credential Analyst if/when asked.

US CONSTITUTION

The U.S. Constitution requirement may be fulfilled by **one** of the following:

- An undergraduate degree from a CSU school
- Qualifying Coursework:
 - Must cover the “provisions and principles of the US Constitution”
 - Must be a minimum of 2 semester units or 3 quarter units
 - If choosing to use coursework, please email your Credential Analyst with all of the following information for verification:
 - Name of University in which the course was completed
 - Title of the course
 - Course Description from the university catalog
- An [online exam](#) requiring approval from Credential Analyst before registering.
- <https://www.ctc.ca.gov/docs/default-source/commission/coded/2011/1101.pdf>

BASIC SKILLS REQUIREMENT

The California Education Code and Title 5 Regulations specify that applicants for a credential, certificate, or permit to serve in the public schools of California must verify basic skills proficiency before the credential, certificate, or permit will be issued. The Basic Skills Requirement must be met prior to being assigned to daily responsibility for whole class instruction in Student Teaching or serving as a University Intern. During the [Executive Order](#), this requirement is postponed until the Preliminary Credential recommendation process. [Resource: [CL-667](#).] Those needing to utilize this extension must submit a signed ***BSR Attestation Form***.

OPTIONS FOR MEETING THE BASIC SKILLS REQUIREMENT

Individuals may satisfy the basic skills requirement by one of the following methods:

1. EXAM: Pass an approved Examination:

o CBEST

Individuals only need to pass The California Basic Educational Skills Test (CBEST) once; CBEST passing scores remain valid indefinitely for all credential and employment purposes. To pass the CBEST, one must obtain a minimum scaled score of 41 in each of the three sections—reading, writing, and mathematics. However, a score as low as 37 on an individual section is acceptable if the total scaled score is at least 123.

Any or all sections of the CBEST can be repeated as many times as necessary to obtain a passing score, but the full registration fee is charged for each test administration. For more information, see [CTC-Exam](#) website.

o Pass the CSET: Multiple Subjects Plus Writing Skills Examination

The California Subject Examinations for Teachers (CSET): Multiple Subjects examination has been modified, adding an assessment of basic writing skills. Passage of the CSET: Writing Skills examination (test #142) can be added to passage of the CSET: Multiple Subjects Examination (subtests #101, 214, & 103) to meet the basic skills requirement. Passing exam scores used to meet the basic skills requirement remain valid indefinitely. For more information, see [CTC-Exam](#) website.

o Pass the CSU Early Assessment Program or the CSU Placement Examinations

Passing scores on the California State University (CSU) Early Assessment Program (EAP) (English and Mathematics sections) or the CSU Placement Examinations (English Placement Test [EPT] and Entry Level Mathematics [ELM]) are sufficient to meet the basic skills requirement. See [Coded Correspondence 09-03](#) for additional information. Passing exam scores remain valid indefinitely for the purpose of meeting the basic skills requirement. See Appendix Table 1 for passing scores.

o Achieve Qualifying Score on the SAT or ACT

Previously, individuals having earned a score of 500 or higher on the Critical Reading (previously Verbal) section of the SAT exam combined with a score of 550 or higher on the SAT Mathematics exam are determined to have met the basic skills requirement.

A restructuring of the SAT Suite of Assessments has adjusted the qualifying scores on the revised Evidence-Based Reading and Writing and Mathematics examinations required to meet the basic skills requirement. The new scores listed have been deemed by the College Board as equivalent to the scores shown for the examinations as administered prior to this revision. See Appendix Tables 2-3.

An individual having earned a score of 22 or higher on the ACT English exam combined with a score of 23 or higher on the ACT Mathematics exam is determined to have met the basic skills requirement. See Appendix Table 4.

o College Board Advanced Placement (AP) Examinations

As noted in [Coded Correspondence 15-03](#), students who achieve a score of 3 or higher on

the College Board AP English exam and AP Calculus or AP Statistics exam may also use these exam scores to meet the basic skills requirement. See Appendix Table 5 for how the scores may be applied.

- **Pass a Basic Skills Examination from Another State**

The Commission will accept basic skills examinations from other states. A photocopy of the score report or letter from the testing agency verifying passage of the examination must be submitted with the application packet. There is no recency requirement for the date the examination was passed. See the chart Out-of-State Basic Skills Exams Guide in the Appendix at the end of this leaflet for a listing of acceptable examinations from other states.

2. **COURSEWORK: Meet the Basic Skills Requirement through Qualifying Coursework**

Individuals may meet the requirement by providing official transcripts to a Commission-approved preparation program or submitted with their application packet to the Commission. The transcripts must show passage of courses in reading, writing, and mathematics as outlined below. Courses must have been taken at a regionally-accredited college or university for credit, passed with a grade of B- or better, be degree applicable, and be at least 3 semester units (or equivalent quarter units). Qualifying coursework does not include professional development or continuing education units or in-service training or workshops. Qualifying coursework includes the following:

- For **reading** proficiency: a course in critical thinking, literature, philosophy, reading, rhetoric, or textual analysis.
- For **writing** proficiency: a course in composition, English, rhetoric, written communication, or writing.
- For **mathematics** proficiency: a course in algebra, geometry, mathematics, quantitative reasoning, or statistics.

3. **COMBINATION: Meet the Basic Skills Requirement through Qualifying Coursework and Approved Examination:**

The Basic Skills Requirement can be met through a combination of applicable courses and qualifying exams. This option is only available through a Commission-approved preparation program. The qualifying coursework must meet the requirements as describe above in item number 7. The mixing-and-matching of relevant component or components from all exam options permitted under current law is acceptable.

PRE-REQUISITE COURSEWORK

Candidates must complete specific foundational-level coursework prior to beginning their Clinical Practice field experiences. This coursework is identified as follows:

EDU 62030: PROFESSIONAL LEARNING & PRACTICE

This must be the first course completed by Teacher Education candidates. This course meets the CTC Preservice requirement of 120 hours of foundational preparation in the areas of classroom management and planning, reading and language arts, specific subject pedagogy, human development, and supporting English Learners.

Clinical Practice clearance will be given only to candidates who have successfully completed this course and the *EDU 62040: Educational Foundations* course.

Online registration for this course is completed by your Academic Advisor. Please contact your Academic Advisor for registration deadlines or see the [academic calendar online](#).

EDU 62040: EDUCATIONAL FOUNDATIONS

This course must be taken in combination or immediately following *EDU 62030: Professional*

Learning and Practice.

Clinical Practice clearance will be given only to candidates who have successfully completed this course and the *EDU 62030: Professional Learning and Practice* course.

Online registration for this course is completed by your Academic Advisor. Please contact your Academic Advisor for registration deadlines or see the [academic calendar online](#).

PRE-REQUISITE DOCUMENTATION

During the completion of the pre-requisite coursework, candidates will complete two important documents that are required for the program. A copy of these completed documents will need to be sent to your Credential Analyst. Both of these documents are required to be completed during the *EDU 62030: Professional Learning and Practice* course:

1. Assurance Form
2. Completed Professional Dispositions Checklist

NEGATIVE TB TEST

Alliant requires verification of a negative TB test prior to being cleared for Clinical Practice. Alliant must ensure that the results are recent and remain current for the duration of your Clinical Practice I – IV, from the start of Practicum through the end of Student Teaching.

- You must provide documentation that a negative TB test was administered within 3 years of the start date of your Clinical Practice field experiences.
- Guided Classroom Observation and Student Teaching school sites may request to see a copy of a negative TB test result, so be sure to keep a copy for your personal records.

CLEARANCE BY CREDENTIAL ANALYST #1

In order to initially enroll and continue enrollment in your Guided Observation Clinical Practice courses, you must receive clearance from the CSOE Credential Department by the [deadlines](#) indicated in this packet.

Your Academic Advisor will be notified of the clearance and will register you for the appropriate sequence of courses.

CLEARANCE REQUIREMENTS: CLINICAL PRACTICE III & IV

REQUIRED ITEMS

- Prerequisite Coursework:
 - Verification of successful passage of Clinical Practice I
 - **PLEASE NOTE:** This course is a corequisite of *Content Knowledge and Instructional Practice I* and must be successfully passed prior to advancing to the CK & CP II Series.
 - Verification of successful passage of Clinical Practice II
 - **PLEASE NOTE:** This course is a corequisite of *Content Knowledge and Instructional Practice II* and must be successfully passed prior to advancing to the CK & CP III Series.
- [Subject Matter Competency Verification](#) via **ONE** of the following options:
 - [Exam](#)
 - Approved Subject Matter Preparation Program
 - Direct Match Academic Major
 - Qualifying Coursework
 - Combination Exam + Qualifying Coursework
- Signed Statement of Release Form
- Clearance by Credential Analyst #2

**Submit ALL above documents to your Credential Analyst
NO LATER than given deadline.**

Items received **AFTER** the deadline will be used toward the next available deadline.

DEADLINES

March Term:	February 28 th , 2022
May Term:	Clinical Practice Not Offered
June/July Term:	Clinical Practice Not Offered
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ADD/DROP DEADLINE: ONE (1) WEEK AFTER COURSES BEGIN

CHECKLIST ITEMS EXPLAINED – CP CLEARANCE #2

PRE-REQUISITE COURSEWORK

Student Teacher Candidates must successfully complete Guided Classroom Observation prior to continuing as a Student Teacher in the classroom. This coursework is identified as follows:

EDU 60360: CLINICAL PRACTICE I

This is the first Clinical Practice course taken by teacher candidates at Alliant. For Student Teachers, the focus is on guided classroom observations with a qualified Master Teacher.

This course is taken in combination with *Content Knowledge and Instructional Practice I*.

Online registration for this course is completed by your Academic Advisor. Please contact your Academic Advisor for registration deadlines or see the [academic calendar online](#).

EDU 60370: CLINICAL PRACTICE II

This is the second Clinical Practice course taken by teacher candidates at Alliant. For Student Teachers, the focus continues to be on guided classroom observations with a qualified Master Teacher.

This course is taken in combination with *Content Knowledge and Instructional Practice II*.

Online registration for this course is completed by your Academic Advisor. Please contact your Academic Advisor for registration deadlines or see the [academic calendar online](#).

PRE-REQUISITE DOCUMENTATION

During the completion of the pre-requisite coursework, candidates will complete two important documents that are required for the program. A copy of these completed documents will need to be sent to your Credential Analyst. Both of these documents are required to be completed during the *EDU 62030: Professional Learning and Practice* course:

1. Assurance Form
2. Completed Professional Dispositions Checklist

SUBJECT MATTER COMPETENCY

Teacher candidates in California are required to demonstrate competence in the subject matter they will be authorized to teach. The Subject Matter Competency Requirement must be met prior to being assigned to daily responsibility for whole class instruction in Student Teaching or serving as a University Intern. During the [Executive Order](#), this requirement is postponed until the Preliminary Credential recommendation process. Those needing to utilize this extension must submit a signed **SMC Attestation Form**.

OPTIONS FOR MEETING SUBJECT MATTER COMPETENCY

Individuals may satisfy subject matter competency by one of the following methods:

1. EXAM:

o CSET

Candidates must achieve a passing score on all appropriate California Subject Examinations for Teachers (CSET) subject matter examinations. For more information, see [CTC-Exam](#) website.

2. APPROVED SUBJECT MATTER PREPARATION PROGRAM:

Candidates must complete a Commission-approved subject matter preparation program and obtaining verification of completion from the authorized person in the education department of a California college or university with an approved [Subject Matter Preparation Program](#).

3. **ACADEMIC MAJOR:**

Candidates must show successful completion of an academic major in the subject they will teach.

- **Single Subject:** To be accepted, the major must be in one of the subjects named in Education Code section [44257\(a\)](#) and must be an approved subject area provided by Alliant. The approved subject areas for Alliant are as follows: Art, English, Health, Mathematics, Music, Physical Education, Science, Social Science, and World Languages.
- **Multiple Subject:** To be accepted, the major must be in Liberal Studies or an Interdisciplinary Studies major that includes coursework in the content areas of language studies, literature, mathematics, science, social studies, history, the arts, physical education, and human development.
- **Education Specialist:** To be accepted, the major must align with one of the acceptable majors for the Multiple Subject credential or Single Subject credential.

4. **COURSEWORK:**

Candidates must show successful completion of qualifying coursework, as verified by a Commission-approved Preparation Program. The coursework must address each of the Commission-adopted domains of the applicable subject matter requirements in order to be accepted. Should you want to have your coursework reviewed for the purpose of subject matter competency, please completed the [Records Assessment Request for Subject Matter Competency](#).

5. **COMBINATION:**

Candidates must show a combination of successful completion of qualifying coursework and examination, as verified by a Commission-approved Preparation Program. The mixing of coursework and examination must meet or exceed each of the Commission-adopted domains of the applicable subject matter requirements in order to be accepted. Should you want to have your coursework reviewed for the purpose of subject matter competency, please completed the [Records Assessment Request for Subject Matter Competency](#).

CLEARANCE BY CREDENTIAL ANALYST #2

In order to initially enroll and continue enrollment in your Student Teaching Clinical Practice courses, you must receive clearance from the CSOE Credential Department by the [deadlines](#) indicated in this packet.

Upon receiving clearance from your Credential Analyst, the Student Teaching Placement Lead will be notified that you are cleared to begin Clinical Practice III: Student Teaching. Please note that candidates **cannot** place themselves for Clinical Practice III and IV.

Your Academic Advisor will also be notified of the clearance and will register you for the appropriate sequence of courses.

PLANNING AHEAD

PRELIMINARY CREDENTIAL RECOMMENDATION

Upon successful completion of all program and state requirements, candidates are eligible to be recommended by Alliant's California School of Education for the Preliminary Credential.

The Preliminary Credential is valid for 5 years.

Required Documents

All of the following items **must be received by your Credential Analyst** in order to be recommended for the Preliminary Credential:

- **Verification of Hours Log/Master Teacher Verification Document**
Please send the logs from Clinical Practice I, II, III, and IV to your Credential Analyst.
- **Unofficial Alliant Transcript**
This will be pulled internally by your Credential Analyst. Your transcript must reflect completion of all credential program coursework with a minimum 3.0 cumulative GPA. No grades of D or F are permitted for successful program completers.
- **Zero Tuition Balance & No Holds on Your Account**
This will be confirmed internally by your Credential Analyst.
- **CPR Certification**
 - Candidates must have valid CPR Cards issued within the last 3 years
 - CPR Cards **MUST** show certification for all **THREE** levels of CPR: Infant, Child, and Adult.
 - Your CPR course **MUST** follow the guidelines set forth by the American Heart Association and/or the American Red Cross.
 - Here are convenient ways you can get your CPR Certification in one day:
 - ★ CPR Today Certification - Online
Course: Adult/Pediatric CPR - Adult and Pediatric (child and infant) CPR
Cost: \$23.96 with promo code WELCOME
Link: http://www.cprtoday.com/course_cost.php#fragment-2
 - ★ SimpleCPR – Online CPR Certifications for Groups & Individuals
Course: Adult-Child-Infant CPR/AED
Cost: \$19.95
Link: <https://www.simplecpr.com/adult-child-infant-cpr-aed>
- **Teaching Performance Assessment (edTPA)**
Currently, this applies to Multiple Subject and Single Subject Candidates only.
You will need to submit successful passing scores of all sections of the edTPA.
You will receive instruction on how to meet this requirement while enrolled in Clinical Practice courses.
- **Reading Instruction Competence Assessment (RICA)**
This applies to Multiple Subject and Education Specialist Candidates only.
When registering for the RICA, please designate Alliant as a recipient of your scores.
Upon successful completion of RICA, you will need to submit a scanned copy of passing scores to your Credential Analyst.
- **Individual Development Plan (IDP)**
Candidates will be required to show completion of an Individual Development Plan upon conclusion of the teacher preparation program. At Alliant, the IDP is completed as a portfolio and will ensure that program completers experience a seamless transition from their Preliminary Credential Program to their Induction Program. The purpose of this portfolio is to provide the Induction Program with examples of the candidate's accomplishments, professional development opportunities, and evidence of growth obtained during the Teacher Preparation Program. The

Clinical Practice Department will be responsible for guiding candidates in the completion of their IDP. Upon successful completion, candidates will be responsible for sending a copy of their Culminating Reflection, the highlight document of the IDP, to their Credential Analyst.

Please note:

All of the above items are required before the final Preliminary Credential recommendation can be submitted to the Commission on Teacher Credentialing.

Should any of the above be outstanding, candidates will be required to enroll in Advanced Mentoring, which is a 1-unit, out-of-pocket expense, until all program and state requirements have been met.