



SCHOOL OF EDUCATION

ACKNOWLEDGEMENT OF TERMS AND AGREEMENTS FOR A REGULAR EDUCATION CREDENTIAL

I (*print candidate name*) _____ have applied for admission to a National University program leading to an educational credential. As a condition of my admission, I acknowledge that I am accountable to read and understand the following:

General University and Program Information:

1. National University teaching credential and certificate programs are approved by the California Commission on Teacher Credentialing (CTC.) I understand that I must satisfy all National University and CTC requirements in order to obtain a recommendation for a preliminary credential and/or certificate. *Initial* _____
2. I have been provided with the National University Catalog under which I am enrolled as well as a Credential Orientation Packet and understand that both outline the CTC and National University requirements for my program. I agree that I am accountable to read, understand and continuously reference all relevant portions of the catalog and credential packet including my coursework requirements, credentialing requirements and pertinent policies and procedures. I agree to be responsible for the information contained in these resources and how it affects my program completion. *Initial* _____
3. I understand that National University program and credential requirements are designed to satisfy the standards set forth by the CTC and that these standards must be responsive to both state and federal legislation. I understand and acknowledge that it is my responsibility to become familiar with the requirements for a credential and that National University shall not be responsible for any changes to the applicable statutes or regulations or any interpretations of such statutes and regulations that result in my ineligibility for a credential. *Initial* _____
4. I understand that National University has an interest in preserving the integrity of its education credential programs. I understand that National University may suspend or terminate my participation in the program, after affording me due process in accordance with the procedures published in the National University catalog, if it determines that: (i) I have been convicted or plead guilty to a crime substantially related to my qualifications for a credential (ii) statements in my application, personal statement, or other materials submitted to National University were false or misleading (iii) I have committed an act or engaged in conduct which constitutes grounds for denial of a credential: or (iv) I fail to successfully complete the program in accordance with National University's quality standards or fail to demonstrate, in National University's sole determination, the requisite knowledge, skills, dispositions and qualifications to satisfy the requirements for a credential. *Initial* _____
5. I understand that National University has established procedures to identify and assist candidates who are encountering difficulty in maintaining acceptable academic and/or professional standards in their coursework, field experiences and/or clinical practice (student teaching or internship). These procedures are designed to provide supplemental academic or professional assistance to help candidates successfully complete the program. After an academic or professional deficiency has been identified, the instructor or the National University Supervisor will develop a growth and development plan. If the candidate fails to correct such deficiency within the time prescribed by the growth and development plan, the candidate's participation in the program may be suspended or terminated. The candidate will be given the opportunity to appeal his or her suspension or termination in accordance with the procedures published in the National University catalog and program documents. *Initial* _____
6. I understand that per National University graduate degree policy on course waivers and unit transfer limits that students can transfer a maximum of 13.5 quarter units (3 courses) at the graduate level. To be considered, the courses must have been completed at an accredited Institute of Higher Education within the last seven years with a "B" or better. Extension and continuing education must be evaluated by faculty to determine transferability. *Initial* _____

Specific Program and Credentialing Requirements:

7. I understand that each TED course in this program requires a minimum of 4 hours of field experiences in a public school classroom in order to fulfill coursework assignments, and that I will be responsible for contacting schools and receiving permission from the administrator and classroom teacher to visit the classroom. *Initial* _____
8. I understand that in order to gain access to classrooms for the field observations mentioned above that I must obtain Fingerprint Clearance (Certificate of Clearance, valid permit or credential). I also understand that valid fingerprint clearance is required before clinical practice (student teaching/internship) and prior to being recommended for a preliminary credential. *Initial* _____
9. I understand that I must provide verification of passing the Basic Skills Requirement before I can begin clinical practice (student teaching or internship) and prior to being recommended for a preliminary credential. *Initial* _____
10. I understand that I must provide verification of passing Subject Matter Competency (CSET or for single subject candidates only an approved subject matter waiver program) 90 days prior to student teaching to provide the NU Supervisor adequate time to secure an approved student teaching placement. I understand that I must meet subject matter competency in the area which I am going to student teach to qualify for a preliminary credential. I also understand that that CSET exam scores expire 5 years from test date. *Initial* _____
11. I understand I must maintain a GPA of 3.0 for all credential coursework in order to be admitted to the clinical practice (student teaching/internship) portion of my program and to obtain a recommendation from National University to the CTC for a preliminary credential. I understand that grades of 'D' and 'F' will not be accepted. I understand that if I am enrolled in a combined masters program, the master's courses will NOT be calculated into my GPA when determining my eligibility to begin clinical practice or to receive a recommendation for a credential even if they help to bring my GPA to the required 3.0 standard. *Initial* _____
12. I understand that I must obtain a negative result on a tuberculosis (TB) test, taken within the last four years, before I am eligible for clinical practice (student teaching/internship). *Initial* _____
13. I understand that I must have a zero account balance prior to clinical practice (student teaching/internship) and prior to receiving a recommendation to the CTC for a preliminary credential. *Initial* _____
14. I understand that as a multiple subject candidate that I must pass the Reading Instruction Competence Assessment (RICA) prior to being recommended to the CTC for a preliminary credential. *Initial* _____
15. I understand that the U.S. Constitution requirement must be fulfilled prior to being recommended to the CTC for a preliminary credential. *Initial* _____
16. I understand that I must supply National University with a valid CPR Card for Infant, Child and Adult before being recommended to the CTC for a preliminary credential. *Initial* _____
17. I understand that if I am in the bilingual (BCLAD) program, I must complete the BCLAD coursework listed in the catalog, I must student teach in a bilingual classroom and I must demonstrate Spanish language competency before starting clinical practice (student teaching/internship). *Initial* _____
18. I understand that I must complete and pass National University's E-Portfolio Exit Assessment and that this assessment must be signed off by a faculty member before National University can recommend me for a preliminary credential. *Initial* _____
19. I acknowledge that I must complete and submit an application for a credential to National University and the CTC in order to be recommended for a credential and I authorize National University to release to the CTC, at any time, all pertinent information requested by the CTC which has bearing on my qualifications or fitness for a credential. *Initial* _____

Specific Program Requirements for Clinical Practice: Student Teaching Placement:

20. I authorize National University to release all pertinent information to any school district for the purpose of securing my student teaching placement. *Initial* _____
21. I understand that National University will contact districts to make arrangements for my student teaching placement. I understand that I am not to contact districts and schools directly and that doing so has a negative impact on National University's relationship with our district partners. *Initial* _____
22. I understand that student teaching placement takes place twice a year to coincide with the beginning of the fall and spring public school semesters. I also understand that I must meet all eligibility requirements in order for placement arrangements to be made on my behalf. As a result, I must complete all eligibility requirements 90 days prior to the beginning of the semester that I want to student teach. *Initial* _____
23. I understand that student teaching must be conducted at a school site that is equivalent in status to a public school that teaches to the CA State Standards, is in a classroom environment that meets the age group, curriculum, schedule, diversity, and classroom number requirements, and is taught by an approved supervising teacher who has a certification to teach English Language Learners. *Initial* _____
24. I understand that student teaching must be conducted in a full-day, regular multiple or single subject classroom for a minimum of 90 instructional days (in-service training days count towards the 90 days, holidays do NOT). I understand that placement will be in public schools and that after school programs, some tutorial intervention programs and outdoor education programs do not qualify as appropriate placement. *Initial* _____
25. I understand if I am under contract in a non-traditional, private, non-public, court and /or community alternative school which teaches California curriculum standards, I am required to complete one month of student teaching in a traditional public school setting. I understand that if I am under contract in a classroom or school that does not teach California curriculum standards, that this setting will not be acceptable for student teaching. *Initial* _____
26. I understand that I must student teach in the appropriate credential area. I understand that "credential area" is defined by two criteria: 1) either multiple or single subject, whichever I have completed the correct coursework for and 2) in the subject area in which I have met subject matter competency. *Initial* _____
27. I understand that student teaching placement requires an unbiased evaluation and as a result, I will not be placed in a school where family members or personal friends work or attend the school. *Initial* _____
28. I understand that as part of my requirements to begin student teaching that I must attend a student teaching screening interview as well as a student teaching orientation. *Initial* _____
29. I understand that if I apply for half of my student teaching to be waived, I must submit an application and include evidence of: 1) one year of teaching experience as the teacher of record in a classroom, 2) average or above average classroom performance evaluations completed by the school administrator, and 3) submission of the NU Supervising Administrator Evaluation Form. The documents will be submitted and reviewed by a Lead Faculty member who will approve or disapprove the request. I must receive a satisfactory grade of "S" in TED630C and TED630D Student Teaching. If an unsatisfactory grade of "U" is received in either course, I understand that I must complete the waived courses, TED630A and TED630B, and am responsible for the full tuition costs for these courses. *Initial* _____
30. I understand that if I must move out of California prior to completing my student teaching, that National University will attempt to arrange an out of state, courtesy student teaching placement. However, I understand that placement cannot be guaranteed. *Initial* _____

X

Candidate Signature

ID #

Date

Credential Advisor

Campus

Date



SCHOOL OF EDUCATION

REQUEST FOR STUDENT TEACHING PLACEMENT FORM

Please do not contact districts or schools to secure your own student teaching placement. To respect the protocol our district partners request, to maintain positive relations with district offices, and to protect the placement of current and future candidates, National University representatives must find student teaching placement for you.

Fill out the information below. Please do not use any abbreviations.

1st District Choice: _____

2nd District Choice: _____

Please check **one** of the following:

Spring* Year: _____

Fall*

If you are **currently** working under a contract, please complete the following:

District: _____

School: _____

Site Principal: _____

School Address: _____

Phone Number: _____

Subject: _____ Grade Level: _____

**All requirements must be met with all documents on file 90 days prior to the semester you want to student teach. Please contact your Credential Advisor or Placement Specialist for more information on specific student teaching deadline dates in your area.*



CERTIFICATE OF CLEARANCE APPLICATION PROCESS

The CTC has recently implemented an online application process that drastically reduces the processing time to obtain a fingerprint Certificate of Clearance. The Certificate of Clearance verifies that an individual has completed the fingerprint, character and identification process and has been cleared by the Commission to begin working or observing in a classroom.

Here are the steps you must follow to apply online for this certificate.

1. Go to the following website: <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>
Here you will find the **CTC Live Scan 41-4 form**. Print three copies of this form.
2. Submit the three completed copies of the Live Scan 41-4 form and processing fees to the location where you plan to have your prints imaged. You can request fingerprint service from a local school district, a county office of education or a local participating police station. Be sure that the Live Scan service form is marked for submission to the Department of Justice (DOJ) **and** the Federal Bureau of Investigation (FBI).

Note: the fingerprinting agency will charge to take your prints. Please inquire about fees BEFORE you arrive as they vary by location. You are responsible for ensuring that your Live Scan form is sent to the CTC. If you use the form provided on the CTC website, the address is pre-printed on the form. Many school districts and county offices of education have the CTC address pre-printed on their forms as well. In either case, **the forms must be sent to the following address:**

CTC
Box 944270 (1900 Capitol Avenue)
Sacramento, CA 94244-2700

You can obtain a list of Live Scan locations and associated fees at the following website:
<http://caag.state.ca.us/fingerprints/publications/contact.html>

3. After you have submitted your Live Scan service forms to the CTC, you will be able to log on to the CTC website at www.ctc.ca.gov and complete the application process. Here's how:
 - On the CTC website follow these links: **Look up a Credential > Direct Application** (Non-Recommendation Only)
 - Fill out the **Credential Application Form Personal Information**
 - Select **Certificate of Clearance** from the drop down menu
 - Answer the **Personal and Professional Fitness Questions**
 - Check the **Application Summary** and sign the **Oath and Affidavit**
 - Enter your payment information using a VISA or MasterCard debit or credit card and complete the authorization of the \$29.50 transaction fee. Please note that the billing address you submit on the CTC website must match the billing address of the credit card being used.

Once your payment has been processed, you will receive a confirmation. You should be able to view your Certificate of Clearance on the CTC website in approximately seven to ten business days at the following website:
<https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy>

If the individual must be reviewed by the Commission's Division of Professional Practice, the process will take longer. The online file will indicate that the application is pending due to additional evaluation.