



## ***Central State University - College of Education - FAQs for California Students\****

*These FAQs were assembled by the California School Employees Association (CSEA) Member Benefits Department. The answers having to do with California specific topics are based on consulting with staff at the [California Commission on Teacher Credentialing \(CTC\)](#) and Credential Services Managers at various California County Offices of Education. We recommend that students verify all California requirements with their employer, their local California County Office of Education and/or the California Commission on Teacher Credentialing (CTC) as requirements, fees, etc. are subject to change, and local rules may be different from what is outlined in this document.*

*Please contact Beth Mattsson, CSEA Member Benefits and College Program Coordinator at [bmattsson@csea.com](mailto:bmattsson@csea.com) or (408) 433-1346 if you have questions about any aspect of your journey to become a teacher through the CSEA No-Cost College Program offered in partnership with Union Plus and Central State University.*

*This FAQ also references the [Central State University College of Education Educator Preparation Provider Handbook 2021-2022](#).*

### **What is this CSEA no-cost teaching credential program? Can you give me an overview?**

It is an online bachelor's degree completion program offered by CSEA in partnership with the AFL-CIO's Union Plus benefit program and Central State University (CSU) in Ohio. You must have at least an Associate degree or 60 transferable college credits with a cumulative minimum 2.2 GPA for admission. If you do not have the minimum credits you can start with our No-Cost Associate Degree program at Eastern Gateway Community College and then transfer.

The degree is specifically a teacher licensing program. Obtaining an Ohio Resident Educator license is part of the degree program and is a graduation requirement. While coursework is completed online, as part of the program you will take Ohio Assessment Educator Exams (OAEs) in California. As part of the coursework for some courses, including fieldwork experiences, methods, and student teaching courses you will spend time in the classroom in California under a qualified, licensed, cooperating teacher. Once you have your degree and the Ohio teaching license, you can then apply for your California Teaching Credential.

This is not a stand-alone teaching credential program. If you already have a bachelor's degree you will be obtaining a second bachelor's through this program that includes the teaching license as part of the degree.

**How many credits are required for the Education degree, including the teacher licensure portion?** 122-124 credit hours total, inclusive of the teacher licensure component. Central State University will evaluate your prior college transcripts and accept up to 90 prior credits towards the degree. The remaining credits must be completed through Central State University.

**What specific courses comprise the degree program?** Click on the link to your degree program course check sheet. Note: These are up to date as of August 2021.

- [Early Childhood Education \(ECE\) PK-Grade 3 Course Check Sheet](#)
- [Intervention Specialist – Mild/Moderate – K-12 Course Check Sheet](#)

**How long will it take me to complete my degree?** That is determined by how many prior college credits are accepted and are applicable to this specific degree program, and how many classes you take per eight-week term. There are five terms per year. Two in the Fall, two in the Spring, as well as one in the Summer. You must stay continuously enrolled in a minimum of at least one class per semester (that is one for either Fall A or B and one for either Spring A or B) to attend at no-cost.

**I just want to obtain a bachelor's degree in Education. I don't want to become a teacher. Is this an option?** Yes, this is an option. It is called the Educational Studies degree. Here is the [Educational Studies degree program Course Check Sheet](#) to see what courses comprise the degree program as of October 2021. If you are already enrolled and attending classes and want to change majors to this option, click [here](#).

**I already have a bachelor's degree; Can I just obtain my teaching license? Is there a stand-alone teacher licensing program?** No. If you already have a bachelor's degree, then in this program you will obtain a second bachelor's degree. It will be a Bachelor of Science in Education that includes teacher licensure as part of the degree. Central State University will evaluate your prior college transcripts and accept up to 90 credits. You must complete the remaining credits through Central State University (CSU). The degree is 122-124 credit hours, inclusive of the teacher licensing.

**Do I have to go to Ohio to do student teaching or take exams?** No. Exams and any classroom assignment hours for your clinical experiences, as well as student teaching are completed in California.

**Are the university and the teacher license program accredited?** Yes. Central State University (CSU) is regionally accredited by the Higher Learning Commission (HLC). This is one of six regional accrediting organizations in the United States. They cover 19 states, including Ohio. The HLC is an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

The College of Education is accredited by the **Council for the Accreditation of Educator Preparation (CAEP)**. CAEP is the sole accrediting body for education preparation providers replacing both the National Council for the Accreditation of Teacher Education (NCATE) and the Teacher Education Accreditation Council (TEAC) in July of 2013. CAEP is recognized by the Council for Higher Education Accreditation (CHEA).

**What are the Ohio teaching licensure options and what are the corresponding California Teaching Credentials?** Through the degree program, you will be obtaining an Ohio Resident Educator License. See the list below for current and upcoming licensure options and the equivalent California teaching credential. Note: California will issue a credential that is as close as possible to the Ohio license. Note your first California credential is a preliminary credential which enables you to begin your career as a teacher.

**Current Licensure Options:**

**Early Childhood Education – PK through Grade 3** is equivalent to a California Multiple Subject Credential.

**Intervention Specialist – K-12 – Mild/Moderate** is equivalent to a California Education Specialist-Mild/Moderate.

**Licensure Options not currently available, but in process to become available at a future date:**

**Primary License – PK through Grade 5** is equivalent to a California Multiple Subject Credential.

**Middle Childhood License (Grades 4-9) with two concentration areas: Language Arts, Math, Science and Social Studies** – No California equivalent. Educators have the option for a California credential in either Multiple or Single Subjects and may need to take the appropriate CSET (California Subject Examinations for Teachers) as a credential requirement.

**Adolescent/Young Adult (Grades 7-12) Mathematics** – California Single Subject-Mathematics

**Adolescent/Young Adult (Grades 7-12) Science** – California Single Subject – Foundational Level General Science (useful at Middle School level), Biology, Chemistry, Physics, Geoscience. Note: You may need to take corresponding CSET since Ohio's license is general science and California is broken down into specific subjects.

**Adolescent/Young Adult (Grade 7-12) Social Studies** – California Single Subject – Social Science

**Adolescent/Young Adult (Grades 7-12) Language Arts** – California Single Subject-English

**Do I need to apply to the Central State University College of Education even after being accepted at Central State University?** Yes. When you are first accepted, you are accepted to Central State University, but then you will also apply to the College of Education using this [application form](#). You will apply when you have at least 12 credits earned at Central State with a GPA of 3.0 as well as additional requirements, as noted on the form.

**What are Fieldwork and Clinical Experiences?** Your degree program includes observation and methods hours which means time in the classroom under a cooperating, supervising teacher. There are three foundation courses, and each course requires a total of 15 classroom observation hours fulfilled virtually or in-person over the term of the course. There are also four methods courses which require 25 classroom hours each for a combined total of 100 methods hours. For those pursuing the Intervention Specialist -Mild/Moderate-K-12, there are other methods course options which include more hours. Observation and methods hours should be completed in-person except if prohibited by extraordinary circumstances. For more information, check in with your advisor and reference the [Central State University College of Education Educator Preparation Handbook 2021-2022](#).

**Do I need to take Ohio Assessments for Educators (OAE) exams?** Yes. Prior to Student teaching, you will be required to take and pass the required Ohio Assessments for Educators (OAE) licensure exams with a minimum passing score of 220 on each exam. You will take the tests in California. Find out more here: <http://www.oh.nesinc.com/> , where you can access free study guides, purchase practice tests, and register to take the test in California when you are ready. You may retake tests that you do not pass but must wait 30 days before retaking the test. Note: When you take the tests, be sure to indicate Central State University (CSU) as the institution so that scores will be electronically submitted directly to the university for your student record.

**OAEs for Early Childhood Education (PK-Grade 3) license:**

OAE - Early Childhood Education - Exam Number 012

OAE - Assessment of Professional Knowledge: ECE - Exam Number 001

OAE - Foundations of Reading - Exam Number 090

**OAEs for Intervention Specialist -K-12-Mild/Moderate license:**

OAE - Special Education - Exam Number 043

OAE - Assessment of Professional Knowledge: MUA - Exam Number 004

OAE - Foundations of Reading - Exam Number 090

**What are the requirements for student teaching? Do I have to take a leave of absence from my job to complete student teaching?** In your final 16-week term you will take two courses: **Student Teaching (EDU 4491)** (9 credits) and **Capstone (EDU 4895)** (3 credits). For student teaching, you must teach for 12 weeks full-time with a licensed, qualified, cooperating teacher in California. In-person is preferred unless this is impossible due to

exceptional circumstances such as the COVID-19 pandemic. Students are required to identify a licensed, qualified cooperating teacher (preferably same as methods cooperating teacher). Start planning for this requirement early on as you may need to take an unpaid leave of absence. Note: If you already have a bachelor's degree and this is a second degree, you may be able to be paid for this student teaching as a substitute teacher. Also, you are eligible to take a maximum of \$1,000 in student loans each semester which you can start taking in your first semester of school even prior to student teaching.

To be eligible for student teaching, you must apply using this [application form](#) and you must have passing scores on the Ohio Assessments for Educators (OAEs) required for the license you are seeking, a cumulative GPA of 3.0, as well as additional requirements as outlined on page 13 of the [\*Central State University College of Education Educator Preparation Provider Handbook for 2021-2022\*](#).

**Check with your CSEA Labor Relations Representative:** CSEA recommends that you check with your CSEA labor relations representative or CSEA chapter leadership to find out if there are any favorable leave provisions in the CSEA contract with the employer or for any tips about the best way to broach the topic with your employer. If you do not know who your labor relations representative is or who your chapter leadership are, call CSEA Member Benefits at (866) 487-2732 or email [memberbenefits@csea.com](mailto:memberbenefits@csea.com).

**Memorandum of Understanding (MOU) for Student Teaching:** In addition, your employer may require a Memorandum of Understanding (MOU) with Central State University. Check with your employer's human resources department to see if one is already in place with Central State University. If not, work with your advisor to have the MOU sent from the university to the appropriate person at the school district.

**Do I need to be fingerprinted and obtain a Certificate of Clearance? And how do I do this?** Yes. As part of your acceptance to the College of Education at Central State University, you must verify that you have the necessary fingerprinting and background check. This can be done in two ways:

- 1) If you are already working in a school district in the classroom, you can have your employer complete and submit the [BCII/FBI Verification Form](#). We recommend you ask your employer to copy you on the email that they send to Central State University (CSU) so you have a copy for your records.
- 2) Obtain a **Certificate of Clearance** through the California Commission on Teacher Credentialing (CTC). The Certificate of Clearance (COC), valid for five years, 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. You must obtain the Certificate of Clearance to obtain a teaching position in California. CSEA

highly recommends that you obtain a Certificate of Clearance early on while pursuing your degree and teaching license at Central State University (CSU) since it is a requirement to obtain a job as a teacher in California. However, option one above is also valid for the time you are in school at Central State University.

### **Steps to obtain your Certificate of Clearance (COC):**

- 1) Create your online Educator account at the CTC and apply for your Certificate of Clearance.** To apply for the Certificate of Clearance which is valid for five years, create an Educator Account on the CTC website and follow the instructions to create the online account and complete the profile and application:  
<https://educator.ctc.ca.gov/siebel/app/esales/enu?SWECmd=GotoView&SWEView=Login+View>
- 2) Fingerprint for the Commission – Live Scan (\$69 - \$80) –**
  - a. Complete Form 41-LS [https://www.ctc.ca.gov/docs/default-source/leaflets/41-ls.pdf?sfvrsn=a1c12202\\_22](https://www.ctc.ca.gov/docs/default-source/leaflets/41-ls.pdf?sfvrsn=a1c12202_22) and print three copies.
  - b. Instructions for the form are found here: [https://www.ctc.ca.gov/docs/default-source/leaflets/41ls-instructions.pdf?sfvrsn=19828710\\_0](https://www.ctc.ca.gov/docs/default-source/leaflets/41ls-instructions.pdf?sfvrsn=19828710_0).
  - c. Take the completed form (three copies) to a Live Scan Location near you for processing.
  - d. Locations near you can be found here: <https://oag.ca.gov/fingerprints/locations>.
  - e. All details and information about this process can be found here: <https://www.ctc.ca.gov/credentials/fee-and-fingerprint>.

**If I take an unpaid leave of absence to fulfill the student teaching requirement, will I lose my CSEA membership and have to pay for tuition, books, and fees at Central State University?** If you are granted an unpaid leave of absence by your employer, you can continue your CSEA membership in what is called “inactive” status and pay ½ your dues. With inactive status, you retain representation rights and access to all CSEA Member Benefits, including the no-cost college benefit. If you resign from your job to fulfill this teaching requirement, then you are no longer a CSEA member. However, you will be able to complete the degree at no-cost for tuition, books, and fees. To continue your CSEA membership in “inactive” status, call CSEA Member Benefits at (866) 487-2732.

### **Do I have to take the California Basic Educational Skills Test (CBEST)?**

Not necessarily. As of July 9, 2021, you have additional options to meet the CBEST requirement. [Instead of taking the CBEST, you may meet the requirement with grades B- or better in relevant college courses.](#) If you choose to take the CBEST, be aware that CBEST test scores do not expire, so you only need to pass it once. Check with the school district where you would like to teach and find out if they require the CBEST as a condition of employment. Note: The state of Ohio

does not have an equivalent test that is recognized by California. Some states do have tests that are considered equivalent to the CBEST by California, but Ohio does not.

**What is the California Basic Educational Skills Test (CBEST)?** The California Basic Educational Skills Test™ (CBEST®) is designed to test basic reading, mathematics, and writing skills found to be important for the job of an educator; The test is not designed to measure the ability to teach those skills. The CBEST consists of 3 sections: Reading, Mathematics, and Writing. You may take 1, 2, or all 3 sections in a single test session; you do not have to pass all 3 sections at a single administration. Note: As noted above, California has added another option to meet the CBEST requirement which is by having a grade B- or better in relevant college courses.

**How do I take the California Basic Educational Skills Test (CBEST) and when should I take it?** Take the test anytime during your time at Central State University (CSU) or during your first year as a teacher in California. However, some employers require the CBEST as a condition of employment. As of July 9, 2021, there is another option besides taking the tests. You can meet the CBEST requirement by having a grade B- or better in relevant coursework. If you do decide to take the exam, you can register at [http://www.ctcexams.nesinc.com/TestView.aspx?f=HTML\\_FRAG/CA\\_CBEST\\_TestPage.html](http://www.ctcexams.nesinc.com/TestView.aspx?f=HTML_FRAG/CA_CBEST_TestPage.html). Fees are \$41 to \$102 depending on how you take the test. There are both paper-based and computer-based options.

**How can I prepare for the California Basic Educational Skills Test (CBEST)?** Click on the “Preparation Materials” link on this page for test information and free practice tests.  
[http://www.ctcexams.nesinc.com/TestView.aspx?f=HTML\\_FRAG/CA\\_CBEST\\_TestPage.html](http://www.ctcexams.nesinc.com/TestView.aspx?f=HTML_FRAG/CA_CBEST_TestPage.html)

**Do I need to take California Subject Exams for Teachers (CSETs)?** It depends. Generally, the answer is no.

a) If you are pursuing the Ohio Resident Educator Middle Childhood License (Grades 4-9) with two concentration areas: Language Arts, Math, Science and Social Studies where there is no California equivalent credential, you will have the option for California Certification in either Multiple or Single Subjects and may need to take the appropriate CSET (California Subject Examinations for Teachers) as a credential requirement. ***Note: This license is currently not available through this program.***

b) If you are pursuing the Ohio Resident Educator license for Adolescent/Young Adult (Grades 7-12) Science you may have to take the CSET for Science if you are pursuing the California Single Subject Credential for Biology, Chemistry, Physics, or Geoscience. The CSET consists of two subsets: Subset I General Science and Subtest II for your area of concentration. ***Note: This license is currently not available through this program.***



**Do I need to take the Reading Instruction Competence Assessment (RICA)?** The purpose of the RICA is to ensure that *California-trained* candidates for Multiple Subject Teaching Credentials and Education Specialist Instruction Credentials (special education) possess the knowledge and skills important for the provision of effective reading instruction to students.

Those who **do not** need to take the RICA include applicants who qualify for the Multiple Subject Teaching Credential based on their elementary teacher education program **completed in another state**, applicants who qualify for the Education Specialist Instructional Credential based on a teacher education program completed in another state that included a full curriculum of coursework in the specific special education area sought, and applicants for Single Subject Teaching Credentials. See this website for all details on who is and who is not required to take the RICA: [https://www.ctcexams.nesinc.com/PageView.aspx?f=GEN\\_AboutRICA.html](https://www.ctcexams.nesinc.com/PageView.aspx?f=GEN_AboutRICA.html)

**Does CSU offer an English Learner Authorization?** No. Obtain your English Learner Authorization after you obtain your Preliminary California credential while you are teaching. You can do this by either taking the California Teacher of English Learners (CTEL) exam consisting of three sub-tests or enrolling in an approved program for approximately \$2,000. The programs are online and consist of three classes plus a portfolio.

**Once I have my Ohio Resident Educator License and bachelor's degree in Education, how do I apply for my California Teaching Credential?**

- 1) **Contact your local County Office of Education** to see if you can obtain a **Temporary County Certificate (TCC)** and to see if they can assist you with your application process. With a Certificate of Clearance, a local County Office of Education can issue a TCC. A TCC will allow you to work as a teacher while you wait for the Commission to process your application for a Preliminary Credential. Processing of the preliminary credential application takes 8 to 12 weeks.
- 2) **Apply for your California Preliminary Credential through the California Commission on Teacher Credentialing (CTC)** <https://www.ctc.ca.gov/credentials/out-of-state-app> . California issues credentials in a two-tier process. The first credential is called Preliminary and is a full credential that allows you to work as a teacher in a California classroom. You will have five years to complete clearing requirements and obtain your Clear Credential. Again, application processing for the preliminary credential takes 8 to 12 weeks.
- 3) **To apply, submit the following via mail:**
  - a. Completed application form (41-4) available at <https://www.ctc.ca.gov/credentials/out-of-state-app>



- b. Official, original transcripts from Central State University – the bachelor’s degree must be conferred on the transcript.
- c. Proof of your Ohio Resident Educator License.
- d. Application fee of \$100. Note as of July 2021, this fee is currently waived.

### **I have my Preliminary Credential and am teaching! How do I “clear” my credential?**

California has a two-tier credential structure. A Preliminary credential is the first document issued after an individual meets basic credential requirements. This credential is issued for a maximum of five years. A clear credential is issued when all credential requirements have been completed. If requirements for the clear credential are not completed before the expiration of the preliminary credential, the holder will be unable to teach in California's public schools with that credential until those requirements are met and the document is upgraded.

#### **To clear your credential:**

- 1) Pass the California Basic Educational Skills Test (CBEST) (or meet this requirement by having a B- or better in relevant coursework) within the first year of teaching.
- 2) **Enter a two-year new teacher Induction program.** This is a professional development program offering guidance for new teachers based on your classroom experiences. Most public schools offer this program to their new hires. Private schools and charter schools may require you to enroll in a program at your own expense.
- 3) **Obtain your English Learner Authorization** – Either take the CTEL (California Teacher of English Learners) exam consisting of three sub-tests or enroll in an approved program for approximately \$2,000. The programs are online and consist of three classes plus a portfolio.
- 4) **Apply for your California Clear Credential with the CTC.** Detailed information is available at <https://www.ctc.ca.gov/credentials/req-credentials>.

### **What fees are not covered by the No-Cost Program and does CSEA have any grant or subsidy to help pay for fees that are not covered by the program?**

University student fees are covered in the no-cost program. Fees for tests, applications, fingerprinting, etc. are not covered. As a member of CSEA, you are eligible to apply for a CSEA Member Reimbursement Subsidy up to \$250 every other year to cover these types of fees, and to apply towards the cost of a computer if needed for online studies. The application form can be found at [www.csea.com/education](http://www.csea.com/education).

**Example of fees not covered by the no-cost program. Expect fees of approximately \$700 that are not covered.** Below is a list of fees that are not covered. Please note: There may be other fees not included on this list.

- 1) California Basic Educational Skills Test (CBEST) - \$41 to \$102 depending on how you take the test.
- 2) California Live Scan/Fingerprinting - \$69 to \$80
- 3) California Certificate of Clearance (COC) - \$52.50 (Note as of July 2021, the \$50 application fee is currently waived. Only the \$2.50 processing fee is charged at this time.)
- 4) California Commission on Teacher Credentialing (CTC) Application Fee for Preliminary California Teaching Credential - \$100 (Note: This fee as of July 2021 is currently waived by the CTC).
- 5) Ohio Assessment Educator Exams (OAE)– \$104 per test. Three tests are required.