

Designated Subjects Career Technical and Adult Education Credentials

To obtain your Career Technical or Adult Education teaching credential, please select the Credential Packet that will help you accomplish your goal from the *Los Angeles County Office of Education Designated Subjects Credential Application Packet Checklist* on the next page.

- **Available option:** Appointments are available for additional assistance in preparing your packet, or to discuss additional areas you may be qualified to teach. You may choose this option to expedite your application. The cost for an appointment with a Credential Analyst is \$60. Payment needs to be made by money order or cashier's check made payable to LACOE (this fee is non-refundable). Please call 562/922-6798 in advance to schedule appointment. (No walk-in appointments are accepted).

Download the packet that you need. Please be sure to fill out each document completely, and follow the Credential Application Packet Checklist. This Checklist will help you to complete the following steps properly.

- Complete the LACOE Designated Subjects Application Form.
- Carefully read the information regarding your credential application.
- Complete Commission on Teacher Credentialing Form 41-4 – Application for Credential Authorizing Public School Service (three pages). Sign your name in the “Oath and Affidavit” section. Follow the instructions on the application. If you answer “Yes” to any question in Section #4, you must submit the Personal and Professional Fitness Explanation Form, OA-EF (seven pages).
- Follow instructions for the Sample Work Experience letter for Employer Verification or Self Verification. Please note: Self Verification requires notarization.
- All **Adult Education Preliminary** credential candidates are required to follow the U.S. Constitution Requirement instructions.
- **First-time credential applicants only.** Fill out all sheets of “Live Scan” Fingerprinting Form 41-LS. First sheet will be retained by **Live Scan Operator**. The second sheet is for **Requesting Agency (LACOE)** and will be included in your completed packet. The third sheet is **your file copy**. If you have received fingerprint clearance through a public school district, other California public agency, or in other states, you are not exempt from this requirement. The “Live Scan” Services locations website is: www.ag.ca.gov/fingerprints/publications/contact.htm.

LACOE Designated Subjects Credential Application Packet Checklist

1. **Career Technical Education (CTE) Preliminary Designated Subjects** – for first-time credential applicants (if you hold a credential in another state, you are a first-time applicant in California).
2. **Career Technical Education (CTE) Preliminary Designated Subjects** – for applicants with a credential already on file with the Commission on Teacher Credentialing.
3. **Adult Education Preliminary (Academic or non-Academic) Designated Subjects** – for first-time credential applicants (if you hold a credential in another state, you are a first-time applicant in California.)
4. **Adult Education Preliminary (Academic or non-Academic) Designated Subjects** – for applicants with a credential already on file with the Commission on Teacher Credentialing.
5. **Four Year Extension of the One Year Adult Education Designated Subjects Credential** – for those who have obtained a full-time credential without meeting the U.S. Constitution requirements for one year. Once the U.S. Constitution Test requirement is met, this is the packet you will need to renew for the additional four years.
6. **CTE and Adult Education “Clear” Designated Subjects** – for applicants “Clearing” a Preliminary credential.
7. **Supervision and Coordination Credential** – for applicants who aspire to be an administrator in a Regional Occupational or Adult School Program. This credential requires completion of the Level Three class, the CBEST (California Basic Education Skills Test), and a full-time credential.

Make a copy of your application packet for your records, and mail the original application to:

ROP Credential Services
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242-2890