Clear Credential Program

to Clear a Preliminary
Single or Multiple Subject
California Teaching Credential

Site-Based Mentor
Application and Guidelines
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Guidelines for Site-Based Mentors to the Clear Credential Program to Clear a Preliminary Single or Multiple Subject California Teaching Credential

This program reflects standards adopted by the California Commission on Teacher Credentialing for Single & Multiple Subject Clear Credential Programs.

A Clear Credential candidate must have a complete application on file and must receive formal admittance to the program before enrolling in any Clear Credential courses.

If a clear credential candidate has asked you to serve as their Site-Based Mentor, please read the instructions below before completing and submitting the application.

Site-Based Mentor Criteria for Service
To be eligible for service, prospective Site-Based Mentors must:

- Complete a Site-Based Mentor Application form
- Possess a valid clear multiple- or single-subject teaching credential in the same subject/discipline as the candidate
  - Case-by-case exceptions may be made, dependent on circumstances
- Have at least five years of professional teaching experience at a California public school; state-approved charter or private school
  - Based on resume/credentials provided
- Hold a full-time teaching or administrative position at the candidate’s school or district
  - Case-by-case exceptions may be made, dependent on circumstances
- Demonstrate practical understanding of the California Standards for the Teaching Profession
  - Based on resume/interviews
- Participate in a brief interview conducted by the University-Based Mentor and Director of the Education Department (typically by telephone)
- Successfully complete the UCSD-X training course Clear Credential Site-Based Mentor Clinic
  - Please see Site-Based Mentor Training section
- Successfully complete online training in Extension’s Blackboard course management system (when applicable)
- Sign a UCSD Extension Clear Credential Program Mentorship Agreement outlining expectations for the Site-Based Mentor

The remainder of the application packet covers the following:
- Exceptions to Site-Based Mentor Requirements
- Site-Based Mentor Training
- Brief Overview of Site-Based Mentor Expectations
- Site-Based Mentor Classroom Observations
- Overview of Requirements for Clear Credential Candidates
- Site-Based Mentor Application
- Program Mentorship Agreement
- Site-Based Mentor Application Checklist
**Exceptions to Site-Based Mentor Requirements**

If you are seeking an exception to any of the requirements, the Site-Based Mentor must provide a personal statement. The personal statement should detail the requirement you are seeking an exception from and a specific plan to maintain a the highest level of mentorship to the Clear Credential Candidate whom you would like to serve as a Site-Based Mentor to throughout their Clear Credential program to the program representative with the application. This will be presented for review prior to a decision. The Clear Credential program representative will review the application and any supporting documentation, then make a formal recommendation, based on a total assessment of the file.

**Site-Based Mentor Training**

The Site-Based Mentor Training is offered at no cost to the Site-Based Mentor. This free online training is approximately two weeks. See description of Site-Based Mentor Clinic below:

**EDUC 80318 - Clear Credential Site-Based Mentor Clinic**  (0 quarter units)

This course is designed for individuals that will work with Clear Credential program candidates as a site-based mentor to establish a professional educational community, ensuring structures that support the activities of the program and coordinating collaboration and support for all program candidates. Participants will be provided with guidance, expectations, requirements, standards, candidate competencies, and procedures for observations as a Site-Based Mentor of a candidate in the Clear Credential program.

**Brief Overview of Site-Based Mentor Expectations**

The **Site-Based Mentor** is the primary source of support for Clear Credential Program candidates at the school/district site. The Site-Based Mentor is initially selected by the candidate and approved by UCSD Extension.

The Site-Based Mentor will work collaboratively with the Clear Credential Candidate to assess and monitor candidate competencies using formative assessment; develop an individualized course of study for candidates within the context of the core program; provide onsite resources and guidance/support for the candidate; verify competencies according to program standards and the California Standards for the Teaching Profession; and to monitor progress toward Clear Credential objectives.
Site-Based Mentor Classroom Observations

The primary purpose of this element is to provide each candidate with the opportunity to demonstrate competence in the practice and adaptation of skills and strategies in the California Standards for the Teaching Profession. It is intended that individual field experiences will be related to each candidate’s professional goals and will be those which permit integration of theory and practice.

Classroom Observations are intentionally diverse in nature, permitting each candidate to gain experience with varied learners. The candidate may be required to participate in working with varied learners outside the class they are normally assigned in order to work with a variety of learners.

The candidate will meet with their Site-Based Mentor to review the Classroom Observation. This is an opportunity for candidates to seek feedback as well as guidance to improve any areas that may not be as strong as required.

It will be the responsibility of the Candidate to work in collaboration with the university and Site-Based Mentor to schedule the following:

(a) Initial meeting with the potential Site-Based Mentor at one of the school sites to arrange for mentorship during Clear Credential Program.
(b) A minimum of two on-site classroom observations to permit the Site-Based Mentor the opportunity to observe the candidate’s demonstration of skills appropriate in two different settings and to meet with the Site-Based Mentor.

- The criteria for evaluating the Classroom Observation is based upon the California Standards for the Teaching Profession.

The Clear Credential Candidate will also be responsible for submitting verification of the collaboration to the Clear Credential Program.
## Overview of Requirements for Clear Credential Candidates

### Clear Credential Candidate Program Required Courses

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<th>Course</th>
<th>Units</th>
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<td>( EDUC \ 31356 )</td>
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<td>Pedagogy for Effective Teaching</td>
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<td>Clear Credential Portfolio</td>
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**Program Total**: 24 quarter units

### Additional Requirements

Clear Credential Candidates may have additional requirements in order to fulfill all the conditions specified on their preliminary single or multiple subject teaching credential in order to be eligible for a Clear Credential in the State of California.

These conditions are based upon the preliminary single or multiple subject teaching credential that the candidate submits for admission purposes.

All candidates accepted to the Clear Credential program will receive an individual Planned Course of Study that specifies their individual requirements.

### GPA Qualification

Students must successfully maintain a GPA of 3.0 or better to be formally recommended to the Commission for a Clear Credential.

### Formal Recommendation to CCTC of Clear Credential Candidates

After completion of the requirements in your Planned Course of Study for the Clear Credential, candidates must submit the following materials to initiate the online recommendation process.

- Submit completed Credentialing Recommend Request form
  - The form is available online at [http://extension.ucsd.edu/clearcredential](http://extension.ucsd.edu/clearcredential)
- A $50.00 processing fee made payable to “Regents UC” is required.
- Official transcript(s) verifying completion of all coursework on your Planned Courses of Study is required.
  - This includes any coursework completed at UCSD Extension.
- Candidates will be required to submit a $57 processing fee to the directly to the California Commission on Teacher Credentialing upon recommendation for the Clear Credential program.
  - This fee must be submitted through the Commission’s online recommendation system and can be made by credit card only.

*Revised Program Standards*
CLEAR CREDENTIAL PROGRAM
SITE-BASED MENTOR APPLICATION

Type or Print in Blue or Black Ink:

**Name of Site-Based Mentor:** (Circle one)  Mr.  Ms.  Mrs.  Miss

________________________________________  __________________________  ____________________
Last  First  Middle

Number of Years Experience as a Classroom Instructor

**Home Address**

*Number and Street*

________________________________________  __________________________  ____________________

________________________________________  __________________________  ____________________

________________________________________  __________________________  ____________________

City  Zip

(____)__________________________  (____)__________________________
Area Code  Phone Number  Area Code  Phone Number

**School/Work Address**

*School/Work Name, Number and Street*

________________________________________  __________________________  ____________________

________________________________________  __________________________  ____________________

________________________________________  __________________________  ____________________

City  Zip

**Email Address:**

________________________________________

**School District and County:**

________________________________________

**Current Assignment:**

________________________________________

* **Name of Clear Credential Candidate:** (Circle one)  Mr.  Ms.  Mrs.  Miss

________________________________________  __________________________  ____________________
Last  First  Middle

________________________________________  __________________________  ____________________
School District and County  Current Classroom Assignment

* *Please provide the name of the Clear Credential Candidate that has requested you serve as their Site-Based Mentor.*
Site-Based Mentor Credential Background

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Site-Based Mentor Professional Teaching or Administrative Experience
(Chronologically, current assignment first)

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Signature:
As an applicant to the Single & Multiple Subject Clear Credential Program as a Site-Based Mentor, I certify to the best of my knowledge that all of the above statements are correct and complete. I understand that the submitted records will not be returned. I further understand that applicants do not have access to letters and statements of recommendations or evaluations.

_____________________________  _____________________
Site-Based Mentor Applicant Signature  Date

For office use only:

Accepted ___________________  Date ___/___/_______  Section ID ___________________
CLEAR CREDENTIAL PROGRAM
PROGRAM MENTORSHIP AGREEMENT

UCSD Extension Clear Credential Program Mentorship Agreement outlining expectations for the Site-Based Mentor

Site-Based Mentor Expectations

Expectations of Site-Based Mentor include—but are not limited to—the following:

➢ Work with the candidate to access school and district resources as needed to complete the clear credential program.

➢ Collaborate with the Clear Credential Candidate to help the candidate successfully complete the clear credential program.

➢ Meet with the clear credential candidate on a regular basis to discuss progress and observe his/her practice as needed for evaluative purposes.

 This can be online, by telephone, or in-person

➢ Participate in evaluations of candidate’s progress and document competencies based upon the California Standards for the Teaching Profession.

Signature:

As an applicant to the Single & Multiple Subject Clear Credential Program as a Site-Based Mentor, I certify to the best of my ability I understand all of the above expectations. I will strive to meet and exceed the requirements of a Site-Based Mentor and work with the Clear Credential candidate and program in a collaborative manner. I understand that the submitted records will not be returned. I further understand that applicants do not have access to letters and statements of recommendations or evaluations.

________________  __________________________       __________________
Site-Based Mentor Applicant Signature                           Date
APPLICATION CHECKLIST FOR THE
Clear Credential Program Site-Based Mentor

The following five items must be completed and included in your initial application submission:

_____  1. Completed, Signed, and Dated Clear Credential Program Site-Based Mentor Application Form

_____  2. Copy of your current valid California teaching credential(s)

_____  3. Copy of your current Resume or CV detailing teaching experience to demonstrate practical understanding of the California Standards for the Teaching Profession

_____  4. Completed, Signed, and Dated UCSD Extension Clear Credential Program Mentorship Agreement

_____  5. Personal Statement (if applicable)

If you are seeking an exception to any of the requirements, the Site-Based Mentor must provide a personal statement. The personal statement should detail the requirement you are seeking an exception from and a specific plan to maintain a the highest level of mentorship to the Clear Credential Candidate whom you would like to serve as a Site-Based Mentor to throughout their Clear Credential program to the program representative with the application.

Please submit this checklist with items indicated above to:
Clear Credential Program
Program Representative
UCSD Education Extension
9500 Gilman Drive, #0170N
La Jolla, CA 92093-0170

For questions regarding the Clear Credential Application email: unexeduc@ucsd.edu

Revised Program Standards