



## DESIGNATED SUBJECTS VOCATIONAL EDUCATION TEACHING CREDENTIALS

### FULL-TIME VOCATIONAL

The preliminary, clear, or professional clear full-time vocational education teaching credential authorizes the holder to teach the subjects named on the credential in grades K–12, and in classes organized primarily for adults, in technical, trade, or vocational courses which are part of a program of technical, trade, or vocational education. In addition, the holder may serve as a substitute in any vocational class for up to 30 days for any one teacher during the school year.

Vocational education teaching credentials are issued to individuals who meet the requirements listed below and who apply through and are recommended by either a Commission-accredited Local Education Agency (LEA) or by an Employing School District (ESD). A list of accredited LEAs (form CL-506) may be obtained from the Commission.

### Requirements for the Full-time Vocational Credential

For the five-year\* **preliminary** credential, applicants must satisfy **all** of the following requirements:

1. Verify five years of work experience directly related to each subject to be named on the credential (One year shall equal a minimum of 1,500 clock hours, and the experience may be either full or part time, or paid or unpaid. You may substitute 48 semester units of postsecondary vocational training, related to the subject to be named on the credential and verified by official transcript, for a maximum of two of the five years of work experience. This substitution may be made on a pro rata basis up to the two-year maximum.)
2. At least one year of the required work experience must be within the three years immediately preceding the issuance of the preliminary credential (Teaching is not generally accepted as work experience.) However, for the purpose of meeting the recency requirement, any of the following, or a combination of the following, may be cumulated to total 1,500 clock hours:
  - work experience
  - college-level related course work
  - non-college related course work
  - occupational internship
  - vocational teaching experience
3. **One** of the following requirements must be satisfied:
  - a. possess a high school diploma
  - b. possess a diploma based on passage of the GED Test
  - c. possess the foreign equivalent of a high school diploma
4. **One** of the following requirements must be satisfied:
  - a. complete a two-semester-unit (or three-quarter-unit) course in the provisions and principles of the U.S. Constitution
  - b. pass an examination in the subject given by a regionally-accredited college or university
5. Obtain verification, signed by a Commission-accredited LEA, or by an ESD authorized to do so in accordance with guidelines established by the Commission, that the applicant has been fully apprised of the requirements for both the preliminary and professional clear credentials, including Level I and Level II requirements of the program of personalized preparation

**\*Period of Validity:** An initial preliminary full-time vocational education teaching credential issued on the basis of the applicant's satisfaction of requirements 1–4, specified above, authorizes service for **no more than two years** from the date of issuance of the credential unless the holder's employer (ESD) receives form CL-787, Verification of Completion of Level I Requirements from the LEA through which the holder completed those requirements. Once the holder's employer receives this verification, the credential's validity period will automatically be extended for the remainder of the five-year period from the date of issuance of the credential. **There is no need to apply for this extension.** The LEA's verification of completion of Level I requirements is the only documentation required in this process. If the credential holder's ESD is not known to the LEA, form CL-787 will be sent directly to the credential holder for forwarding to the employer. The LEA shall also submit this form directly to the Commission to assist in documenting that the holder completed Level I requirements.

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- ▶ *A preliminary full-time vocational credential valid for **one year** may be issued to applicants who have completed all requirements except #3, U.S. Constitution. The credential may be extended to its full five-year term upon application once that requirement has been met.*

For the **professional clear** credential (initially issued July 1, 1996), **all** of the following requirements must be satisfied:

1. Possess a valid preliminary full-time vocational education teaching credential
2. Obtain verification by the ESD of the successful teaching of a minimum of one course in each of four terms within the five-year period of validity of the preliminary vocational education teaching credential (Two of these terms must be with one ESD. The teaching must have been to learners at the grade level and in the subject(s) authorized by the preliminary vocational education teaching credential and must have occurred while holding the valid preliminary full-time vocational education teaching credential.)
3. Obtain verification by an LEA that the applicant has completed all Level I and Level II requirements of a Commission-accredited program of personalized preparation, including the use of computers in an instructional setting
4. Complete a unit requirement in health education, including, but not limited to, nutrition; the physiological and sociological effects of alcohol, narcotic, and drug abuse; and the use of tobacco (This requirement must also include training in cardiopulmonary resuscitation [CPR] that covers infant, child, and adult CPR skills.)

## **PART-TIME VOCATIONAL**

The preliminary or clear (or professional clear) part-time vocational education teaching credential authorizes the holder to teach not more than half-time in the subject named on the credential in grades K–12, and in classes organized primarily for adults, in technical, trade, or vocational courses which are part of a program of technical, trade, or vocational education. For the purpose of this credential, half-time for the holder of this credential who teaches in only one school district shall not exceed one-half of a full-time assignment for vocational educators in that school district. Half-time for the holder of this credential who teaches in more than one school district shall not exceed one-half of the greatest number of hours considered to be a full-time assignment for vocational educators in any one of the districts.

### **Requirements for the Part-time Vocational Credential**

For the five-year\* **preliminary** credential, applicants must satisfy **all** of the following requirements:

1. Verify five years of work experience directly related to each subject to be named on the credential (The experience and the subjects that can be named on the part-time credential are the same as those specified for the full-time credential.)
2. **One** of the following requirements must be satisfied:
  - a. possess a high school diploma
  - b. possess a diploma based on passage of the GED Test
  - c. possess the foreign equivalent of a high school diploma
3. Obtain verification, signed by a Commission-accredited LEA, or by an ESD authorized to do so in accordance with guidelines established by the Commission, that the applicant has been fully apprised of the requirements for both the preliminary and professional clear credentials, including the program of personalized preparation

**\*Period of Validity:** An initial preliminary part-time vocational education teaching credential issued on the basis of the applicant's satisfaction of requirements 1–3, specified above, authorizes service for **no more than two years** from the date of issuance of the credential unless the holder's employer (ESD) receives form CL-787, Verification of Completion of Level I Requirements from the LEA through which the holder completed those requirements. Once the holder's employer receives this verification, the credential's validity period will automatically be extended for the remainder of the five-year period from the date of issuance of the credential. **There is no need to apply for this extension.** The LEA's verification of completion of Level I requirements is the only documentation required in this process. If the credential holder's ESD is not known to the LEA, form CL-787 will be sent directly to the credential holder for forwarding to the employer. The LEA shall also submit this form directly to the Commission to assist in documenting that the holder completed Level I requirements.

For the **clear** credential or **professional clear** credential (initially issued July 1, 1996), Applicants must satisfy **all** of the following requirements:

1. Possess a valid preliminary part-time vocational education teaching credential

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2. Obtain verification by the ESD of the successful teaching of a minimum of one course in each of four terms within the five-year period of validity of the preliminary vocational education teaching credential (Two of these terms must be with one ESD. The teaching must have been to learners at the grade level and in the subject[s] authorized by the preliminary vocational education teaching credential and must have occurred while holding the valid preliminary part-time vocational education teaching credential.)
3. Obtain verification by an LEA that the applicant has completed all Level I requirements of a Commission-accredited program of personalized preparation, including the use of computers, in an instructional setting
4. Complete a unit requirement in health education, including, but not limited to, nutrition; the physiological and sociological effects of alcohol, narcotic, and drug abuse; and the use of tobacco (This requirement must also include training in cardiopulmonary resuscitation [CPR] that covers infant, child, and adult CPR skills.)

**Verification of Work Experience**

Title 5 Regulations require verification of five years of work experience or its equivalent related to each subject to be named on the credential. Verification of work experience means written confirmation of the applicant’s qualifying experience, signed by the applicant’s past or present employer(s) on company letterhead that attests to and/or includes **all** of the following:

1. Employer’s name, address, and telephone number
2. The working relationship of the person signing the verification to the applicant
3. Beginning and ending dates of employment
4. Complete description of duties
5. A statement as to whether or not the employment was full-time (If employment was less than full-time, provide an accounting of the number of hours the applicant was employed.)

If the applicant was self-employed or if the applicant’s experience was avocational, verification shall include a statement, signed by the applicant under penalty of perjury, detailing the information described in 1–5 above, and must be further substantiated, in writing, by other person(s) having first-hand knowledge of the applicant’s self-employment or avocation, such as the applicant’s accountant, major supplier of goods, or major user of goods or services.

► *Requested subjects that do not appear below will be placed within an existing subject, if appropriate. Additional subjects may be added from time to time to accommodate new or emerging subjects.*

Reference: Title 5, California Code of Regulations, Sections 80034, 80034.5, 80035, 80035.1, 80035.5, 80036.5, 80042, and 80569

**Subjects that can be listed on the credential**

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<b>A</b>	
Accounting occupations	Automotive body repair and refinishing
Agriculture business management and marketing	Automotive brake installation and repair
Agriculture mechanics	Automotive electrical systems service and repair
Airframe and powerplant mechanics	Automotive heating and air-conditioning service
Amusement and theme park occupations	Automotive mechanics
Animal care	Automotive parts counterperson
Animal control	Automotive suspension and steering repair
Animal production	Automotive transmission and transaxle service and repair
Athletic trainer	Avionics
Automobile detailing	

<b>B</b>	
Banking	Biomedical equipment technology
Barbering	Boat building
Bicycle repair	Business management

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**Subjects that can be listed on the credential** (continued)

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**C**

Carpentry	Computer software operation
Child care	Computer systems operation
Clothing, alteration and repair	Concrete placing and finishing
Commercial art	Construction equipment operation
Commercial diving	Construction inspection
Commercial photography	Control system maintenance and repair
Communications electronics	Cosmetology
Computer applications	Court reporting
Computer assisted manufacturing	Crop production
Computer electronics	Custodial services
Computer maintenance and repair	Customer service representative
Computer programming	

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**D**

Dental services  
Diesel equipment mechanics  
Dietetics and nutrition service  
Drafting occupations  
Drywall installation

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**E**

Elderly care services (non-medical)	Electronics assembly
Electric motor repair	Energy, environment and resource management
Electrical power distribution	Engine performance technician
Electrician	Engineering occupations
Electronic consumer products service	Event and conference planning
Electronic publishing	

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**F**

Fabric maintenance services	Floor covering installation
Family and human service occupations	Floriculture and floristry
Fashion design	Food and beverage production and preparation
Fashion manufacturing (factory and custom)	Food and beverage services
Fashion merchandising	Forestry, natural resources and rural recreation
Financial management and services	Foundry work
Fire control and safety	Furniture making, finishing and refinishing
Fire fighting	
Fire sprinkler installation	

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**G**

General contracting  
Glazing

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**H**

Hazardous materials occupations	Heating, air-conditioning, and ventilation installation and service
Health care biotechnology services	Heavy equipment maintenance and repair
Health care diagnostic services	Hotel and lodging occupations
Health care information services	Hybrid microelectronics
Health care preventive services	Hydroelectric plant operations
Health care supportive services	

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**Subjects that can be listed on the credential** *(continued)*

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**I**

Income tax preparation	Instrument repair
Industrial ceramics manufacturing	Insurance occupations
Industrial electronics	Interior design
Industrial maintenance	Interior maintenance (residential and commercial)
Information processing	International trade
Information systems management	Interpreter for the deaf

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**J**

Jewelry design, fabrication, and repair  
Journalism occupations

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**L**

Landscaping	Legal office occupations
Lathing	Locksmithing and safe repair
Law enforcement occupations	

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**M**

Machine tool operation and machine shop	Medical office services
Major appliance repair	Metal fabrication
Manicuring and pedicuring	Millwork and cabinet making
Marine power plant maintenance and repair	Motor sweeper operator
Marketing	Motorcycle service and repair
Masonry	Multimedia production

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**N**

Nursing services

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**O**

Office machine repair	Optical goods work
Office occupations	Ornamental nursery operation

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**P**

Painting-construction	Plumbing
Performing arts occupations	Pool and spa service
Personnel administration occupations	Printing and graphics occupations
Pipefitting and steamfitting	Product development, testing and demonstration
Plastering	Protective and security services
Plastics and composites manufacturing occupations	

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**R**

Railroad operations	Residential and commercial repair and remodeling
Real estate	Retail occupations
Recreation	Robotics
Refrigeration installation and maintenance	Roofing

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**S**

Secretarial/stenography occupations	Small engine service and repair
Sheet metal fabrication	Stage technology
Shoe repair	Structural and reinforcement ironwork
Small appliance repair	Structural pest control
Small business ownership and/or management	Surveying

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**Subjects that can be listed on the credential** *(continued)*

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<b>T</b>	
Teaching/teacher aide	Therapeutic services
Technical illustration	Tile setting
Telecommunications	Tool and die making
Textile design	Tow truck operation
Textile production and fabrication	Transportation occupations, travel services
Theatrical occupations	Truck and bus driving

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**U**  
Upholstering

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<b>W</b>	
Warehousing	Waterfront manufacturing
Water treatment	Welding

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