


# Memorandum

DATE: September 25, 2017

TO: Sylvia A. Alva, Ph.D.  
Provost and Vice President  
for Academic Affairs

copy: Cabinet  
Jonna Lewis

FROM:

  
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Soraya M. Coley, Ph.D.  
President

SUBJECT: Delegation of Authority – EXECUTIVE ORDER NO. 1077  
Teacher Education Preliminary Credential Programs

Pursuant to Executive Order No. 1077, I am delegating to the Provost and Vice President for Academic Affairs, the authority to implement and exercise the provisions of said Executive Order subject to the conditions expressed therein. You may sub-delegate this authority as you see appropriate.

Attachments

THE CALIFORNIA STATE UNIVERSITY  
OFFICE OF THE CHANCELLOR



BAKERSFIELD

May 3, 2012

CHANNEL ISLANDS

CHICO

**MEMORANDUM**

DOMINGUEZ HILLS

**TO:** CSU Presidents

EAST BAY

**FROM:** Charles B. Reed  
Chancellor

FRESNO

**SUBJECT:** Teacher Education Preliminary Credential Programs  
Executive Order 1077

FULLERTON

HUMBOLDT

The attached Executive Order 1077 establishes standards for entrance to and continuation in teacher education preliminary credential programs. It supersedes Executive Order 1032, and is intended to implement the policies in Title 5, sections 40409 and 41100 to 41103, as amended by the Board of Trustees in July 2000. It establishes standards for admission to teacher education preliminary credential programs and for entrance to a student teaching experience, addresses the evaluation of subject matter competence for an entrant to a teacher education preliminary credential program, and notes a limitation on the transfer of community college credit in education to a teacher education preliminary credential program.

LONG BEACH

LOS ANGELES

MARITIME ACADEMY

MONTEREY BAY

NORTHRIDGE

Please note that in July 1998, the Board of Trustees committed the California State University "to serving every individual who wants to be a teacher, wishes to be prepared by the CSU, and meets CSU admission standards." It is expected that every campus will help ensure that every applicant to a teacher education preliminary credential program who meets the admission requirements in this executive order can enter a CSU program.

POMONA

SACRAMENTO

In accordance with policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

SAN BERNARDINO

SAN DIEGO

If you have questions regarding this executive order, please call the department of Teacher Education and Public School Programs at (562) 951-4747.

SAN FRANCISCO

SAN JOSÉ

CBR/bly

SAN LUIS OBISPO

Attachment

SAN MARCOS

c: CSU Academic Council  
CSU Deans of Education  
Executive Staff, Office of the Chancellor

SONOMA

STANISLAUS

THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
401 Golden Shore  
Long Beach, California 90802-4210  
(562) 951-4747

**Executive Order:** 1077

**Effective Date:** May 3, 2012

**Supersedes:** Executive Order 1032

**Title:** Teacher Education Preliminary Credential Programs

This executive order is issued pursuant to Section 40409, Sections 41000 through 41002; and Sections 41100 through 41103 of Title 5, California Code of Regulations, and the Standing Orders of the Board of Trustees, section II (a). Executive Order 1077 establishes standards for admission to a teacher education preliminary credential and for entrance to a student teaching experience, addresses the evaluation of subject matter competence for an entrant to a teacher education preliminary credential program, and notes a limitation on the transfer of community college credits in education to a teacher education preliminary credential program.

**I. Admission to Teacher Education Preliminary Credential Programs**

- A. To be admitted to a multiple subject credential program, single subject credential program, or education specialist credential program with postbaccalaureate status, a candidate shall have met all of the following requirements:
1. The candidate shall have met the criteria established in Sections 41001 through 41002 of Title 5, California Code of Regulations;
  2. The candidate shall have attained a grade point average of at least 2.67 in all baccalaureate and postbaccalaureate course work or a grade point average of at least 2.75 in the last 60 semester units attempted;
  3. The candidate shall have completed a documented field experience of at least 45 hours in a K-12 classroom or a documented field experience deemed equivalent by the campus receiving the application for admission;
  4. The candidate shall have completed prerequisite courses prescribed by the campus;
  5. The candidate shall have demonstrated suitable aptitude for teaching in public schools, as determined by the campus. The process of making this determination shall include at least one interview with one or more campus faculty members and two letters of recommendation;
  6. The candidate shall have demonstrated proficiency in written and spoken English, as determined by the campus, and shall have taken an examination which has been determined by the Commission on Teacher Credentialing (CTC) to meet the California basic skills requirement;

7. The candidate shall have demonstrated personality and character traits that satisfy the standards of the teaching profession. The assessment of the candidate shall be made by the teacher education faculty of the campus, who may also consider information from public school personnel and others. The campus may use tests, observations, and interviews for this assessment;
  8. The candidate shall have obtained a certificate of clearance as evidence of having undergone the fingerprint and character and identification process required by the CTC;
  9. The candidate shall have demonstrated subject matter competency by the means appropriate to the preliminary credential sought:
    - a. The multiple subject credential candidate shall have achieved a passing score on any California Subject Examination for Teachers that is required for the credential sought;
    - b. The single subject credential candidate shall have achieved a passing score on any California Subject Examination for Teachers that is required for the credential sought, or satisfactorily completed a subject matter program appropriate to the credential and approved by the CTC;
    - c. The education specialist credential candidate shall have achieved a passing score on any California Subject Examination for Teachers or completed a subject matter program that is required for the credential and approved by the CTC. The campus shall assume responsibility for advising the applicant on the applicability of the credential sought in an employment context; and
  10. The candidate shall have provided evidence to support admission eligibility in accordance with established campus timelines.
- B. To be admitted to an internship program designed to lead to a preliminary multiple subject credential, a single subject credential, or an education specialist credential, a candidate shall have met all of the following requirements:
1. The candidate shall have met the requirements specified in Section A above;
  2. The candidate shall have accepted employment as an intern teacher in a collaborating district;
  3. The candidate shall have met the CTC subject matter requirement for the credential being sought;
  4. The candidate shall have passed an examination which has been determined by the CTC to meet the California basic skills requirement;
  5. The candidate shall have obtained a certificate of clearance as evidence of having undergone the fingerprint and character and identification process required by the CTC;

6. The candidate shall have satisfactorily completed college course work or an examination to demonstrate knowledge of the U.S. Constitution as required by the CTC; and
  7. The candidate shall have provided evidence to support admission eligibility in accordance with established campus timelines.
- C. To be admitted to an integrated program designed to lead simultaneously to a bachelor's degree and a preliminary multiple subject credential, a single subject credential, or an education specialist credential, a candidate shall have met all of the following requirements:
1. The candidate shall attain junior status by the time of entrance to the program;
  2. The candidate shall be enrolled in a degree major approved by the campus for inclusion in the integrated program to which admission is sought;
  3. The candidate shall have attained a grade point average of at least 2.67 in all baccalaureate course work;
  4. The candidate shall have completed a documented field experience of at least 45 hours in a K-12 classroom or a documented field experience deemed equivalent by the campus;
  5. The candidate shall have completed lower-division prerequisite courses prescribed by the campus;
  6. The candidate shall have demonstrated suitable aptitude for teaching in public schools, as determined by the campus. The process of making this determination shall include at least one interview with one or more campus faculty members and two letters of recommendation;
  7. The candidate shall have demonstrated proficiency in written and spoken English, as determined by the campus, and shall have attempted all sections of an examination which has been determined by the CTC to meet the California basic skills requirement;
  8. The candidate shall have demonstrated personality and character traits that satisfy the standards of teaching by the teacher education faculty of the campus, who may also consider information from public school personnel and others. The campus may use tests, observations, and interviews for this assessment;
  9. The candidate shall have obtained a certificate of clearance as evidence of having undergone the fingerprint and character and identification process required by the CTC;
  10. The candidate shall have provided evidence to support admission eligibility in accordance with established campus timelines; and
  11. To be admitted to student teaching within the integrated program, the candidate shall have achieved a passing score on any California Subject Examination for Teachers that is required for the credential sought, or

satisfactorily completed a subject matter program appropriate to the credential and approved by the CTC.

- D. A campus may admit a candidate to a teacher education preliminary credential program as an exception when the candidate has not met one or more of the requirements, but the candidate possesses compensating strengths in other required areas. A campus may grant exceptions that are conditioned on satisfaction of requirements within a specified time period. (Exceptions to the requirement for taking a basic skills test approved by the CTC are not allowed.) The campus shall limit the number of exceptional admissions to teacher education programs in the current academic year to a number no greater than 15 percent of those regularly admitted to the campus teacher education program in the current or previous academic year.
- E. A candidate who has been determined by a campus to meet the minimum standards for entrance to a teacher education preliminary credential program, and has not yet begun that program, shall be considered to be eligible for admission to a preliminary credential program of the same type that is offered by any other California State University campus and that is not impacted pursuant to Sections 40650 and 40651 of Title 5, California Code of Regulations. A candidate, who has enrolled in a teacher education preliminary credential program and then wishes to enroll in a program of the same type at another California State University campus, must provide evidence of being in good standing in the program of first enrollment.
- F. To be admitted to the student teaching experience of a preliminary multiple subject credential program, a single subject credential program, or an education specialist credential program, a candidate shall have met all student teaching entrance requirements imposed by law and by CTC standards.

## **II. Applicability of These Requirements**

The requirements in Section I of this executive order shall be in effect for candidates applying to enter a teacher education preliminary credential program in fall 2012 or later. A campus may put these requirements into effect for candidates applying to enter a teacher education preliminary credential program in the summer 2012 term, if the campus president determines to do so.

## **III. Subject Matter Competence**

Consistent with options established by the CTC, each campus shall accept only the following as sufficient evidence of the subject matter competence of an entrant to a teacher education preliminary credential program:

- A. Completion of an appropriate, currently CTC-approved subject matter program;  
or
- B. A passing score on the appropriate CTC-approved subject matter examination.

A comparison and analysis of student transcripts from a non-CSU, non CTC-approved subject matter program shall not satisfy the CSU requirement for certifying subject matter competence.

**IV. Recommendation for Teacher Credentials**

CSU campuses shall recommend to the state of California only those candidates who have satisfactorily completed the appropriate approved CSU professional preparation program for teaching credentials or other educational credentials.

- A. The conveyance of a “courtesy recommend” to the CTC shall not be granted by CSU campuses. This practice, defined as granting program or subject matter completion by comparison of transcripts from a non-approved, non-CSU program to an approved CSU program, shall not be allowed.
- B. When warranted by the circumstances of an individual case, the appropriate campus authority may grant a courtesy recommendation as an exception. The campus shall limit the number of exceptions to no greater than five percent of the number of students recommended to the campus teacher education program in the current or previous academic year.

**V. Transfer of Community College Credit to Teacher Education Preliminary Credential Programs**

No more than six semester units (nine quarter units) in education courses taken in a community college may be applied toward the baccalaureate degree or to the professional preparation requirements of a teacher education preliminary credential program.

  
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Charles B. Reed, Chancellor

Dated: May 3, 2012