

Steps to obtain an additional CTE credential in another industry sector:

1. Contact one or more employers that can provide substantiation of a minimum of 3,000 hours work experience in the new industry sector. The credential has specific requirements when it comes to the letter(s). Hours must be identified by year and equate to the 3,000 hours. This letter must be the original, on letterhead, and with the original signature.
2. Complete all of the TCSJ Application Form
at: <https://www.teacherscollegesj.edu/Content/pdfs/programs/General%20TCSJ%20Application-Fillable.pdf>
3. Complete the CTE Program Application, including items 1, 4-10 in the section "Required Documents to Apply" (noting that items 2 and 3 are not required for current credential holders)
at: <https://www.teacherscollegesj.edu/Content/pdfs/programs/cte/Application.pdf>
4. Contact Maryanne Friend (Program Manager at Teachers College of San Joaquin) by email at mfriend@sjcoe.net to let her know that you would like to apply for an additional CTE clear credential in another industry sector, and that you have completed all of the required paperwork, which you'll be sending to her by mail.
5. Send all documents from steps 1-3, along with a check payable to "*Teachers College of San Joaquin*" for \$250, to:
Attention: Maryanne Friend
Teachers College of San Joaquin
PO Box 213030
Stockton, CA 95213
6. Upon receiving your completed application by mail, and successful review, you will receive an email from the Teachers College of San Joaquin's credentials department to come in to process your credential. This email will have an attachment with the following steps listed:
7. Call Tammie Scheid/Amber Wann at (209) 468-9132 to set an appointment to activate your Credential.
8. Bring the following items to your appointment:
 - 41-4 Credential Application
 - Download the application from the California Commission on Teacher Credentialing Office (CTC) at www.ctc.ca.gov In the upper right corner of the homepage there is a search box, enter 41-4. Download, print, and complete these sections: Personal Information; Professional Fitness Questions; Child Abuse and Neglect Mandated Reporting; and the Oath and Affidavit. If you answer yes to any question in the Professional Fitness section, you must also complete the corresponding Professional Fitness Explanation Form. You may download this form (OA-EF) from the CTC website.
 - Cashier's Check or Money Order payable to CCTC (California Commission on Teacher Credentialing) in the amount of \$100.00.

9. At the appointment, Amber or Tammie will walk you through which additional boxes to check on 41-4 relating to the credential you are applying for, and will provide you with a verification letter that the necessary requirements to obtain a recommendation from the Teachers College of San Joaquin to the California Commission on Teacher Credentialing for a new Designated Subjects credential has been completed, and that the application for the credential will be mailed to the CCTC the following day.
10. Following this, you will receive an email from the CCTC that your credential application has been received and is in the queue for processing. The CCTC will send you an email once the credential has been processed.
11. Upon receipt of the email from the CCTC that your credential has been processed, contact MCS HR so they can update your credential authorizations on file accordingly.