Designated Subjects Career Technical and Adult Education Credential

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 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 (five 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.
- **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](http://www.ag.ca.gov/fingerprints/publications/contact.htm).