HOW TO CLEAR YOUR PRELIMINARY ADULT EDUCATION (AE) OR CAREER TECHNICAL EDUCATION (CTE) CREDENTIAL
Are You Ready To Apply For Your Clear Credential?

To clear your preliminary AE or CTE credential, you will need the following:

- Processing fees [$100 money order made payable to LACOE and $100 money order made payable to CTC]
- LACOE program form and CTC 41-4 form [see application packet 5 for CTE or packet 6 for AE]
- Copy of preliminary CTE credential
- Supervisor and Mentor documentation for at least two semesters (unless already on file at LACOE)
- Letter verifying at least four semesters of teaching experience
- USD transcript for all completed coursework (official only)
- Transcript for US Constitution course or proof of exam
- CPR Certification (for Adult and Pediatric)
USD Transcript of Coursework

Your official USD transcript should include:

- Foundations of Classroom Management
- Foundations of Curriculum
- Teaching English Learners and Students with Special Needs (CTE only)
- Teaching Adult Learners (AE only)
- Teaching Portfolio
- Health Education for Teachers
- If any course was waived, indicate on the application checklist
Application to Clear the Preliminary AE or CTE Credential

- Go to lacoe.edu/CTE and click on Credential Services
- On the left side, scroll down and to find Clear CTE Application Packet #5 or Clear AE Application Packet #6
- First step is go to the third page to complete the fillable form CTC 41-4
- Type in boxes for item 1 Personal Information
- Skip item 2….LACOE will complete it for you
- Go to page 2; skip item 3 and read item 4
- Go to page 3 and click on either Yes or No for each question
Completing the Application (continued)

- Go to page 4 and click on question f; read item 5 and click on “I agree”
- Skip item 6; go to page 5 and type in the date/city/county/state for item 7 [do not type in signature; you will sign after printing]
- You are now ready to print the necessary pages to finish completing the application; if you answered No to all questions under item 4, you do not need to print the seven pages of the Professional Fitness Explanation Form; however, if you answered Yes to any questions, you will need to print the appropriate pages and complete
Completing the Application Continued

- Now that you have printed the application, sign page 5, item 7 Oath and Affidavit on the CTC 41-4 form; if you printed the Professional Fitness Explanation Form, complete the pages for all Yes questions and provide documentation.

- Now go to the LACOE program application page (second page of the printed packet) and complete item A only.

- Note: If you are qualified to add a subject/industry sector, in the area above item B, write “Request to Add [list subject/industry sector]” See slides 10 & 11 for documentation required.

- Use the last page of the packet “sample letter of teaching experience” to show your employer the type of letter that you need.

- Now go to the checklist on page 1 to finalize your packet.
Completing the Application Final Steps

Check off each item on the checklist to confirm that you have included:

- 1. Fees [money orders $100 LACOE; $100 CTC]
- 2. LACOE Program Application Form
- 3. CTC Form 41-4 with signature
- 4. Copy of Preliminary CTE credential
- 5. Supervisor and Mentor documentation (unless already on file)
- 6. Letter verifying teaching experience (at least four semesters)
- 7. Official USD Transcript
- 8. Transcript or exam for US Constitution
- 9. Official USD Transcript [or other]
- 10. Copy of CPR for Infant, Child and Adult
What Happens After The Application?

- Mail your CTE Credential application and all required items to LACOE at the address shown on the checklist.
- You will receive a LACOE credential recommendation letter from Linda Matzek by email in about two weeks.
- LACOE will submit your application to CTC.
- CTC will approve your clear credential in about three months.
- If you need your clear credential sooner, you can make an appointment with Linda Matzek to expedite for $60.
Clear Credential Renewal

- CTC will issue your Clear credential for five years.
- Every five years, you will need to renew online with CTC ($100).
- CTE credentials only: When your Clear CTE credential is on the CTC website, it will include the English Learner authorization S17C shown below.

<table>
<thead>
<tr>
<th>Authorization Code</th>
<th>Authorization Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-1T</td>
<td>This credential authorizes the holder to teach in the subject or subjects listed in grades twelve and below and in classes organized primarily for adults, in career technical instruction courses.</td>
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</tr>
<tr>
<td>S17C</td>
<td>This document authorizes the holder to provide services to English learners in specially designed content instruction delivered in English in grades twelve and below and in classes organized primarily for adults, in career technical instruction courses.</td>
</tr>
</tbody>
</table>

**Renewal Requirements**

Please disregard any # signs you may see below and refer to the “Additional Description” column to the right for specific renewal requirements.

<table>
<thead>
<tr>
<th>Renewal Code</th>
<th>Renewal Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>R20</td>
<td>To renew this credential, the holder needs to submit only an application and fee to the Commission no earlier than 12 months before the expiration date. The renewal period is five years.</td>
</tr>
</tbody>
</table>

**Employment Restrictions**
Do You Qualify to Add Another CTE Subject/Industry Sector to Your AE or CTE Credential? 
[If yes, do it now when you clear your credential!]

You may qualify if you have:

- 3 years of industry experience (1000 hours of paid/unpaid experience = 1 year) in the subject/industry sector to be added

OR

- 2 years of industry experience (2000 hours) plus
- 24 semester units in the subject or an industry certification

OR

- 1 year of industry experience (1000 hours) plus
- 48 semester units in the subject (or 24 units plus an industry certification)
Work Experience Documentation For Adding A CTE Subject/Industry Sector Authorization

- All work experience must be documented on employer letterhead with original signature.
- At least one year of work experience must be within the last five years or two years within the last ten years.
- Self-employed needs notarized letter plus five items of backup documentation to verify.

[Email us for sample letter(s) and additional details to add an authorization to your CTE credential]
Other Questions?

Email us if you need assistance!

Matzek_linda@lacoed.edu
Domingo_lucy@lacoed.edu
wagnernancy9@gmail.com