

**ALAMEDA COUNTY OFFICE OF EDUCATION
313 West Winton Avenue
Hayward, CA 94544-1136**

ADULT EDUCATION CERTIFICATION

Check List to apply for the Adult Education Credentials

- √ **Work Experience** Letters (non-academic subjects ONLY)
- √ **ALL Official college transcripts** (opened transcripts are ok but not copies of transcripts). High School diploma or GED (if no AA or BA degree)
- √ **Full-time credential** applicants only will need to have a class that covers the U.S. Constitution. (A test is available to meet this requirement.)
- √ **Passage of CBEST ONLY** if requesting an academic subjects
- √ **Copy of any California certification held**

FEES for the Adult/Career Technical Education Credentials

1. **\$65 for the credential evaluation fee.** Can be paid by money order; ATM Visa or Master card; Master card, Visa, or Discover credit card
2. **\$55 fee for the California certification.** Can be paid by personal check or money order. **Can not use credit card for this transaction.** Check will be made out to CTC or Commission on Teacher Credentialing.
3. If you have **NEVER** held any type of California certification, you will need to be fingerprinted for California certification and the Alameda County fingerprint consortium. Call (510) 670-7711 for fingerprinting information.

FOR AN APPOINTMENT OR INFORMATION on adult/Career Technical education credential, call Jean Bridgeman at (510) 670-4261 or e-mail her at jeanb@acoe.org.

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Adult Education Credential Fees

Initial Application evaluation fee.....\$65

California Commission on Teacher Credentialing

Application fee\$55

Evaluation fee to add subjects to existing credential.....\$50

Change credential to part-time or full-time.....\$50

Recommendation for Level 1 completion **IF** original

Application **was** processed through ACOE...No charge

Recommendation for Level 1 completion **If** original

Application **WAS NOT** processed through ACOE....\$50

Recommendation for Clear Credential.....\$65



Live Scan Fingerprinting

Alameda County Office of Education
313 W. Winton Avenue, Room 172, Hayward, CA 94544
Ph. (510) 670 7711 • Fax (510) 670 4513



MONDAY - Appointments only from 7:35-2:45 pm

TUESDAY - Walk-in's 7:35-11:00 (first 21 people only)
- Appointments only from 1:00-2:45 pm

WEDNESDAY - Walk-in's 7:35-11:00 (first 21 people only)
⇒ (NO walk-in's every 4th Wednesday of the month)
- Appointments only from 1:00-2:45 pm

THURSDAY - Walk-in's 7:35-11:00 (first 21 people only)
- Appointments only from 1:00-2:45 pm

FRIDAY - Appointments only from 7:35-2:45 pm

▪ Closed for lunch every day from 12:00 to 1:00.

▪ Please be advised that WALK-IN days/hours are subject to change.
Any changes for WALK-IN or appointment days/hours are updated on our outgoing voicemail message and on our website: acoe.org
(click on 'Fingerprinting' in upper right corner of screen)

★ To Obtain a Live Scan, you must bring with you . . .

1. **'Request for Live Scan Service' Form**
(provided to you by your Requesting Agency)
2. **Valid Photo I.D.** (Driver's License, CA I.D., Passport, Green/Immigration/Alien Registration Card or Military I.D.)
3. **Payment** (See acceptable forms of payment below)

\$ PAYMENT INFORMATION \$

\$20.00 rolling fee + other applicable fees based on level of service

We accept: Money Orders*, Cashier Checks*, Debit Cards,



*Please make all money orders or cashier checks payable to: ACOE

ADULT EDUCATION CREDENTIAL PROGRAMS

For additional information on the adult education credential, go to the Commission Web site at: www.ctc.ca.gov. Look for leaflet CL698a.

California State University East Bay web site information for adult education classes:
www.ce.csuesastbay.edu

ADULT EDUCATION SUBJECTS

Non-Academic Category**	Individual Categorical Subjects Listed on the Credential	
<i>Adults with Disabilities</i>	Adaptive Arts and Crafts Adaptive Computer Technology Adaptive Physical Education	Health (adults with disabilities) Self-Maintenance Skills (adults with disabilities)
<i>Health and Safety</i>	Cardiopulmonary Resuscitation Environmental Safety Fire Control and Safety First Aid	Health Education Nutrition Physical Fitness and Conditioning Safety Education
<i>Home Economics</i>	Arts and Crafts Clothing Construction Consumer Education Decorative Arts Dietetics and Food Management Nutrition	Food Preparation Home Management Interior Design Textiles Upholstery
<i>Older Adults</i>	Communication Skills Creative Arts Health (older adults) Performing Arts Physical Fitness	Public Affairs Retirement Planning Safety Self-Maintenance (older adults)
<i>Parent Education</i>	Parent Education Childbirth Education	Human Development Family Management
<i>Vocational Education</i>	Aeronautics Agriculture American Sign Language Bookkeeping and Accounting Building and Construction Trades Business Management Career Development Commercial Photography Computer Applications Computer Programming Computer Systems Operation Computer Technology Cosmetology	Court Reporting Electronics Technology Financial Services Health Occupations Industrial Technology Information Processing/Keyboarding Language Interpreter Law Enforcement Occupations Marine Technology Marketing Nursing Office Occupations Small Business Ownership/Management
Years of Subject-Related Experience Required		Education and/or Training
+ 5 years		High school diploma or equivalent
+ 4 years		24 semester units of college course work, including a minimum of 4 semester units in the subject to be taught
+ 3 years		48 semester units of college course work, including a minimum of 8 semester units in the subject to be taught
+ 2 years		72 semester units of college course work, including a minimum of 12 semester units in the subject to be taught
+ 1 year		96 semester units of college course work, including a minimum of 16 semester units in the subject to be taught
+ 0 year		Bachelor's or higher degree completed at a regionally-accredited college or university with 20 semester units, or 10 upper division semester units in the subject to be taught

ADULT EDUCATION SUBJECTS

Academic Subjects (<i>Subject To Be Named On The Credential</i>)	Course Work Required
<p>English as a Second Language</p>	<p>A bachelor’s or higher degree completed at a regionally-accredited college or university and completion of 20 semester units or 10 upper division semester units in one or any combination of the following:</p> <ul style="list-style-type: none"> Teaching English as a Second Language (TESL) Teaching English to Speakers of Other Languages (TESOL) English Language other than English Linguistics Bilingual/bicultural studies Teaching Reading Speech
<p>Elementary and Secondary Basic Skills (includes basic education in grades 1–8): Arithmetic Reading Individualized high school learning lab/ G.E.D./contract class settings</p> <p>Citizenship</p>	<p>A bachelor’s or higher degree completed at a regionally-accredited college or university and completion of 20 semester units with at least 3 units in four of the following six areas:</p> <ul style="list-style-type: none"> English Mathematics Science Social Sciences Fine Arts Language other than English.
<p>Individual Subjects</p> <p>A Language Other than English (specify) English Fine Arts Life Science, including General Science Mathematics Physical Science, including General Science</p> <p>Social Sciences</p>	<p>A bachelor’s or higher degree completed at a regionally-accredited college or university and completion of 20 semester units or 10 upper division semester units in the subject to be taught.</p>

California State University East Bay Adult Education Credential Program

Level 1 Full-time	Level 1 Part-time
<p><i>To qualify</i> for a 5-year preliminary adult education credential you must verify passage of a course that covers the forming of the U.S. Constitution or passage of an approved U.S. Constitution test. <u>Upon completion of this requirement, you will be recommended for the 4-year extension of the Preliminary Credential. There is an application fee for this extension.</u></p> <p><u>Level 1 MUST be completed within first 2-years of issuance of preliminary credential:</u></p> <ul style="list-style-type: none"> • <u>TED 7658 — CSU, East Bay</u> – Principles and Practices of Adult Education (6 quarter units) <u>Verify completion of level 1 with LEA within first 2-years with official transcripts for TED 7658.</u> 	<p><u>Level 1 MUST be completed within the first-two years after obtaining the preliminary adult education credential</u></p> <ul style="list-style-type: none"> • <u>TED 7658 — CSU, East Bay</u> – Principles and Practices of Adult Education (6 quarter units) . <p><u>Verify completion of level 1 with LEA within first 2-years with official transcripts for TED 7658.</u></p>
LEVEL 2 Requirements	LEVEL 2 Requirements
<ul style="list-style-type: none"> • <u>TED 7659 – CSU, East Bay (7.5 quarter units)</u> Community, Legislative and Occupational Relationship; Counseling and Guidance; Interpersonal Relationships; Curriculum and Evaluation Using Instructional Technology AND • <u>Health Education –TED 7678 Health Education for Adult Education Teachers – 1.5 quarter units</u> - includes, but not limited to, nutrition; the physiological and sociological effects of alcohol, narcotics, and drug abuse; and the use of tobacco AND • <u>CPR Training</u> in infant, child, and adult (license must be valid at the time of applying for Professional Clear credential AND • <u>Teaching experience:</u> Minimum of teaching 4 terms, 2 terms with same school district. 	<ul style="list-style-type: none"> • <u>Health Education – TED 7678 Health Education for Adult Education Teachers – 1.5 quarter units</u> that includes, but not limited to, nutrition; the physiological and sociological effects of alcohol, narcotics, and drug abuse; and the use of tobacco AND • <u>CPR Training</u> in infant, child, and adult (license must be valid at the time of applying for Professional Clear credential AND • <u>Teaching experience:</u> Minimum of teaching 4 terms, 2 terms with same school district.
<p>NOTE: A credential based on a BA degree and CBEST, allows the teacher to substitute teach in Pre-school to Adults</p>	

Verification of Work Experience

(what to do and how)

1. Request former employers to verify that you have worked in your occupation (**Not Teaching**) for at least five years. One of these five years must be within three years of your credential application date.

Letter must be on **company letterhead**, signed by your current /former employer. This letter will be issued from the companies Human Resources Department.

Letters must state your **name, position title, job duties, dates of employment, and full-part-time statuses, including the number of hours worked per week.**

See the attached **Work Experience Verification** sample letter for the exact format which your employer is to follow.

2. **If you are self-employed, you must submit the following items:**

- a. A statement written by you in the same format as the Work Experience Verification sample, with the following statement added:

“I certify under penalty of perjury that the contents of this letter are true and correct to the best of my knowledge.”

- b. Five documents as back-up to your notarized statement, which should include:
 - Current/former business license(s) or permits (s)
 - Letters from former customers. The letter must state the jobs done and the length of the jobs.
 - Letters from suppliers, or other business associates such as your accountant, lawyer, or business advisor who can verify your occupation.
 - Sample of work (if applicable)

3. College/Technical School Coursework

Coursework in our occupation may be counted toward the five year work experience verification. 24 semester or 36 quarter units of related coursework are counted as one year of work experience; 48 semester or 76 quarter units is the maximum amount allowed (two years).

Sample Verification Letter
Sample 1

ABC Computer Corporation
123 Main Street
South Los Angeles, CA 90000

June 1, 2004

To Whom It May Concern:

Joanna Doe as worked as a Computer Trainer at ABC Computer Corporation from March 17, 1990 until November 23, 1996. She was a full-time employee during her employment with our company.

As a Computer Trainer, her duties were to:

- Install software application on office PC's
- Set up databases
- Set-up and use spreadsheet programs
- Present classes in Desktop Publishing, Micro Soft Word, Excel, PhotoShop
- Trouble shoot software problems

Please contact me at (310) 555-6850, if you have any questions

Sincerely,

Roberts Richmond
Manager

SAMPLE VERIFICATION LETTER
SAMPLE 2

Date

To Whom It May Concern:

Sue Wong worked as a **Resident Services Specialist** with the **Albany Housing Authority Resident and Community Services Department, Full time from September 1, 1995 to present.** This is a description of her task assignments:

Residential Site Involvement

- Provides response to resident concerns or requests for information/assistance.
- Has worked with the Authority Police, Housing Management and or/Maintenance Division staff for site needs.
- Encourages resident participation in community building activities.

Senior Workshops/Programs

- Schedules speakers for Breast Health Awareness and Fire Safety
- Presents information and videos regarding Read Cross Disaster Preparedness
- Recruits seniors for Resident Patrol Participation
- Schedules several shopping trips to local merchants
- Schedules reservations and transportation for Bay cruises
- Schedules resident tours of local factories
- Schedules taxi transportation for residents
- Guided residents through a weekly video exercise class
- Provides assistance with the planning and facilitation of the resident volunteer receptions and the Holiday Splendor Dinner Dance.
- Provides assistance and guidance for the 5-member Dial-a-Care staff, an on-site City of Albany ASSETS Senior employment-training program. Updated monthly call sheets for Dial-a-Care workers and provided assistance to ASSETS supervisor.
- Provided resident referrals to community meal programs.
- Conducted home visits to refer seniors to supportive services and health care assistance.

Individual Resident Assistance

- Provides residents information on good housekeeping skills upon referrals from the Housing Management Depart
- Provides residents with information on self-sufficiency and youth activity programs on a regular basis

If you have any questions regarding this information, please contact me at xxxxxxxxxx.

Sincerely

Grace White
Director, Resident and Community Services Department

Sample Verification Letter

Sample 3

Washington Unified School District
258 Liberty Street
Washington, D.C 0048

June 2005

To Whom It May Concern:

Joyce Baines has been employed by Washington Unified School District as a teacher of Older Adults from May 15, 2000 to present. She works 20 hours per week.

In her classes for older adults, she teaches the following:

- Arts & Crafts – Painting, woodwork, holiday crafts, sewing
- Personal Hygiene
- Nutrition
- Horticulture Therapy
- Physical Education – exercise in relaxation, slow movement exercises
- Music
- Basic Computer skills – Microsoft word and Internet, Use of e-mail
- Cognitive Development (memory retrieval, sequencing trivia)

If you have any questions, please call me at (875) 257-8496.

Thank you,

John Dickerson
Program Director



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**2008–2009
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Welcome to the CBEST Web Site

On this site you'll find up-to-date registration and testing information, test preparation materials, and services that enable you to register and obtain your unofficial test results online.

**IMPORTANT PROGRAM
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2008–2009

Contact Information

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If you have any questions, you may contact the following offices. In all correspondence, please include, or be prepared to provide, your full name, mailing address, telephone number, and social security number.

The California Commission on Teacher Credentialing (CTC) does not discriminate on the basis of race, color, national origin, gender, religion, age, sexual orientation, or disability in employment or in the provision of services.

? If you have questions regarding:

- Registration procedures
- Admission tickets
- Score reports

Contact: The CBEST Program

**The CBEST Program**

Evaluation Systems
 Pearson
 P.O. Box 340880
 Sacramento, CA 95834-0880

or

**(800) 262-5080 or (916) 928-4001**

9:00 a.m.–5:00 p.m. Pacific time, Monday–Friday, excluding holidays; 7:00 a.m.–3:00 p.m. Pacific time, Saturday test dates only

(Automated Information System available 24 hours daily)

Fax number: (866) 483-6460 or (916) 928-6110**Teletypewriter (TTY):** (866) 483-6461 or (916) 928-4191

or

To send an e-mail request to Evaluation Systems [click here](#).

? If you have questions regarding:

- CBEST policies
- CBEST test requirements
- California certification
- Oregon licensure

In California, contact: The Commission on Teacher Credentialingwww.ctc.ca.gov



Commission on Teacher Credentialing

Information Services
P.O. Box 944270
Sacramento, CA 94244-2700

or



(916) 445-7254

If outside the 916 area code, you may call toll free at **(888) 921-2682**, 1:00 p.m.–4:45 p.m. Pacific time, Monday–Friday, excluding holidays.

or



If you have questions regarding **credentialing requirements**, [click here](#) and follow the instructions to submit your message by e-mail to the Commission on Teacher Credentialing.

If you have questions regarding **specific test policies**, [click here](#) and follow the instructions to submit your message by e-mail to the Commission on Teacher Credentialing.

For California college or university program admission, contact the department or school of education of the college or university in which you are interested.

For California employment, contact the county office of education or school district.

In Oregon, contact: The Oregon Teacher Standards and Practices Commission (TSPC)



Oregon Teacher Standards and Practices Commission

465 Commercial Street NE
Salem, OR 97301

or



(503) 378-3586

7:30 a.m.–5:30 p.m. Pacific time, Monday–Friday, excluding holidays

or



www.tspc.state.or.us

For information about CBEST test requirements in Oregon, contact certification advisors in the personnel office of an Oregon public school or Education Service District, the Dean or Director of Teacher Education at an Oregon college or university having Commission-approved programs, or the Oregon Teacher Standards and Practices Commission.

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