

ADDED AUTHORIZATION
(additional full credential)
To a Multiple or Single Subject Credential

CREDENTIAL OFFICE ROOM E103

Michael D. Eisner • College of Education
18111 Nordhoff St., Northridge CA 91330-8265

(818) 677-2586
credprep@csun.edu

ADDED AUTHORIZATION APPLICATION PROCESS

Complete details regarding added authorization are available on the Commission on Teacher Credentialing website at: <http://www.ctc.ca.gov/credentials/requirements.html> If you would like advising assistance please contact a Credential Advisor. The Credential Office website lists options for contacting or meeting with an advisor at: www.csun.edu/educ/cred

The following items must be submitted as a packet directly to the Credential Office. Only complete application packets will be accepted. Please submit when all coursework and exams/subject matter requirements are complete. You **do not** need to include a CSUN transcript. **IMPORTANT!** You must have completed at least one course at CSUN to be recommended for the authorization. If you have never attended CSUN we are unable to recommend you and you will need to apply directly to the CTC.

1. **APPLICATION** - The completed Application Form will be used to establish a file for the candidate.
2. **VALID CREDENTIAL** - Provide a copy of valid California teaching credential, either Multiple Subject or Single Subject depending upon which added authorization you are seeking.
3. **FEE** - A processing fee of \$25 in the form of a money order or cashier's check, made payable to CSU Northridge, must accompany your application. Cash or personal checks will not be accepted. This fee is non-refundable.
4. **FOR THOSE SEEKING TO ADD A SINGLE SUBJECT AUTHORIZATION**
 - a. You must provide your complete CSET score report or verification of subject matter program completion. If you currently hold a Single Subject Credential and are adding another subject, this is the only requirement needed.
 - b. If you hold a Multiple Subject Credential you will need to complete a three semester unit methods course directly related to teaching in a departmental setting. The following CSUN courses are single subject methods courses:
SED 525 (generic), SED 525A (Art), SED 525EN (English), SED 525FL (Foreign Language), SED 525HC (Home Economics), SED 525HS (Health Science), SED 525 MA & MAL (Mathematics), SED 525M (Music), SED 525S & SL (Science), SED 525SS (Social Science). **IMPORTANT:** Not all methods courses are offered each semester and this list **excludes** 525 ESL which does not meet the requirement.

FOR THOSE SEEKING TO ADD A MULTIPLE SUBJECT AUTHORIZATION

- a. You must provide your complete CSET score report for Multiple Subjects.
 - b. Complete **three** units of methods coursework directly related to teaching in a self-contained classroom **excluding** the methods of teaching reading. The following CSUN courses are elementary methods courses:
EED 565 M - Mathematics Curriculum and Methods (3 units)
EED 565 S - Science Curriculum and Methods (2 units)
EED 575 - Integrated Social Science and Arts Curriculum and Methods (3 units)
 - c. Complete course work in developing English language skills for the beginning reader or pass the Reading Instruction Competence Assessment (RICA). The following CSUN course is the appropriate one:
EED 520 - Teaching Reading in the Elementary School (3 units)
5. **CREDENTIAL REQUEST FORM** – The Added Authorization will only be recommended by the Credential Office for CTC issuance if you have met all requirements. The Credential Request form can be found on the Credential Office website under “forms and flyers”.

APPLICATION FOR AN ADDED AUTHORIZATION

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Mr. / Mrs. / Miss / Ms. _____
LAST FIRST MIDDLE MAIDEN or OTHER

Address _____
Number & Street City State Zip Code

Home Phone () _____ Work Phone () _____ Cell Phone () _____

E-Mail Address _____ CSUN Student Id # _____

Social Security Number _____ Birth date _____

Please state the California credential you currently hold. _____

ADDED AUTHORIZATION FOR:

Multiple Subject

Single Subject: _____
(please specify subject area)

You must read this form and sign below in order for the Credential Office to accept your application.

PERSONAL AND PROFESSIONAL FITNESS

You must answer the question below with either "YES" or "NO." If either of the two events underlined in the question has occurred, your answer must be "YES". If either of the events occurred with subsequent court action sealing juvenile records under Penal Code Section 1203.34, the question may be answered "NO."

Have you ever been convicted or plead nolo contendere for any violation of law other than minor traffic offenses?

____NO ____YES

I understand that it is my responsibility to submit all required materials and documents directly to the Credential Office regardless of where else on campus they may previously have been sent. To the best of my knowledge, all information I have provided hereon and materials associated with this application is true and accurate. I will keep the Credential Office informed of changes in my status, address, telephone number and name. I authorize the Credential Office to submit my transcripts and other documents to the Commission on Teacher Credentialing. In accordance with the Family Rights and Privacy Act of 1974, effective November 19, 1974, all files maintained on a student are to be available for perusal by the student.

SIGNATURE OF APPLICANT _____ DATE _____