

# Career and Technical Education (CTE) Program Application Guide

(Designated Subject Credential in Supervision and Coordination)

## I. Graduate Degree

### Program Overview

Thank you for your interest in the Career and Technical Education (CTE) program. Below is key information about the fully online program. If you have a BA or BS degree, I recommend enrolling in the MA in CTE. The cost is the same, and after fulfilling the credential requirements, only six additional courses are needed to complete the degree. The tuition structure is the same for full-time BA/BS students. Moreover, enrolling in the degree program provides better access to university resources.

### MA in CTE Program Requirements

To meet the MA in CTE requirements, you can enroll in core courses such as ECTS 5080 or 6080, ECTS 5190 or 6190, ECTS 6350, ECTS 6370, ECTS 6380, and ECTS 6390. ECTS 5080 or 6080, and ECTS 5190 or 6190 may be substituted with electives where applicable. Courses like ECTS 6370, 6380, and 6390 must be completed sequentially, meaning you cannot move forward without finishing the previous course. Elective courses are recommended alongside core courses. If you have already completed ECTS courses such as 5010, 5040, 5180, and 5190 for your designated subjects credential or BA/BS in CTE, these cannot be counted as electives for the MA. You must achieve a grade of at least a B (3.0 GPA).

Co-listed courses are treated as the same course and can only be counted once across different degrees. For instance, ECTS 5080 and 6080 can't be counted twice even if taken under separate degrees. This means that if ECTS 5080 counts toward a BA/BS degree (as 508 in the quarter system), it cannot be counted again when taken as 6080 in an MA degree.

### Application Process

Using [CSUApply](#), select the term for which you wish to apply.

\* While pursuing your MA, consider obtaining a Designated Subject Credential in CTE, Adult Education, or Special Subjects.

## **II. Designated Subject Credential in Supervision and Coordination**

If you are interested in teaching and wish to obtain a Designated Subject Credential in CTE, Adult Education, Supervision and Coordination, or Special Subjects, you can pursue this credential either while completing your BA/BS or Master's degree, or separately. \* If you're pursuing a Bachelor's or Master's degree in CTE, you can skip the DS Credential application and complete the required credential courses alongside your degree coursework.

### **Preliminary Credential Application (Credential Processing Office)**

If you already have a preliminary Designated Subject credential in CTE, proceed to the Clear Credential section. However, if you're currently teaching or about to start teaching but lack this credential, you need to reach out to the [Credential Processing office](#) to receive the application packet.

Before you begin the application, make sure this credential is necessary or beneficial for you. This credential is valid for three years from the issue date. A key eligibility criterion is demonstrating three years (1,000 hours per year) of work experience. When obtaining the preliminary credential, all applicants are required to submit verification of a minimum of three years of paid or unpaid work experience directly related to each Industry Sector to be named on the credential (one year shall equal a minimum of 1,000 clock hours). At least one year of the required work experience must be within the last five years, or two years within the last ten years immediately preceding the issuance of the Preliminary Credential.

NOTE: Any of the following may be combined to total 1,000 clock hours in order to meet the recency requirement: A) work experience; B) college-level related coursework; C) non-college related coursework; D) occupational internship and E) vocational teaching experience.

You can submit the application along with the necessary documents either in person or by mailing them via USPS to the COE Student Services - Credential Processing Office, Room 102 in the Watson College of Education building. For inquiries: Email: credrec@csusb.edu Phone: (909) 537-7401

## **Clear Credential Designated Subjects in Supervision and Coordination Application (CTE Program & Credential Processing Office)**

Courses required for the Clear Credential in Adult Education (courses with the ECTS prefix) can only be applied to one degree, either a BA/BS or MA, but not both.

Completion of the Supervision and Coordination courses alone does not qualify you for the Clear credential unless you also hold the Preliminary credential and meet all other requirements (refer to the Program Plan). Coordinate with your CTE adviser when enrolling in ECTS courses. Once you complete the required courses, obtain a signature from the program coordinator.

Hold Designated Subject Teaching Credential (3 Years of Teaching) as Pre-requisite Requirement and Successful completion of the California Basic Educational Skills Test (CBEST), **must be verified by the Credential Processing Office.** The teaching requirement involves a minimum of **two years of experience** within the credential's validity period and must relate to the subject area listed on the credential. The California Commission on Teacher Credentialing (CTC) mandates that individuals must first obtain the Preliminary credential. For more details, visit the California Commission on Teacher Credentialing website for information on [Designated Subjects Supervision and Coordination Credentials \(CL-700\)](#).

You might also consider pursuing the MA in CTE while working on your credential. Doing both simultaneously could enhance your qualifications and open up additional career opportunities.

## **How to Apply (Refer to the document titled "How to Apply for Designated Subject Credentials" for a detailed, step-by-step guide on the application process)**

To apply for the program, follow these steps using the CSUapply system:

1. Select the term you are applying for.
2. Sign in or create a new account.
3. Go to the "add program" screen or click the tab at the top of the page.
4. Select "CSU San Bernardino" as your campus and choose the term you apply for.

Next, click the blue plus sign next to "Designated Subjects Career and Technical Education (CTE) for Applicants with a Bachelor's Degree." Complete the required forms and upload the necessary documents. Failing to submit the required documents may result in your application being rejected. You may need to upload a "work experience" document, which should already be included in the attached DSCTE application. If so, simply upload a document indicating that your "work experience information is included in the DSCTE application." If you have any questions, feel free to reach out, and let me know once you've completed the application so I can approve it.

### **Course Registration**

Once accepted, you will need to access your myCoyote account and register for the following courses as part of your initial program plan:

- ECTS 5080, 5090, and 5100

Additionally, if you are interested in earning a master's or bachelor's degree, you can pursue it simultaneously with the credential. The bachelor's degree requires only five additional courses beyond the credential, while the master's degree requires six additional courses.

## **Program Links**

Below are links to relevant programs:

- [Designated Subject Credentials](#)
- [Undergraduate Degree in CTE](#)
- [Graduate Degree in CTE](#)

## **Updating Your Application**

If you have already started your application, you may want to review and update some details. If you've already started your application, it's recommended that you review and update the details. First, go to your extended profile by clicking the downward arrow next to your name at the top right corner of the application. Change your "Degree Goal" to "Teaching Credential Only" so that credential programs will appear. After saving your changes, return to the "Add Program" section, where you should see the CTE programs from our campus alongside other credentials. Choose the credential that best aligns with your goals.

## **Contact Information**

For more information on how to apply for our BA/BS degree programs in CTE, contact For further questions, feel free to contact Keliah Harris at (909) 537-5229 or via email at [kharris@csusb.edu](mailto:kharris@csusb.edu)

Any questions about the content of this document, contact Dr. Eun-Ok Baek at 909-537-5454 or via email at [ebaek@csusb.edu](mailto:ebaek@csusb.edu) and refer to the [CTE program website](#).