

## DESIGNATED SUBJECTS SUPERVISION AND COORDINATION PROGRAM PLAN

**Preliminary Credential in CTE:** You may begin taking the required coursework without holding a [preliminary DS credential](#) issued by the California Commission on Teacher Credentialing. However, to clear the credential, you must first obtain the preliminary DS credential, which requires a minimum of three years of relevant work experience. Beginning July 1, 2025, CPR certification—meeting the standards of the American Heart Association (AHA) or the American Red Cross (ARC)—will also be required before earning the preliminary CTE credential. For application support, please contact the [CSUSB Credential Processing Office](#) at (909) 537-7401 or [credrec@csusb.edu](mailto:credrec@csusb.edu).

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**Candidate's Name**

**Student ID Number**

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**Industry Sector(s)**

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**Legend:** Fall (F), Winter (W), Spring (S), Summer (SS), College of Extended and Global Education (CEGE)

REQUIREMENT	UNITS	GRADE	TERM & YEAR	COURSE SUBSTITUTION(S)*	INSTITUTION
<b>Pre-requisite Requirements</b>					
<b>Live Scan</b>					
Hold Designated Subject Teaching Credential (3 Years of Teaching)					
<u>ECTS 5080/6080</u> Organization and Structure of Career and Technical Programs – 3 Units					
<u>ECTS 5090/6090</u> Personnel Management in Career and Technical Programs – 3 Units					
<u>ECTS 5100/6100</u> Field Work in Coordination and Supervision of Career and Technical Programs – 3 Units					
Successful completion of the California Basic Educational Skills Test (CBEST).					

\* To receive articulation credit and/or to request course substitution(s), submit an official transcript from the institution attended reflecting a grade of "B" or better in the courses to be used for substitution to the program coordinator.

- Step 1: After completing the Program Requirements with passing grades, submit this form with your signature to the program coordinator.
- Step 2: Once the program coordinator approves it, submit the approved program plan along with all documents verifying the additional requirements to the Credential Processing Office to clear your preliminary credential in the subject.
- Preliminary Credential: While it is possible to take the required program courses without having your preliminary DS credential, you can only clear your credential after obtaining the preliminary DS credential. Please contact the Credential Processing Office for assistance with your application.

**NOTES:**

**Candidate’s Signature**

**Date**

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**Program Coordinator/Advisor Signature**