

Subject Matter Authorization Guideline Book



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**California Commission on Teacher Credentialing
Certification, Assignment and Waivers Division
1900 Capitol Avenue
Sacramento, California 95814**

Subject Matter Authorizations

Introductory subject matter authorizations may be added to a Single Subject, Multiple Subject, Standard Elementary, Standard Secondary, and Special Secondary (in academic subjects only) Teaching Credential. The introductory subjects authorize the holder to teach the subject matter content typically included in curriculum guidelines and textbooks approved for study in grades 9 and below. This allows an employer to assign a teacher with an introductory authorization to teach a class in which the curriculum is for grades 9 and below but the students in the class may be in grades K-12.

Specific subject matter authorizations may be added to Single Subject, Multiple Subject, Standard Elementary, Standard Secondary, and Special Secondary (in academic subjects only) Teaching Credentials and authorize the holder to teach the specific subject in grades preschool, kindergarten-12, and classes organized primarily for adults.

On both elementary and secondary credentials, the subjects are identified as *introductory* subjects. For the specific subject matter authorizations, only the specific subject area will be listed on the document.

Subject Matter Authorizations May Be Added To	Subject Matter Authorizations May Not Be Added To
Single Subject Credential Multiple Subject Credential Standard Elementary and Secondary Credentials University Internship Credential <i>(Multiple and Single Subject)</i> Special Secondary Credential in <i>Academic Subject</i> Art, Business Education, Homemaking, Industrial Arts, Music, Physical Education, Speech Arts, and Vocational Agriculture	General Kindergarten-Primary, Elementary, Junior High, or Secondary Credential District Intern Credential Individualized Internship Certificate Pre-Internship Certificate Special Secondary Credential in <i>Non-Academic Subject</i> Aviation, Blind, Deaf, Lip Reading, Nursing Education, Partially Sighted Child, Public Safety and Accident Prevention Including Driver Education and Driver Training, Sciences Basic to Medicine, Correction of Speech Defects, and Mentally Retarded Special Education Credential (current or previous) Adult or Vocational Credential

A subject area that is already listed on the applicant's basic teaching credential cannot be added as a subject matter authorization. This includes the following:

- 1) Dance to a single subject credential in a physical education,
- 2) Drama, journalism, speech, or literature to a single subject credential in English, and
- 3) Photography to a single subject credential in art.

Economics may be added to a business credential as the subject matter authorization in economics is considered to be a social science. Subject matter authorizations, even those that fall within the major or minor may be added to a Standard Secondary Teaching Credential. The Standard Secondary Teaching Credential authorizes services in grades 7-12. The introductory supplementary authorization authorizes service in grades 9 and below and a specific supplementary authorization authorizes service in grades K-12. Obtaining a subject matter authorization for these individuals will expand the grade level authorization in the subject area.

Acceptable course work must be:

- a. completed with a grade of "C" or better ("credit," "passing," or "satisfactory" is acceptable),
- b. applicable toward (elective or non-elective) a bachelor's degree or a higher degree (non-remedial),
- c. taken at a regionally accredited institution,
- d. granted regular quarter or semester hour credit, and
- e. from the subject department of the subject matter authorization being sought.

The following course work may be used as long as it meets the criteria listed above:

- a. community college, correspondence, on-line, or extension course work, or
- b. advanced placement units (requires an official transcript of the course and written verification from the college or university admission or registrars office that the units were used towards a bachelor's degree and are in the subject category of the requested subject matter authorization)

Unacceptable course work is:

- a. not applicable toward a bachelor's degree or a higher degree (remedial),
- b. professional development or continuing education units,
- c. in-service training or workshops,
- d. education and education methodology course work unless:
 - a letter is provided from the chair of the subject area department stating that the course is equivalent to one offered by that department, and
- e. from a department other than the subject matter authorization being sought unless a letter is provided from the chair of the subject area department stating that the course is equivalent to one offered by that department.

Qualifying for a Subject Matter Authorization

An applicant will qualify for a subject matter authorization upon the completion of either a or b below:

- a. 32 semester or 48 quarter hours of non-remedial collegiate coursework in the subject area requested. For *introductory* subject matter authorizations, included within the 32 semester or 48 quarter hours is a minimum of three semester or four quarter hours in each of the specific content areas for the subject except for Science which requires a minimum of six semester or eight quarter hours in each of the specific content areas listed. The balance of the units may be in any course within the subject category.

For *specific* subject matter authorizations, the same unit total is required except for History which requires a minimum of 16 semester units in both world history and US history.

- b. A collegiate major from a regionally accredited college or university in a subject directly related to the subject to be listed on the credential.

Evaluation for the Subject Matter Authorizations

Evaluations for subject matter authorizations are the responsibility of the staff in the Commission's Certification Division. The Commission does not evaluate for subject matter authorizations for free. An application, appropriate fee, and supporting materials are required. Each request is evaluated on an individual basis. Evaluations are based on the information submitted in the application packet which may include official transcripts, catalog course descriptions, and other supporting materials. There are no approved programs for subject matter authorizations at the colleges and universities. Commission staff cannot approve courses for subject matter authorization on the telephone. If the Commission does not accept a course, the applicant may want to obtain a letter that will verify the content of the course in question as meeting the requirement as listed in (d) and (e) under *Unacceptable Course Work* on page 2 of this guideline book. The burden of proof rests with the applicant.

Converting a Supplementary Authorization to a Subject Matter Authorization

Holders of supplementary authorizations may convert their documents to a subject matter authorization in the same subject, if available. The Commission will start the evaluation on the basis that the individual has completed the equivalent of twenty semester units in the subject area regardless of the method the individual used to qualify for the supplementary authorization. For individuals issued supplementary authorizations based on ten upper division units, this conversion process will only be for supplementary authorizations issued prior to January 1, 2005. Individuals issued supplementary authorizations based on ten upper division units after January 1, 2005, will need an additional twenty-two semester units to earn a subject matter authorization.

For both specific and introductory subject matter authorizations, official transcripts verifying completion of an additional twelve semester units will need to be submitted or in the case of supplementary authorizations based on upper division units issued after January 1, 2005, an additional twenty-two units. Individuals issued a supplementary authorization on the basis of completing a degree in the subject area that convert to a subject matter authorization may submit an application, appropriate fee, and verification of the degree. This may be either on an official transcript or, if submitting the application through an employing district or county or a college or university, a photocopy of their California out-of-state diploma showing conferral of the appropriate degree.

Official transcripts of course work completed since the issuance of the supplementary authorization will be required along with an application and appropriate fee. It is recommended that the applicant submit official transcripts of all course work that will be used for the subject matter authorization, including the course work used to earn the supplementary authorization. This is especially for those applicants who may have completed more than twenty semester units to earn their supplementary authorization.

When a credential holder converts a supplementary authorization to a subject matter authorization in the same subject area, the Commission will remove the supplementary authorization from the document and list only the new subject matter authorization. The Commission does not issue nor list duplicative authorizations. An authorization that is equivalent to or broadens either the authorization or the grade level of the credential the

individual holds no longer needs to be listed on the document. This is true for holders of an introductory supplementary authorization in art, English, languages other than English, mathematics, music, science, and social science that qualify for an introductory subject matter authorization in these subject areas. For example, the holder of an Introductory English supplementary authorization that earns an Introductory English subject matter authorization will receive a document with only the new subject matter authorization.

There are also specific supplementary authorizations that may be converted to specific subject matter authorizations. For subject matter authorizations, the specific supplementary authorization of US Government and US Civics has been renamed Civics/Government, Drawing and Painting is now Two Dimensional Art, and US History and California History and World History is now listed as History. The Commission does not issue supplementary authorizations in the subject matter authorizations subject areas of Art History/Appreciation and Three Dimensional Art.

Applying for a Subject Matter Authorization

If an individual applies for a subject matter authorization but does not qualify for the new authorization, the Commission will return the application unless the application is specifically marked as “*subject matter authorization or supplementary authorization*”. If marked as such, the Commission will issue the supplementary authorization and include a report of evaluation to allow the applicant to know what he/she need to complete to earn the subject matter authorization. If the application is not marked as noted above, it will be returned to the applicant or, in the case of a college or university recommendation, to the college or university. The Commission will request the information missing for the subject matter authorization and inform the applicant whether he/she qualifies for a supplementary authorization. The letter will also ask the applicant if he/she would like the Commission to issue the supplementary authorization if the subject matter authorization requirements are not met.

If an individual applies for a supplementary authorization but qualifies for a subject matter authorization in the subject area, the Commission will issue the subject matter authorization without returning the application packet. A guide to the requirements for supplementary authorizations may be found on the Commission’s web site at <http://www.ctc.ca.gov/credentials/manuals-handbooks/Supplement-Auth.pdf>.

Introductory Subject Matter Authorizations

The subjects which may be listed as subject matter authorizations on a credential are printed below in *bold italics*. To assist you in your evaluation, we have listed key words or concepts that may be found in the course description for some subjects. An *introductory* subject matter authorization requires the verification of at least three semester units in each content area listed after that subject.

A guide to course work that may be used for the subject matter authorizations subject areas is the *Subjects Within the Single Subject Area* list found in the Appendix of the Administrator’s Assignment Manual. The list may be accessed from the Commission’s website at

http://www.ctc.ca.gov/credentials/manuals-handbooks/AdminAssign_2001.pdf. Note this is a guide not a guarantee that the course work will be acceptable.

Introductory Art •art history including aesthetics and appreciation •two-dimensional art including drawing, painting, and printmaking •three-dimensional art including sculpture and ceramics •photography/computer generated imagery

- Course work must include a combination of art history, aesthetics, and art appreciation. A single course may cover the areas but is counted only once towards the total number of units. A course in each is not needed but the subjects must be covered.
- A course in visual arts may be used for the aesthetics content area.
- Course work for two-dimensional art must include a combination of drawing, painting, and printmaking. A single course may cover the areas but is counted only once towards the total number of units. A course in each is not needed but the subjects must be covered.
- Other two-dimensional art courses are silk-screening, lithography, etching, screen printing, and relief.
- Course work for three-dimensional art must include a combination of sculpture and ceramics. A single course may cover both areas but is counted only once towards the total number of units. A course in each is not needed but both subjects must be covered.
- Other three dimensional art courses are metalworking, glass making, papermaking, fiber art, weaving, and stone setting.
- Courses in digital photography, videography, and computer general arts are appropriate to the photography/computer generated imagery subject area.

Introductory English: •grammar or language structure •advanced composition •literature •speech •drama or theatre

- An individual with a major in drama, speech, or literature will not be issued a subject matter authorization in Introductory English authorization based solely on the degree.
- Basic English courses required for a bachelor's degree, often numbered 1A and 1B, will not clear the grammar area. Course descriptions are usually needed to verify that a course covers grammar or language structure unless it is clearly mentioned in the course title. Key words or concepts for language structure are sentence structure and functions of the English verb system.
- One composition and one advanced composition course will meet the grammar or language structure and advanced composition areas. One advanced composition and either a creative writing or applied composition course may also be used to meet the grammar or language structure and composition areas.
- Course work in foreign language literature is acceptable.
- Speech courses may be found in the English or communications departments.
- All aspects of drama or theatre are acceptable including courses in costume design, lighting, sound, props, and makeup.

Introductory Language Other than English: •grammar •composition •conversation •literature •culture

- Verification of oral language proficiency is not required for the Introductory Language Other than English subject matter authorization.
- Key words or concepts for a culture course include cultural practices, rituals, and traditions.

Introductory Mathematics: •algebra •advanced algebra •geometry •probability or statistics •development of the real number system or introduction to mathematics

- Course work must be college level mathematics or higher.
- Algebra courses must be for credit, applicable towards a degree, and, if completed at the community college level, transferable to a four-year institution to be acceptable. Elementary algebra courses may or may not meet these requirements. If trying to use an elementary algebra course, a course description will need to be submitted to verify the acceptability.
- Since both algebra and advanced algebra is required, there are several options available to meet both areas. The requirement is algebra content at two different levels.
 - an individual completes a college algebra course, the "advanced" course may be another level of algebra such as linear algebra. An individual may not use another college algebra course, an elementary algebra course, or the same level algebra course completed at another college or university.
 - an individual completes a college or other level algebra course (other than elementary algebra), the "advanced" course may be a "higher" level math course such as trigonometry or calculus.
- Courses in calculus will clear the specific course requirements (one for each content area being cleared) in algebra, advanced algebra, geometry, and development of the real number system but the applicant must still have the required 32 units. *Calculus courses will not clear the probability and statistics content area.* For example, an individual with course work in calculus, real number system, and geometry will need to complete a course in either algebra or advanced algebra as the calculus course may be used to cover only one of these areas, a course in probability and statistics, and the additional units to total 32.
- Personal enrichment-type mathematics courses are not acceptable.
- One mathematics-based computer course is acceptable as additional units toward the required 32 units.

Introductory Music: •vocal music including the analysis of repertoire and literature appreciation for developing musicians •instrumental music including the analysis of repertoire and literature appreciation for developing musicians •aural musicianship •keyboard •music history including music appreciation •world music •conducting •music theory

- The analysis of repertoire and literature appreciation for developing musicians required for vocal and instrumental music content areas includes the familiarity with sequential, developmental, and cultural factors in selecting music literature for performance and with historical and contemporary works from various musical traditions in relation to vocal and instrumental music This is a content-based course.
- Only one course in repertoire and literature appreciation for developing musicians is required but it must relate to both vocal and instrumental music. A course description will need to be submitted.
- Key words or concepts for aural musicianship is the use of musical elements in a given work and the description of the form, style, melody, or texture of the piece.
- Conducting includes cuing techniques and conducting patterns.
- Harmony is acceptable for music theory.

Introductory Science: •biological sciences •chemistry •geosciences •physics ►a minimum of six semester hours is required in each area of science

- A degree directly related to science will qualify an individual for the Introductory Science subject matter authorization. For example, a major in biology, oceanography, physics, chemistry, meteorology or any related science will meet the requirement.
- *Biological sciences:* anatomy; bioethics, biology; botany; DNA and RNA structure; ecology; environmental science; evolution; genetics; marine biology; microbiology; physiology; structure and function of cells; and zoology. Kinesiology is not applicable.

- *Chemistry*: atomic, molecular, and ionic structures; chemical reactions; properties and processes of elements, compounds, mixtures, inorganic and organic substances; properties of molecules; qualitative and quantitative analysis; and state of matter including models of gases, liquids and solids.
- *Geoscience*: astronomy; cosmology; earth science/resources; forestry; fossils; geology; geodynamics; meteorology; mineralogy; oceanography; paleontology; soil science; and weather and climate.
- *Physics*: electromagnetic radiation including spectra, visible light and color; fission; fusion and vaporization; gravitation; light and optics; nuclear and atomic physics; principles of mechanics, heat, electricity and magnetism; principles of momentum and energy; quantum theory; thermodynamics; and wave and particle motion.

Introductory Social Science: •United States history •California history •world history
•physical geography •United States government •world civilization or world cultures

- The social sciences are unique in that they encompass many different academic disciplines. A subject matter authorization in social science will not be granted unless the degree is in social science or social studies. A degree in a specific social science (psychology, history, sociology, or anthropology) does not qualify an applicant for a subject matter authorization in social science.
- A course covering the overall history of California is needed. Courses focusing on one specific geographical area of California such as the History of San Francisco are acceptable as electives only. They will not satisfy the history of California requirement.
- World history courses are non-United States or region courses. This would include course such as the history of Greece, Soviet Union, China, or England.
- World civilization or world culture may include courses in ancient civilizations such as Greek, Roman, Egypt or India.
- A western civilization course may be used either for the world history or world civilization/culture requirement but may not be used for both areas.

Specific Subject Matter Authorizations

Art History/Appreciation

- Course work must include a combination of art history and art appreciation. A single course may cover both areas but is counted only once towards the total number of units. A course in each is not needed but both subjects must be covered in the 32 units.

Biological Sciences

- Courses in anatomy; bioethics, biology; botany; DNA and RNA structure; ecology; environmental science; evolution; genetics; marine biology; microbiology; physiology; structure and function of cells; and zoology. Kinesiology is not applicable.

Chemistry

- Courses in atomic, molecular, and ionic structures; chemical reactions; properties and processes of elements, compounds, mixtures, inorganic and organic substances; properties of molecules; qualitative and quantitative analysis; and state of matter including models of gases, liquids and solids.

Civics/Government

- Course work must include a combination of civics and government. A single course may cover both areas but is counted only once towards the total number of units. A course in each is not needed but both subjects must be covered in the 32 units.
- Civics is participation in government such as voting.
- Course work may be found in the political science department.

Dance

- Courses may be offered in departments such as physical education or anthropology.

Drama/Theatre

- Course work may be found in the English, drama, and theatre departments.
- All aspects of drama or theatre are acceptable including courses in costume design, lighting, sound, props, and makeup.

Economics (social science)

- This is a social science subject area. If course work is not in the economics department, review the course content and request a letter from the economics department, if necessary.

English Composition

- A degree in English will qualify for a subject matter authorization in English Composition.

Geography

- Includes all types of geography: physical, cultural, historical, human, world, and regional.

Geosciences

- Courses include astronomy; cosmology; earth science/resources; forestry; fossils; geology; geodynamics; meteorology; mineralogy; oceanography; paleontology; soil science; and weather and climate.
- Physical Geography is not acceptable to meet the geoscience requirement unless the chair of the earth science/geology department verifies that the course is applicable as a geoscience course required for a degree in geoscience.
- A course in marine science may meet the oceanography area requirement but marine biology does not necessarily meet that requirement. A course description will be needed.

History

- Must include 16 semester units in US history and 16 semester units in world history.
- World history courses are non-United States or region courses. This would include course such as the history of Greece, Soviet Union, China, or England.
- A western civilization course may be used for the history subject matter authorization.

Instrumental Music

- This may include course work in theory and conducting.

Literature

- Literature courses may be offered in any language department.
- A degree in English will qualify for a subject matter authorization in literature.

Photography

Physics

- Courses in electromagnetic radiation including spectra, visible light and color; fission; fusion and vaporization; gravitation; light and optics; nuclear and atomic physics; principles of mechanics, heat, electricity and magnetism; principles of momentum and energy; quantum theory; thermodynamics; wave and particle motion.
- Course work may be found in the engineering department.

Plant Science

- Plant science is a life science.

Three-Dimensional Art

- Three dimensional art courses are ceramics, sculpture, metalworking, glass making, papermaking, fiber art, weaving, and stone setting.

Two-Dimensional Art

- Two-dimensional courses art are silk-screening, lithography, etching, screen printing, relief, printmaking, drawing, and painting.

Vocal Music

- Course work may include theory and conducting.

References*Education Code*

Section 44225

Title 5 Regulations

Sections 80089.3 and 80089.4

Leaflets

For subjects added to either elementary or secondary credential:

<http://www.ctc.ca.gov/credentials/leaflets/cl852.html>

Questions

If you have additional questions, please contact the Information Services Unit toll-free at (888) 921-2682 between 12 noon and 4:45 p.m., weekdays or by e-mail at credentials@ctc.ca.gov.