



THE MASTER'S
UNIVERSITY

**Credential Program
Handbook
For Candidates
2022-2023**

**Teaching Credential Programs
in the
Pearl C. Schaffer School of Education**

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CREDENTIAL PROGRAM HANDBOOK FOR CANDIDATES

Candidates who enroll into a TMU Teaching Credential Program agree to abide by all applicable policies as stated in the TMU Student Handbook, the Academic Catalog, this Credential Program Handbook, and the Clinical Practice Handbook.

TMU STUDENT HANDBOOK

Students in the TMU credential programs (candidates) are bound by the policies and procedures in the TMU Student Handbook. Exceptions are noted below.

Credential program candidates are not considered to be “on contract”, but are expected and required to abide by the Standard of Conduct policies found in the TMU Student Handbook.

CHAPEL AND CHURCH ATTENDANCE

Candidates are not required to attend TMU chapel or the Truth & Life Conference, but candidates may attend as long as attendance does not conflict with program responsibilities.

Regular church attendance is expected and encouraged, but will not be monitored.

HOUSING

Candidates are responsible for making their own housing arrangements. If candidates live in TMU housing, they may be considered “on contract.” Consult the TMU Student Handbook and/or contact the Office of Student Life for details.

TRANSPORTATION

Candidates are responsible for their own transportation. Since a significant component of the program is clinical practice, requiring daily attendance at a school site away from the TMU campus, candidates should ensure they have guaranteed access to their own reliable car.

CANDIDATE DRESS CODE

Candidates must follow the TMU Class Dress Code while attending classes on the TMU campus. (See the TMU Student Handbook for details).

Candidates must dress modestly and professionally at school sites. Jeans, flip flops or sandals, tennis shoes, and sweatshirts or t-shirts are not allowed. Candidates must also dress in ways that will enable them to teach effectively, especially while stooping, bending, leaning over desks, sitting on the floor, having knees at students’ eye levels, etc.

EXTRACURRICULAR ACTIVITIES, ADDITIONAL CLASSES, AND/OR WORK

Though engaging and effective, the workload of the credential programs is demanding, as they are full-time programs of graduate-level quality. Expectations for scholarship are greater than in an undergraduate program. For these reasons, candidates are encouraged to carefully evaluate their time commitments to other activities.

Candidates in the program should carefully select and if necessary limit any extracurricular activities. Commitments made to optional responsibilities (ministries, community work, friends, etc.) must be flexible, based on the amount of time needed to complete all program responsibilities.

Candidates may not take other classes while in the program, and may not participate in intercollegiate athletics.

Candidates may work no more than 10 hours per week during the Fall semester of the program. **Exception:** candidates may substitute teach more than 10 hours per week, but not to the detriment of their success in meeting their program responsibilities (classes, clinical practice, assignments, etc.). See below.

Candidates are not allowed to work during the Spring semester of the program (student teaching), except for substitute teaching as described below. Candidates may petition for exception at admission prior to the start of Fall semester, or at the time of formal advancement to student teaching at the start of Spring semester. Exceptions will be granted on a case-by-case, need-centered basis at the sole discretion of the program.

SUBSTITUTE TEACHING

TMU allows candidates to substitute teach during the program, as long as the candidate's clinical practice district allows it, and as long as doing so does not conflict with program responsibilities such as attending courses and completing hours of clinical practice. To substitute teach, the candidate must have a valid substitute credential. It is the candidate's responsibility to obtain the appropriate substitute credential, submitting verification to the Credential Analyst.

During Fall semester, candidates may substitute teach Monday through Thursday only for their assigned master teacher (on days candidates are scheduled to be in the fieldwork placement classroom). Candidates may substitute teach for any teacher/any district on Fridays or on any day(s) candidates are not required to be in their fieldwork classroom.

During Spring semester, candidates will be student teaching full-day, Monday-Friday, so they may only substitute teach for their assigned master teacher during their placements. Candidates may substitute teach for any teacher/any district on any day(s) candidates are not required to be in their student teaching classroom or performing other related duties (e.g. parent conferences).

TECHNOLOGY REQUIREMENTS

All candidates should have a "smartphone" or tablet capable of video recording, and an up-to-date notebook computer that can connect to the campus WiFi and save files "in the cloud." If you have questions about your specific devices, contact the TMU IT Service Desk.

GRIEVANCE OR APPEAL PROCEDURES

Credential program candidates who wish to grieve or appeal a **decision of a faculty member** related to grading, classroom conduct, or professionalism should follow the Academic Appeals Procedure described in the TMU Student Handbook.

If a credential program candidate desires to grieve or appeal another type of **decision** (including a decision of the Admissions Panel, a School of Education committee, or a rating by university supervisor and master teacher) he or she must appeal in writing to the Dean of the School of Education within two days of the decision. The Dean will either bring the appeal to the School of Education full-time faculty functioning as an Appeals Committee, or (if the appeal involves a School of Education full-time faculty member) will send the appeal to the TMU Provost, following the Academic Appeals Procedure described in the TMU Student Handbook.

Appeals handled by the School of Education faculty will normally be considered during regularly scheduled department meetings. If the request is deemed urgent by the Dean, a special meeting of the committee will be called, or the members will be notified by email and deliberations conducted by email.

Candidates who seek **special consideration or an exception to a credential program policy matter** must put their request in writing to the Dean of the School of Education, who will take the request to the School of Education full-time faculty, functioning as the School of Education Appeals Committee. The committee will consider the written request, and if necessary, ask the candidate to meet with them. Most requests of this type will be dealt with during regularly scheduled department meetings, though a special meeting may be called at the discretion of the Dean. For assistance with this procedure, candidates should contact the Credential Analyst or department administrative assistant.

If a student desires to grieve or appeal a **decision of the School of Education Appeals Committee**, he or she must appeal in writing to the TMU Provost within two days of the decision. The Provost will follow established appeals procedures outlined in the TMU Student Handbook.

PROGRAM OVERVIEW

The TMU Teaching Credential Program is a full-time, on-ground, post-BA two-semester (Fall/Spring) program.

Candidates should navigate to the 5th Year Teaching Credential program section of the TMU website for detailed program information. Candidates should also read the Teaching Credential Programs section of the applicable Academic Catalog.

Teach-out Policy

In the event that it must discontinue a teaching credential program, the University commits to making provisions for all currently enrolled candidates to finish the program within a reasonable timeframe. The University commits to communicating with all constituents, including all currently enrolled candidates, regarding the proposed teach out plan, including the specific timeline and type of services to be offered. All currently enrolled candidates will be provided with the opportunity to complete the program (unless they choose to withdraw or transfer to another program), and will be provided with individual program completion plans. All candidates and graduates will be provided with information on how to access their student records via the Registrar's Office.

CLINICAL PRACTICE PLACEMENTS

In addition to taking coursework at TMU, credential program candidates complete integrated clinical practice placements in both Fall and Spring semesters.

Candidates should navigate to the Teaching Credential Program section of TMU website, and download and read the Clinical Practice Handbook.

TEACHING PERFORMANCE ASSESSMENT

To be eligible for the teaching credential, candidates must successfully pass a state-required Teaching Performance Assessment, which TMU integrates into its credential programs. The TMU Credential Programs utilize the CalTPA. A practice TPA is included as coursework in ED500 Practicum (Fall course), and candidates are oriented to and provided instruction and support for the actual CalTPA as part of ED570 Colloquium (Spring course). More information about the CalTPA can be found on the official CalTPA website:

https://www.ctcexams.nesinc.com/TestView.aspx?f=HTML_FRAG/CalTPA_TestPage.html

CREDENTIALS

(Official Names/Types of Credentials)

Preliminary 2042 Multiple Subject Teaching Credential

Teachers in elementary schools need a Multiple Subject Credential, as they teach multiple subjects to the same group of students in a self-contained classroom. (The 2042 Multiple Subject credential also authorizes the holder to teach English learners in the regular classroom.) Authorization to teach English Learners (EL Authorization) is embedded.

Preliminary 2042 Single Subject Teaching Credential

Teachers in junior high or senior high schools need a Single Subject Credential in the subject area they wish to teach, as they teach a single subject to different groups of students (classes) in a departmentalized setting. (The 2042 Single Subject credential also authorizes the holder to teach English learners in the regular classroom.) Authorization to teach English Learners (EL Authorization) is embedded.

LEVELS OF CREDENTIALS

Preliminary Credential

Candidates are recommended for the Preliminary Credential by The Master's University upon satisfactory completion of their credential program. The Preliminary Credential is valid for five years, during which time candidates can be employed as teachers while completing the requirements needed for the Clear Credential (the next and final level).

Clear Credential

Information about options for clearing a preliminary credential can be found on the website of the Commission on Teacher Credentialing (CTC): www.ctc.ca.gov