



CALIFORNIA CENTER
ON TEACHING CAREERS

Tulare County
Office of Education

Tim A. Hire, County Superintendent of Schools

THE WHAT, WHY, WHO, AND HOW OF CREDENTIAL TRACKER



*A Tool Kit for **STSP** Teacher Candidates*



WHAT?

A tool for monitoring compliance with the California Commission on Teacher Credentialing (CTC), District and Program requirements and capacity building via documenting, communicating, planning, pacing, coaching and supporting Short Term Staff Permit teachers (STSP) through their work and the work of their support team.

WHY?

- Teacher Shortage (**CTC Teacher Supply Report**)
- Benefits of a Non-Traditional Pathway to Teaching <https://californiateach.org/candidate/pathways>
- Benefits of Capacity Building (**Teaching Experience**)
- Timing: The STSP will expire at the end of the employing agency's school year and is not renewable. STSP permit holders have one year to complete all CTC requirements and become intern credential-ready, so closely monitoring and planning is critical! (**STSP/PIP Requirements**)
- Supports: The **Credential Tracker** allows all members of your support team to access your *individual support plan* which you and the district develop based on identification of your individual needs (**District STSP Teacher Plan, Coaching Tools: Observation, After Action Review & Meeting Log**)
- Communication tool between you, district, district support team, and teacher preparation program Support Provider (**Sample District STSP/PIP Data Base, See below: Credential Tracker: Step 4 "Share"**)
- Quick connection to credential programs, virtual and traditional job fairs and other teacher-related activities.



WHO?

- YOU (STSP permit holder)
- District human resources
- District support team (i.e. credential analyst, principal and/or direct supervisor, program mentor, academic coaches)
- Teacher preparation program Support Provider


HOW?

Step 1: Connect: Join the Center

- » Go to: **CaliforniaTeach.org**
- » **Sign Up** as a *Teacher Candidate*

Step 2: Download the **CCTC Credential Tracker** application from the Apple iTunes Store or Google Play

Step 3: Enter all requested **Credential Goal Information** on the **Credential Tracker**

Step 4: Share  : Invite each member of your district support team (as identified by the district) and your teacher preparation program support provider to view and monitor your Credential Tracker.



Step 5: Regularly access your Credential Tracker account via your smartphone, or computer by logging into your account at **CaliforniaTeach.org**.

- » Monitor the status of requirement completion.
- » Update your credential goal information
- » Record hours of orientation to curriculum and techniques of instruction and classroom management.

(District STSP Teacher Plan)

- » Check the status of your STSP Steps to be Intern Credential Ready with District to Meet CCTC, district and teacher preparation program support program requirements **(STSP Steps to be Intern Credential Ready)**
- » Identify gaps/needs and create an Action Plan **(Action Plan for STSPs/PIPs)**
- » Record supports and coaching (record specific supports and logs of support from mentor teacher, direct supervisor, and other district staff **(Tools: Support Notes, District STSP Teacher Plan)**)

Step 6: Review your Credential Tracker account with your district, direct supervisor, mentor, and support provider at least three (3) times during your STSP assignment.

To learn more, visit
CaliforniaTeach.org



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