

**Requirements to Register for
ML 396 Early Field Experience in Language Teaching
California State University, Los Angeles
Department of Modern Languages and Literatures**

If you plan to take ML 396 Early Field Experience in Language Teaching, you need to complete 12 upper-division units and have (1) a Certificate of Character and Identification Clearance and (2) TB skin test clearance in order to conduct your fieldwork.

Part I Prerequisites

Major status in a single-subject matter preparation program and completion of 12 upper-division units.

Part II Live Scan and Certificate of Character and Identification Clearance

[1] About Live Scan and Certificate of Character and Identification Clearance

Every teacher candidate enrolled in courses with an early field experience component must apply for a Certificate of Character and Identification Clearance as required by the California Commission on Teacher Credentialing (CCTC). The Certificate of Character and Identification Clearance helps teacher preparation programs and school districts to make certain that candidates meet requisites. These requisites adhere to state and federal mandates such as the No Child Left Behind (NCLB) federal mandate.

In order to be eligible to participate in fieldwork activities at a public school, every teacher candidate must meet the minimum requirements to receive a temporary certificate of clearance issued by the California Commission on Teacher Credentialing (CCTC). Teacher candidates will not visit school sites after the expiration of a temporary certificate of clearance, unless an official certificate of clearance has been received by the time of expiration of the temporary certificate of clearance. Adherence to CCTC and federal mandates regarding character clearance will be enforced by Cal State LA through the Teacher Preparation Advisement Center pursuant to Education Code 44320:

Prior to admission to either student teaching under any professional preparation program approved by the commission, or participation in a field experience program as described in Section 44324, a candidate for a credential shall obtain a certificate of clearance from the commission which shall be issued when the commission verifies the candidate's personal identification and health status.

[2] How to get Live Scan Fingerprinting and a Certificate of Clearance

(1) Get a Live Scan application form from TPAC office (Library, Palmer Wing 1040A).

TPAC office hours are M-F from 8:00 a.m. to 5:00 p.m.

(2) Go to the Department of Public Safety (Building C) once you have read the information below.

1. Call the Live Scan Hotline at (323) 343-6100 and listen to the complete recording to make sure that you have understood all the information. Also, please visit:
<http://www.calstatela.edu/univ/police/livescan.htm>
2. Fingerprinting services are provided M-F from 10:00 a.m. to 2:00 p.m. on a walk-in basis. Get there early.
3. Bring the following items with you:
 - a) The completed Live Scan application form that you will pick up from TPAC office
 - b) A check or money order

- c) Cal State LA student ID
- d) A valid (not expired) California driver's license or California State ID
- e) Social Security Card

(3) Submit a completed application packet to The California Commission on Teacher Credentialing.

1. To submit the packet on line, go to:

https://teachercred.ctc.ca.gov/cctc_phase3/InteractionMgr?interactionmgr.interaction=Enter_GeneralApplication

Or you may also mail the packet to:

**State of California
Commission on Teacher Credentialing
P.O. Box 944270
Sacramento, CA 94244-2700**

2. Make sure that you have included the following items in the packet:

- a) The completed application form (414). Check the box in Section 3 titled Certificate of Clearance. If you need help to fill out the form, contact with the TPAC field experience coordinator.
- b) The current fee as described in this link <http://www.ctc.ca.gov/credentials/leaflets/cl659.pdf> which will be credited toward a future application fee for certification (\$27.50 by mail or \$29.50 on line.)
- c) A copy of the Live Scan form that you previously completed must be attached to the application packet as proof that fingerprints were taken and the fingerprint processing fees paid.

Part III Health Status: TB Skin Test Clearance

[1] About TB Skin Test

A candidate's health status is verified through Tuberculosis Skin Testing. There may be additional health status requirements depending upon the results of Tuberculosis Skin Testing (e.g., x-ray, physical examination). This requirement will be enforced by Cal State LA through the Teacher Preparation Advisement Center pursuant to Education Code 44320 as stated above (See Part 1).

[2] How to get TB Skin Test

Visit the Cal State LA Student Health Center or your family physician. If you complete a TB skin test at the Cal State LA Student Health Center, you need to do the following:

- 1. Visit the Student Health Center during Clinic hours. TB Testing Clinics occur every Monday and Tuesday from 9:00 - 11:30 a.m. and 1:00 - 4:30 p.m., and Wednesday and Friday from 9:30 a.m. - 11:00 a.m. No appointment is necessary.
- 2. Students who are given a TB skin test must return in two or three days to have their skin tests checked by a (SHC) nurse.
- 3. Safely keep the written proof of your test results as you will need them when visiting different school districts.

For more information about TB skin test at Cal State LA Student Health Center, please call (323) 343-3301 or visit: http://www.calstatela.edu/univ/hlth_ctr/tb.htm.

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If you have questions about requirements for early field experience courses listed above, please visit <http://www.calstatela.edu/centers/tpac/>. You can also call the TPAC office at (323) 343-5432 or email Julissa Gutierrez, the TPAC field experience coordinator, at <Jgutierrez@cslanet.calstatela.edu>.