

REQUIREMENTS TO BECOME A TEACHER IN THE DIVISION OF ADULT AND CAREER EDUCATION

ACADEMIC SUBJECTS

1. A Bachelor's Degree or higher

2. Proof you have taken and passed the CBEST
(California Basic Educational Skills Test)
www.cbest.nesinc.com; 916/928-4001; 800/262-5080

3. An Adult Designated Subject Full-time credential in the subject you want to teach from the state of California Administrative Credential - 213/241-6520, 15th Fl.; www.ctc.ca.gov

OR

A Preliminary/Clear Elementary or Secondary credential from the state of California

OR

Be eligible to obtain an Adult Designated Subject credential by having at least 20 semester or 30 quarter units on your college transcripts in the subject area in which you want to teach

To apply for the credential, contact a University which offers a credential program or contact the L.A. County Office of Education

Note: For a credential with an ESL designation, contact the ESL program at (213) 241-3166 for assistance after completing number seven below

4. Contact the adult school where you would like to teach and request an interview with the principal.

5. Obtain a “**Request for Pre-Employment Orientation**” form from a school site signed by the principal. Call (213) 241-3174 and make a reservation for the orientation.

6. Attend the Pre-Employment Orientation session conducted by the Division of Adult and Career Education.

7. Present certificate of completion of Pre-Employment Orientation to school site at time of interview. The principal will tell you how to get processed.

VOCATIONAL SUBJECTS

1. An Adult Career Technical Education teaching credential in the subject you want to teach from the state of California

OR

Be eligible to apply for a credential by having at least five years of required experience in the subject to be taught. At least one year of the required work experience must be within the three years preceding the issuance of the credential.

To apply for the credential, contact a University which offers a credential program or contact the L.A. County Office of Education

2. Contact the adult school you would like to teach at and request an interview with the principal

3. Obtain a “**Request for Pre-Employment Orientation**” form from a school site signed by the principal. Call (213) 241-3174 to make a reservation for the orientation

4. Attend the Pre-Employment Orientation session conducted by the Division of Adult and Career Education

5. Present certificate of completion of Pre-Employment orientation to school site at time of second interview. The principal will tell you how to get processed.

6. Proof that you have taken and passed the Proficiency Test

OR

Proof you have taken and passed the CBEST (California Basic Educational Skills Test)

www.ctc.ca.gov – credential information
www.cbest.nesinc.com – CBEST information
www.adultinstruction.org – more information