

EDJOIN – Tips for Teacher Credential Student

www.edjoin.org

There are two steps to using Edjoin:

1. CREATE YOUR PROFILE

- Go to “register now” section to create your profile
- Upload official transcript for BA/BS
- Upload unofficial transcripts for Credential (update once Winter grades are in, and then again when your Spring grades are in)
- Upload an Appeasement Letter. This letter verifies that you are enrolled in the UCD credential program, indicates what credential you will earn, and your anticipated completion date. Letters will be available for you to pick up in the Student Services office beginning on March 1st.
- Upload your resume
- Upload Letters of Recommendation (typically districts want three letters)
- Upload CLAD/ELL work-around
- Upload NCLB work-around
- All documents need to be one of following formats: GIF, RTF, TXT, OR PDF (preferred).
- You are creating an “attachment library” and now have these forms available to attach to future applications as appropriate.

2. SEARCH/APPLY FOR POSITIONS

- Search for open jobs by district, region, or advanced search by subject area
- Review the job posting & click on “Apply”
- Once you answer questions in that application, this information will be supplied automatically on subsequent applications, but you still have the option to change the information.
- Under education section, you will list the number of units you will complete in the credential program. This varies from 50 to 62, depending on your program and courses completed prior to start of the program. Since you have all registered for Spring classes by now, you can just add up the total units completed/registered in and get this number.
- As you go through the application, you will attach documents from your attachment library (i.e., your credential, NCLB, ELL, resume, etc.).
- Many districts will not allow you to submit an application if you do not hold a credential, and this is why you need the credential work-around.
- Some districts have “hiring pools”, others have specific job postings, and some districts have both. If you apply for a hiring pool for K-6 and then a specific job for 1st grade is shown a week later in the same district, you would need to apply to that specific job posting, as the info won't

- necessarily carry over. Also, you need to apply for each job within that district that you want to be considered for as the applications are not automatically considered for other openings.
- Ventures for Excellence is an evaluation tool used by many districts and you are asked to complete this only one time, regardless of the district as the information is compiled by an outside agency.

WORK-AROUNDS:

- Upload your credential:
 - You will need to select the credential type you have from a list of options that the district has provided. You will earn a SB 2042 credential. For Multiple Subject the code is TCMS, for Single Subject the code is TCSS. If the job posting shows a different name to describe your credential, such as TC1 or TC2) but the description is accurate, you can still use it.
 - Most districts will ask you to provide a copy of your teaching credential. Since you don't have a credential yet, you will upload the Appeasement Letter you received from Student Services as evidence that you are in a Credential program.
- Upload your CLAD/English Learner authorization:
 - Your credential will include an authorization to provide instruction to English Learners: English language development (ELD) and specially designed content instruction delivered in English (SDAIE). These are the same authorizations as shown on a CLAD.
 - Since most districts will not allow you to apply without a CLAD/ELD authorization, you can upload a document that explains that this authorization will be included in your credential.
 - If you are earning a BCLAD authorization, you are authorized to provide all of the same services as the CLAD/English Learner authorization but in addition you can communicate using Spanish.
- No Child Left Behind (NCLB) verification:
 - Some districts will ask you to check the boxes for the areas you possess a Certificate of Compliance/NCLB Highly Qualified Teacher rating in. For Multiple Subjects, you will check the box for "Self-Contained/Elementary Multiple subjects. For Single Subjects, you will check the appropriate subject area. FYI ... Social Science checks: Civics/Government, History, Geography, and Economics.

If you have questions, please contact Jana Royal in Student Services, jroyal@ucdavis.edu.

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