

**Module Registration:**  
408-723-4284 or [aperez@metroed.net](mailto:aperez@metroed.net)

### Please Print

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
SS#(optional): \_\_\_\_\_  
E-mail: \_\_\_\_\_

| Sect # | Title | Fees | Start Date | Site |
|--------|-------|------|------------|------|
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### 2 Easy Ways to Register for Modules:

**By mail:** Credentialing Services, 760 Hillsdale Ave, Bldg 6, San Jose, CA 95136

**Walk in:** Register at location shown below **only:**  
760 Hillsdale Ave. Bldg 6, San Jose, CA 95136

### Cash or Money Order only payable to MetroED

No Personal Checks or Credit Cards accepted.  
No bills larger than \$20.

### Refund Policy

Refunds will be given ONLY if a module is cancelled or if a student withdraws **24 hours before** the start of the module. Call 408-723-4284 for information.

**All requests must be in writing.**  
**NO CASH REFUNDS!**

1. 2 MONTHS in advance notice in writing.
2. No late refund requests will be granted.
3. Materials/book fees ARE NOT refundable.
4. A \$25 refund processing fee will apply.

**Phone: 408-723-6466**  
**Fax: 408-264-7268**  
**[www.metroed.net](http://www.metroed.net)**

**MetroED Credentialing Services:**  
408-723-6466 or [egilmore@metroed.net](mailto:egilmore@metroed.net)

### To Obtain a Preliminary or Clear Credential

MetroED is an approved LEA (Local Education Agency) and a member of the Credentialing Services Consortium. The staff assists those wishing to obtain a Preliminary Designated Subjects Adult, Vocational, or Special Subjects Credential. The Module classes offered by MetroED are designed for those seeking a clear credential: Level 1 in the first two years and Level 2 before the fifth year expires. Please call 408-723-6466 for information and/or a counseling appointment. Fees apply.

### LEA Credential Services Fees:

Credential Packet \$15.00  
Credential Processing Fee \$55.00  
Level 1 Verification Letter \$35.00

### Equivalency for Past Coursework and Relevant Professional Training:

MetroED is the only LEA that provides equivalencies for past coursework and other relevant professional training. This means granting equivalencies for specific Level 1 and Level 2 modules. These are done on a case-by-case basis. Contact Charles Bauman (408) 723-6488 or [cbauman@metroed.net](mailto:cbauman@metroed.net)

The applicant is responsible for providing the appropriate documentation and verification.

Fee for each module equivalency waiver: \$50.00

**Module Information: 408-723-4284 or**  
**[aperez@metroed.net](mailto:aperez@metroed.net)**

### Credential Modules

The modules are part of a commission approved personalized preparation program designed for those teaching adult, vocational, or special subject programs. They are offered on Saturdays, late afternoons, and evenings to meet the needs of working and out-of-the-area teachers.

### San Jose Site Locations:

CO = Building 6  
MC = Rooms 4, 6 or 9  
CCOC = Room 809 or 810 & 107

### For specific directions to module course locations, please contact:

SJ/BLS 408-723-4284 [aperez@metroed.net](mailto:aperez@metroed.net)  
Napa 707-253-3917 [jrhorer@nvusd.k12.ca.us](mailto:jrhorer@nvusd.k12.ca.us)  
Salinas 831-796-6900 [cprice@salinas.k12.ca.us](mailto:cprice@salinas.k12.ca.us)  
Santa Cruz 831-479-5233 [atalnack@santacruz.k12.ca.us](mailto:atalnack@santacruz.k12.ca.us)

Credentialing and Teacher Training  
**Metropolitan Education District**  
760 Hillsdale Avenue, Bldg. 6  
San Jose, CA 95136-1190

Non-Profit Org.  
U.S. Postage  
**PAID**  
San Jose, CA  
Permit No. 264

MetroED is the largest career-oriented organization comprised of high school and adult career-technical, academic and community programs.

MetroED annually provides more than 30,000 diverse students with the skills to help them be productive, income-earning and taxpaying contributors to Silicon Valley.

Metropolitan Education District ... What Could You Be?



## Adult, Vocational and Special Subjects Credentials

Commission Approved  
Personalized Preparation  
Program & Services

**September 08 – June 09**  
**Schedule of Classes**  
2008 – 2009 School Year

**Metropolitan Education District**  
760 Hillsdale Avenue, Bldg. 6  
San Jose, CA 95136-1190

## Level One Modules

### Module 1 Essential Instructional Skills 7851

#### MUST BE TAKEN FIRST

This course provides a foundation for the new teacher: formulating model lessons, classroom management techniques, and establishing your teaching personality. Topics include diversity of student needs, using different modalities, group behavior dynamics, and strategies for building classroom success and confidence. (35 hours/3.5 units)

| Section | Fee   | Mtg | Date        | Day | Time          | Ctr  |
|---------|-------|-----|-------------|-----|---------------|------|
| 885120  | \$250 | 8   | 09/09—10/02 | TTH | 3:45pm—7:15pm | SC   |
| 885130  | \$250 | 5   | 09/06—10/04 | Sat | 8:30am—3:00pm | MC   |
| 885131  | \$250 | 5   | 01/10—02/07 | Sat | 8:30am—3:00pm | MC   |
| 885140  | \$250 | 7   | 09/03—10/08 | W   | *             | Napa |
| 885141  | \$250 | 6   | 01/07—02/11 | W   | *             | Napa |
| 885142  | \$250 | 6   | 04/01—05/06 | W   | *             | Napa |

\*Call Napa for specifics (707) 253-3917

### Module 1A Instructional Practices for ESL 7852

This course provides an overview of effective strategies and skills for teaching English Language Learners. These will involve building on the teacher's existing strengths, while providing guidance through second language acquisition and Adult ESL Model Program Standards. (5 hours/.5 units)

| Section | Fee  | Mtg | Date | Day | Time | Ctr |
|---------|------|-----|------|-----|------|-----|
| 885230  | \$75 | TBA |      |     |      |     |
| 885231  | \$75 | TBA |      |     |      |     |

### Module 1B Instructional Practices For Older Adult Subjects 7853

This course reviews effective strategies and skills in teaching older adults. Emphasis is given to the psychosocial dimensions and special needs of aging. Model Program Standards and community resources are specifically addressed. (5 hours/.5 units)

| Section | Fee  | Mtg | Date | Day | Time | Ctr |
|---------|------|-----|------|-----|------|-----|
| 885330  | \$75 | TBA |      |     |      |     |

### Module 1C Instructional Practices for Adults with Disabilities Subjects 7854

This course reviews effective strategies and skills in teaching adults with special challenges. Topics include: an inventory of disabilities, causes, limitations, legalities, and designing lessons to accommodate various special needs. (5 hours/.5 units)

| Section | Fee  | Mtg | Date | Day | Time | Ctr |
|---------|------|-----|------|-----|------|-----|
| 885430  | \$75 | TBA |      |     |      |     |

## Site Abbreviations

|      |   |
|------|---|
| CCOC | HS Campus, 760 Hillsdale Ave., San Jose             |
| DX   | Campbell Adult Center, 1224 Del Mar Ave., San Jose  |
| BLS  | Blackford High School, 3800 Blackford Ave, San Jose |
| MC   | Metro Center, 760 Hillsdale Ave., Bldg. 6, San Jose |
| NAPA | Napa Adult School, Napa                             |
| SAL  | Salinas Adult School, Salinas                       |
| SC   | Santa Cruz COE, 400 Encinal Street, Santa Cruz      |

## Credentials Program Modules

### Personalized Preparation Programs for Adult Designated Subjects or Vocational Ed. Credentials

#### LEVEL ONE

Must be completed by the 2nd year of a preliminary full-time or part-time credential.

#### Adult/Special Subjects Credentials:

Module 1  
Module 1A, 1B, 1C (if applicable)  
Module 1D  
Module 2  
Module 2  
Module 4 & CPR

#### Vocational Credentials:

Module 1  
Module 1D  
Module 2  
Module 3  
Module 4 & CPR

#### LEVEL TWO

Must be completed by the end of 5th year of a preliminary full-time credential.

#### Adult/Special Subjects Credentials:

Module 5  
Module 6  
Module 7

#### Vocational Credentials:

Module 5  
Module 6  
Module 7  
Module 8

### Module 1D Computer Skills Training for Teachers 7855

NOT designed for beginners. (Must pass computer skills assessment in first meeting.) This course is designed to enhance computer literacy, in order to fulfill credential requirement in the areas of MS Office, keyboard and mouse manipulation. MS Word, MS Excel, MS PowerPoint and Windows will be covered. (18 hours/1.5 units) **Bring thumb drive on first day.**

| Section | Fee   | Mtg | Date        | Day | Time          | Ctr |
|---------|-------|-----|-------------|-----|---------------|-----|
| 885520  | \$125 | 6   | 02/03—02/19 | TTH | 3:45pm—7:15pm | SC  |
| 885530  | \$125 | 3   | 01/24—02/07 | Sat | 8:00am—3:00pm | MC  |

### Computer Skills Test (Option) 7850

This is a hands-on test, which may be taken in lieu of the Computer Skills module, to determine your ability to use a computer in an instructional setting. Call 723-6466 for test appointment. (1 hour). **By appointment only. No walk-ins, please.**

| Section | Fee  | Mtg | Date  | Day | Time            | Ctr |
|---------|------|-----|-------|-----|-----------------|-----|
| 885030  | \$50 | 1   | 11/01 | Sat | 10:00am—11:00am | MC  |

### Module 2 Student Characteristics 7862

This course provides skills for teaching diverse populations. Goals, objectives, and lessons focus on learning theory, and address students' race-ethnicity, cultural identity, acculturation, and economic status. Teaching strategies incorporate the psychosocial dimensions of adolescent and adult developmental stages. (30 hours / 3 units)

| Section | Fee   | Mtg | Date        | Day | Time          | Ctr  |
|---------|-------|-----|-------------|-----|---------------|------|
| 886220  | \$225 | 8   | 10/07—10/30 | TTH | 3:45pm—7:15pm | SC   |
| 886230  | \$225 | 4   | 10/04—10/25 | Sat | 8:30am—3:00pm | MC   |
| 886231  | \$225 | 4   | 02/28—03/21 | Sat | 8:30am—3:00pm | MC   |
| 886240  | \$225 | 5   | 10/22—11/19 | W   | *             | Napa |
| 886241  | \$225 | 5   | 02/18—03/18 | W   | *             | Napa |
| 886242  | \$225 | 5   | 05/20—06/17 | W   | *             | Napa |

\*Call Napa for specifics (707) 253-3917

### Module 3 Vocational Classroom Techniques 7863

This course provides strategies and skills for teaching vocational curriculum. These involve using a strength-based approach that integrates academic and vocational skills. Instructional techniques address the need to provide appropriate challenges, to build self-esteem, while motivating and sustaining student interest. (30 hours / 3 units)

| Section | Fee   | Mtg | Date        | Day   | Time          | Ctr  |
|---------|-------|-----|-------------|-------|---------------|------|
| 886320  | \$225 | 8   | 11/04—12/09 | TTH   | 3:45pm—7:15pm | SC   |
| 886330  | \$225 | TBA |             |       | *             | CCOC |
| 886360  | \$225 | 6   | 1/16—1/31   | F/Sat | Varies        | SAL  |

Call Credentialing Office for specifics (408) 723-4284

### Module 4 Health Education Overview 7864

This course provides an overview of health information and issues for the classroom teacher. Topics include: nutrition, common health problems, alcohol/drug abuse, and child/aging abuse. Special focus is on the teacher's responsibilities and local health resources. (15 hours / 1.5 units)

| Section | Fee   | Mtg | Date        | Day | Time          | Ctr  |
|---------|-------|-----|-------------|-----|---------------|------|
| 886420  | \$125 | 6   | 01/13—01/29 | TTH | 3:45pm—7:15pm | SC   |
| 886430  | \$125 | 4   | 10/01—10/22 | Wed | 5:00pm—8:00pm | CCOC |
| 886431  | \$125 | 4   | 03/04—03/25 | Wed | 5:00pm—8:00pm | CCOC |

### Community/Heart Saver CPR

Please contact your local American Red Cross or American Heart Association for course information. To fulfill the State of California teaching requirement for a teaching credential, CPR requirements must cover the needs of infants, children, and adults.

## Level Two Modules

### Module 5 Independent Study/ Supervised Field Projects 7865

\*Pre-requisite: You must be teaching, **NOT** substituting to complete project.

This course will have participants develop, implement, evaluate and enhance an instructional program, unit of curriculum or a special project related to the area of instruction authorized by the credential or the requirements of the personalized preparation program. (10 hours/1 unit)

| Section | Fee   | Mtg | Date          | Day | Time           | Ctr |
|---------|-------|-----|---------------|-----|----------------|-----|
| 886520  | \$100 | 2   | 02/24 & 02/26 | TTH | 3:45pm—7:15pm  | SC  |
| 886530  | \$100 | 2   | 03/07 & 04/11 | Sat | 10:00am—12noon | MC  |

### Module 6 Student Achievement 7866

This course provides enhancement of communication skills, evaluation modalities, and counseling/guidance strategies. Topics include: student diversity, adolescent/adult psychosocial development, individual needs in group process, promoting student progress and teacher effectiveness, and providing students with both security and challenge. (30 hours/3 units)

| Section | Fee   | Mtg | Date        | Day | Time          | Ctr |
|---------|-------|-----|-------------|-----|---------------|-----|
| 886620  | \$225 | 8   | 03/03—03/26 | TTH | 3:45pm—7:15pm | SC  |
| 886630  | \$225 | 4   | 10/18—11/08 | Sat | 8:30am—3:00pm | MC  |
| 886631  | \$225 | 4   | 02/28—03/21 | Sat | 8:30am—3:00pm | MC  |

### Module 7 Adult & Vocational Programming 7867

This course provides an overview of adult and vocational instructional strategies and programs. Topics include: instructional technologies, academic-vocational integration, appropriate learning modalities, and structures of educational, legislative, and career path programs. Adult and vocational education statutes are specifically addressed.

Santa Cruz location: 24 hours lecture, 6-hour project. For MC location: 8 hour class, 6-hour project, and 16 hours research. (30 hours/3 units)

| Section | Fee   | Mtg | Date        | Day | Time          | Ctr  |
|---------|-------|-----|-------------|-----|---------------|------|
| 886720  | \$225 | 8   | 03/31—05/07 | TTH | 3:45pm—7:15pm | SC   |
| 886730  | \$225 | 8   | 10/07—10/30 | TTH | 4:15pm—7:15pm | CCOC |

### Module 8 Vocational Education Principles & Practices 7868

This course addresses the needs of vocational classrooms and programs. Topics include: student recruitment/placement, program management/growth, addressing student diversity, and the systemic development of vocational education programs. Special focus is on developing a model individualized project. (15 hours 1.5 units)

| Section | Fee   | Mtg | Date        | Day    | Time          | Ctr  |
|---------|-------|-----|-------------|--------|---------------|------|
| 886830  | \$125 | 4   | 05/12—05/21 | TTH    | 3:45pm—7:15pm | SC   |
| 886820  | \$125 | 2   | 10/04—10/11 | Sat    | 9:00am—3:30pm | CCOC |
| 886860  | \$125 | 4   | 05/29—06/06 | F, Sat | Varies        | SAL  |