



VENTURA COUNTY OFFICE OF EDUCATION
CLASSIFIED SCHOOL EMPLOYEE TEACHER CREDENTIALING PROGRAM (CSEP)
FREQUENTLY ASKED QUESTIONS

WHAT IS CSEP?

Ventura County Office of Education (VCOE), in partnership with colleges, universities, and school districts in Ventura County, provides funding up to \$3,000 per year. Funding is applied toward the cost of tuition, exams and textbooks that are required in course-work and programs that meet state teacher preparation standards and lead to a teaching credential. Classified employees receive the funding in the form of a loan, which is forgiven to the extent that participating employees fulfill a promise to teach one year in a consortium district for every year of financial assistance received.

WHY DOES CSEP EXIST?

The State created programs such as CSEP to establish innovative models for teacher education response to teacher shortages and improve teacher retention. These programs' high retention rates are due in part, to the fact that participants have experience in educational settings. Therefore, program graduates have a demonstrated commitment to students and do not experience the culture shock that might be experienced by individuals with little or no classroom experience.

WHO IS ELIGIBLE FOR CSEP? (MUST MEET ALL REQUIREMENTS LISTED BELOW)

1. Employed by a public school district and working as a classified employee (e.g., paraprofessional/paraeducator, instructional aide, tutor)
2. Completion of an Associates or higher level degree or completion of at least two years of study towards a BA degree at a post secondary educational institution
3. Agrees to become Multiple Subjects, Single Subject, or Special Education teacher
4. Enrolled in a University/Credential Program (minimum of 18 semester units per school year)
5. Cumulative GPA of 2.7 or higher
6. Obtained a Certificate of Clearance from the Commission on Teaching Credentialing (CTC)
7. Basic Skills Exam (CBEST) (not required for initial application)

HOW DO I APPLY FOR THE CSEP?

Submit completed Application Packet to:

Personnel Services

Attn: Erika Singletary

5100 Adolfo Rd. Camarillo, CA 93012

1. Application
2. Consent Form (to be signed by designated District contact)
3. Participant Commitment and Agreement Form (signed by participant)
4. Exam Registrations/Scores (CBEST, CSET, RICA)
5. Statement of Purpose/Autobiography (New Participants Only)
 - a. Discuss why you would like to be a teacher, and what is your experience with children and youth.
6. Official Transcripts from all Colleges and Universities attended (New Participants Only)
 - a. Returning Participants must submit updated grades each term
7. Certificate of Clearance

WHAT DO I RECEIVE AS A CSEP PARTICIPANT?

1. Tuition, books and other related expenses up to **\$3,000 per year**. Participants enrolled at certain universities may have tuition paid directly through a tuition letter. To receive reimbursement for tuition and/or books, exams, participants must provide VCOE with **original receipts**. The VCOE Business Office will not remit reimbursements based on copies. Participants must provide VCOE with transcripts (grades) at the end of each academic semester/quarter/term.
2. A one-time reimbursement of the state mandated exams (provided funds are available in your account). We also offer VCOE test preparation courses for the **CBEST, CSET, and RICA**. The first enrollment is paid for by the CSEP; if you chose to repeat the course, there will be a nominal fee. In order to enroll for test preparation courses, examination registration must be submitted to the CSEP prior to enrollment.
3. Academic and non-academic support is available. Including academic advisement at VCOE, at participating universities, tutoring, and **quarterly cohort meetings** that give participants the information and training necessary to make the leap from classified service to certificated service.

WHAT HAPPENS IF I 1) FAIL A COURSE, 2) WITHDRAW FROM A COURSE OR, 3) RECEIVE AN INCOMPLETE?

If you fail a course due to non-attendance and/or simple failure to complete course requirements, you are responsible for the cost to repeat the course. The program will not fund repeated courses due to failure to comply with course requirements.

WHAT HAPPENS IF I FAIL TO MEET A MINIMAL GPA?

Grades must be submitted at the end of each academic term. CSEP participants must maintain a 2.7 or higher cumulative GPA. Failure to maintain an adequate GPA may result in suspension and/or dismissal from CSEP.

WHAT HAPPENS IF I RESIGN MY POSITION?

You will be required to repay all costs expended on your behalf. If you wish to have continued funding, you may take a leave of absence to complete your student teaching. Documentation from District and University is required before you begin student teaching. CSEP is required to report the names of all those who drop from the program to the CTC annually.

WHAT HAPPENS IF I DECIDE THAT I CAN NO LONGER CONTINUE IN THIS PROGRAM?

CSEP is required to report the names of all those who drop from the program to the CTC and the annually.

WHAT HAPPENS ONCE I RECEIVE MY PRELIMINARY CREDENTIAL?

Once you receive your preliminary credential, you must notify the CSEP. When confirmed, the program will send you an official graduation letter with further instructions for completing required years of service. To repay the loan, you must teach on a preliminary and/or clear credential one year in a California public school district for every school year of financial assistance received.

WHICH UNIVERSITIES ARE POTENTIALLY PARTNERING WITH VCOE FOR THIS PROGRAM?

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| — California State University Channel Islands | — University of LaVerne |
| — California State University Northridge | — CalStateTEACH |
| — California Lutheran University | — National University |

The application packet will be posted on the webpage below on **Friday, October 7, 2016**.

<http://www.vcoe.org/Fiscal-and-Administrative-Services/Personnel-Services/CSEP>

For additional information or to apply for participation, contact Personnel Services at (805) 437-1320.