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# 8A

## Action

### *Credentialing and Certificated Assignments Committee*

### **Proposed Documents to Replace Emergency Permits**

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**Executive Summary:** This agenda item proposes two documents to replace emergency permits based on guidance from the Commission at the June 2004 Commission meeting.

**Recommended Action:** Adopt staff recommendation for the Short-Term Staff Permit and the Provisional Internship Permit.

**Presenter:** Dale Janssen, Director,  
Certification, Assignment and Waivers Division

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# Proposed Documents to Replace Emergency Permits

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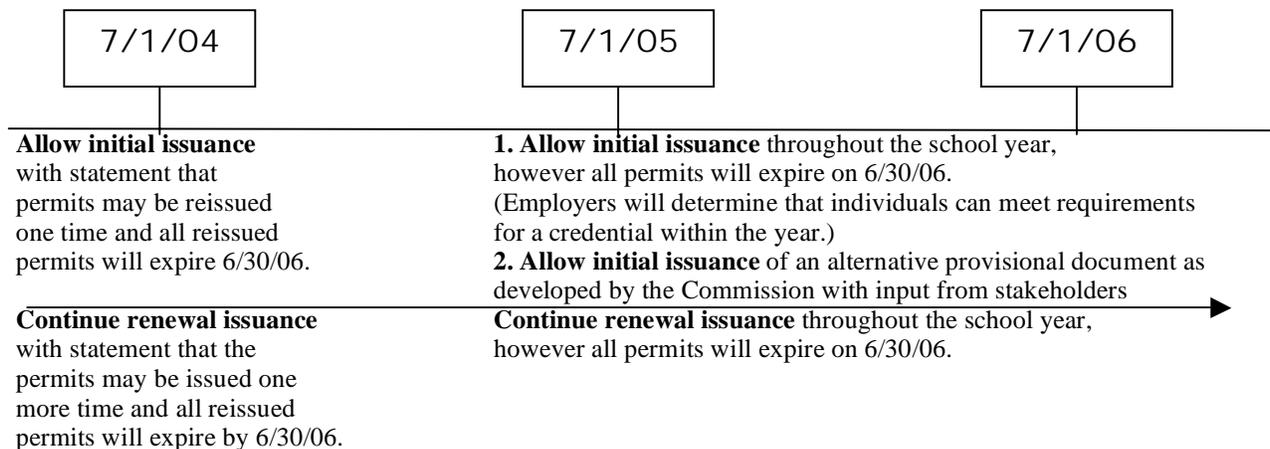
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## Introduction

At the May 2004 Commission meeting staff updated the Commission on the concepts a stakeholders group developed to replace emergency permits and at the June 2004 meeting staff presented these concepts as options and additional options that resulted from the May meeting. This agenda items presents those options with a staff recommendation based on guidance from the Commission.

## Background

The Commission discussed the issuance of emergency permits at its August, October, November and December 2003, May and June 2004 Commission meetings. At its December meeting the Commission took action to discontinue the issuance of emergency permits based on the following timeline:



The NCLB deadline for full compliance with the requirement of having a highly qualified teacher in every core academic classroom is the end of the 2005-2006 school year. At the December 2003 Commission meeting, the Commission took action to discontinue emergency permits. At that time, staff was directed to meet with stakeholder organizations to develop criteria for a document to address unanticipated and chronic staffing needs.

The Commission may at a later date wish to discuss credential waivers. Waivers are applied for by school districts when no credentialed teacher and no emergency permit teacher can be found for the position. Waivers are often used when the individual the district would like to hire has not had a chance to take the CBEST or does not meet the subject matter requirements for an

emergency permit. After the Commission has adopted criteria for the documents intended to replace emergency permits, the Commission may wish to review requirements for credential waivers.

## **Stakeholder Meetings**

Several organizations testified at both the November 2003 Study Session and the December 2003 Commission meeting that there would be a continuing need for a document that addressed unanticipated staffing needs. All organizations supported the July 1, 2006 phase out date as long as there was some flexibility to staff classrooms at the local level. This agenda item presents the options that have been developed by the stakeholders and Commission staff.

The participating stakeholders were asked to define an “emergency.” An emergency, according to the general consensus of the group, occurs when the employing agency is unable to find a credentialed teacher for a classroom. However, as the discussions continued the group determined that there were two distinct types of staffing needs.

- 1) **Acute staffing need:** When an employer needs to fill a classroom immediately based on an unforeseen need; for example when the teacher of record is unable to finish the school year due to an illness or when there is an enrollment adjustment.
- 2) **Anticipated staffing need:** When a district is aware that an opening is going to occur, conducts a diligent search for a credentialed teacher, but is unable to recruit one. This often occurs in the statewide shortage areas of special education, mathematics and sciences, however it can occur in almost any subject depending upon the site and district.

With the understanding that there are two distinct sets of staffing needs, members of the group suggested that the new document be bifurcated to offer one that would meet an acute staffing need and one for an anticipated staffing need when, after a diligent search, no appropriately credentialed teacher can be found. Consequently the first proposed document is for temporary assignments and the second is for longer-term assignments.

## **Proposed Options for an Acute Staffing Need Document**

This document would be used when a district needs to staff a classroom immediately. Some of the possible reasons discussed at the stakeholders meeting include illness, approved leave, enrollment adjustments and to serve as a bridge document for those who have completed subject matter competency but have been unable to enroll in a teacher preparation program.

### **Proposed Acute Staffing Need Document**

#### ***Name***

- A. Interim Staff Permit or
- B. Short-Term Staff Permit

***Candidate Requirements***

Bachelor's Degree

CBEST

Subject Matter

Multiple Subject – 40 units

Single Subject – 18 units

Special Education –Either subject matter requirement

***LEA Requirements***

Local recruitment effort

Provide orientation and ongoing support

Written justification signed by Superintendent or designee

***Validity of Document***

A. Non-Renewable - Not to exceed one year or

B. Renewable for one additional year if in a different assignment

***Restriction***

Employer

**Staff Recommendation based on Commission direction at the June Commission meeting.**

***Name***

Short-Term Staff Permit

***Candidate Requirements***

Bachelor's Degree

CBEST

Subject Matter

Multiple Subject – 40 units

Single Subject – 18 units

Special Education –Either subject matter requirement

***LEA Requirements***

Local recruitment effort

Provide orientation and ongoing support

Written justification signed by Superintendent or designee

***Validity of Document***

Non-Renewable - Not to exceed one year

***Restriction***

Employer

## **Proposed Options for Anticipated Staffing Need Document**

The second permit is for occurrences when the district knows that there will be an opening, conducts a diligent search yet is unable to recruit a suitable candidate. The expectations of the district and the employee are much higher since this individual will be the teacher of record and should be on a credential track. The focus of the document is meeting subject matter competency. Once a candidate completes subject matter competency, he or she can be employed on an NCLB compliant document such as an Individualized Internship Certificate or a University or District Internship credential.

### **Proposed Anticipated Staffing Need Document**

#### ***Document Name***

- A. Resident Teacher Permit or
- B. Provisional Internship Permit

#### ***Purpose***

Issued at the request of a school district when a suitable credentialed teacher cannot be found after a diligent search

#### ***Candidate Requirements***

Bachelor's Degree

CBEST

Subject Matter:

- A. Multiple Subjects – 40 units  
Single Subject – 18 units  
Special Education – Either subject matter requirement plus 9 units in education or 3 years experience with special education students  
or
- B. Multiple Subjects – 60 units  
Single Subjects – Major  
Special Education – Either subject matter requirement plus 9 units in education or 3 years experience with special education students  
or
- C. Multiple Subjects – 48 units  
Single Subjects – 24 units  
Special Education – Either subject matter requirement plus 9 units in education or 3 years experience with special education students

#### ***LEA Requirement –verification of diligent search***

- A. Annual Resolution of the governing board that a reasonable effort to recruit has been made or
- B. Provide specified information of diligent search for each permit

#### ***LEA Requirement –supervision and support***

Provide supervision and administrative support

#### ***LEA Requirement –mentoring***

Paired with an experienced educator

***LEA Requirement –complete subject matter***

Provide assistance to obtain subject matter competency during the first year of employment

***LEA Requirement –candidate is apprised of steps to earn a credential***

A signed agreement between the teacher and LEA outlining steps to complete subject matter and enroll in an internship

***LEA Requirement –public notice***

- A. Permit requests must include verification that a notice of intent to employ the named applicant in the identified position has been made public or
- B. Notify parents after 4 weeks that teacher is not a fully prepared teacher

***Validity of Document***

Not to exceed two years, issued in one-year increments based on taking a subject matter examination

***Restriction***

Employer

**Staff Recommendation based on Commission direction at the June Commission meeting.**

***Document Name***

Provisional Internship Permit

***Purpose***

Issued at the request of a school district when a suitable credentialed teacher cannot be found after a diligent search

***Candidate Requirements***

Bachelor's Degree

CBEST

Subject Matter:

Multiple Subjects – 40 units

Single Subject – 18 units

Special Education – Either subject matter requirement or 9 units in education or 3 years experience with special education students

***LEA Requirement –verification of diligent search***

Provide specified information of diligent search for each permit except for mathematics, sciences and special education permits

***LEA Requirement –supervision and support***

Provide supervision and administrative support

***LEA Requirement –mentoring***

Paired with an experienced educator

***LEA Requirement –complete subject matter***

Provide assistance to obtain subject matter competency during the first year of employment

***LEA Requirement –candidate is apprised of steps to earn a credential***

A signed agreement between the teacher and LEA outlining steps to complete subject matter and enroll in an internship

***LEA Requirement –public notice***

Permit requests must include verification that a notice of intent to employ the named applicant in the identified position has been made public

***Validity of Document***

Not to exceed two years, issued in one-year increments based on taking a subject matter examination

***Restriction***

Employer

Please note that there is a change in the recommended subject matter requirement for the education specialist Provisional Internship Permit from what was previously presented. The

proposed language in previous agenda items listed the special education subject matter requirement to be the same as single subject or multiple subject plus 9 units in education or three years of experience working with special education students. At the outset of this process, the requirements for special education were to remain the same as the current emergency permit due to the pending reauthorization of IDEA. The “plus” language set a higher requirement than the current emergency permit, consequently staff is recommending for the special education subject matter requirement to be either the subject matter requirement for the current pre-internship certificate (18 units for single subject and 40 units for multiple subject) or the requirement for the current emergency permit (9 units in education or 3 years of experience working with special education students).

### **September/October Commission Meeting**

Based on action taken by the Commission, staff will present proposed Title 5 regulatory language for the Commission and the public to consider at the September/October Commission. It would be presented as an information item to allow stakeholder and public input. Staff will return at the November/December meeting with updated proposed Title 5 regulations based on the September/October comments and recommend that the Commission call for a public hearing after the 45 day public comment period. The public hearing would then be scheduled for the January/February 2005 Commission meeting.