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Information

Credentialing and Certificated Assignments Committee

Short-Term Staff and Provisional Internship Permits

Executive Summary: This agenda provides historical background pertaining to Short-Term Staff and Provisional Internship Permits. Also provided are the requirements for the permits, including the documentation that must be provided by the employing agencies.

Recommended Action: For information only

Presenter: Tammy A. Duggan, Consultant, Certification, Assignment and Waivers Division

Strategic Plan Goal: 1

Promote educational excellence through the preparation and certification of professional educators

- ◆ Grant credentials, certificates and permits as set out in regulation and statute

August 2012

Short-Term Staff and Provisional Internship Permits

Introduction

This item provides historical background pertaining to Short-Term Staff Permits (STSP) and Provisional Internship Permits (PIP). Also provided are the requirements for the permits, including the documentation that must be provided by the employing agencies.

Background

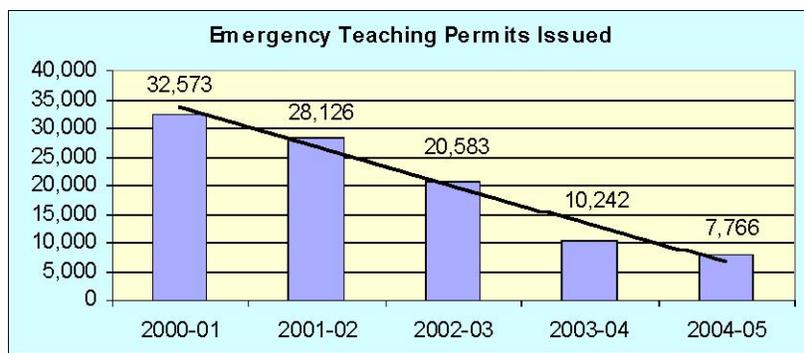
Education Code (EC) §44225.7 that outlines the recruitment order for certificated employees reads:

- (a) *The commission may approve a school district request for the assignment of an individual pursuant to subdivision (m) of Section 44225 or Section 44300 if the district has certified by an annual resolution of the governing board that it has made reasonable efforts to recruit a fully prepared teacher for the assignment. If a suitable fully prepared teacher is not available to a school district, the district under all circumstances shall make reasonable efforts to recruit an individual for the assignment, in the following order:*
 - (1) *A candidate who is qualified to participate and enrolls in an approved internship program in the region of the school district.*
 - (2) *A candidate who is scheduled to complete preliminary credential requirements within six months. The commission shall assure that the employer will provide orientation, guidance, and assistance to the candidate.*
- (b) *If a suitable individual who meets the priorities listed in subdivision (a) is not available to the school district, the district, as a last resort, may request approval for the assignment of a person who does not meet that criteria.*
- (c) *As the supply of teaching interns increases as a result of legislative efforts to expand the Alternative Certification Program, the commission shall notify school districts that state policy directs the assignment of interns to classrooms when available in a given region, with decreased reliance on persons serving on emergency permits or credential waivers.*
- (d) *As the supply of fully prepared teachers increases as a result of the Legislature's efforts to recruit and retain qualified teachers for California classrooms, the commission shall notify school districts that state policy directs the assignment of fully prepared teachers to California classrooms, with the use of permits or waivers only when school districts are geographically isolated from teacher preparation programs or in the case of unanticipated, short-term need for the assignment of personnel.*
- (e) *As used in this section, a "fully prepared teacher" means an individual who has completed a teacher preparation program. For purposes of this subdivision, a "teacher preparation program" means either a set of courses, including supervised field experience, or an equivalent alternative program, that provides a curriculum of systematic preparation for serving as an educator in California public schools.*

In order to comply with the language provided in EC §44225.7, employing agencies are required to recruit individuals in the following order when a fully credentialed candidate is not available:

- A candidate who is qualified to participate and to enroll in an intern program
- A candidate who is scheduled to complete his or her preliminary credential requirements within six months
- A candidate who qualifies to use a local assignment option
- A candidate who qualifies for the Provisional Internship Permit (PIP) or the Short-Term Staff Permit (STSP)
- Variable Term Waiver for the most qualified candidate

Prior to 2005, the Commission issued emergency multiple subject, single subject, and education specialist teaching permits at the request of California public school employers. Once issued, completion of six semester units of coursework associated with a Commission-approved teacher preparation program and continued employment were required for renewal of an emergency permit. An individual could hold a maximum of five permits of each type as long as the renewal requirements were met. The table below shows the numbers of emergency teaching permits issued from the 2000-01 to 2004-05 school years:



With the passage of the Federal No Child Left Behind (NCLB) Act, the Commission took action on December 4, 2003 to discontinue the issuance of emergency multiple subject, single subject and education specialist teaching permits with the understanding that there would be a continuing need for documents to address staffing needs. With the assistance of stakeholders representing districts, county offices of education, colleges, universities and professional organizations, it was determined that there are two distinct types of staffing needs. Thus, the Commission developed the Short-Term Staff Permit (STSP) and the Provisional Internship Permit (PIP) in 2005.

Short-Term Staff Permits

A STSP may be requested by an employing agency when there is an acute staffing need. An “acute staffing need” exists when an employer needs to fill a classroom immediately based on an unforeseen need. Examples of reasons that justify the request for issuance of a STSP are: the teacher of record is unable to finish the school year due to approved leave/illness; enrollment adjustments; or as a bridge document when an individual has satisfied the subject-matter competence requirement but is unable to enroll in a teacher preparation program.

STSPs are restricted to service in the employing agency that requests issuance of the permit and are valid for one school year. For example, a STSP with a requested issue date between September and June will expire at the end of the employing agency's school year (usually July 1). If the employing agency verifies in writing that the individual will teach summer school, the expiration date of the STSP may be as late as September 1. The STSP is not renewable and cannot be issued to an individual who previously held five or more emergency teaching permits.

Provisional Internship Permits

A PIP may be requested by an employing agency when there is an anticipated staff need. An "anticipated staffing need" exists when a district is aware that an opening is going to occur and 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 science. However, an anticipated staffing need can occur in almost any subject depending upon the site and district.

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 to satisfy subject-matter competence in the area of the PIP.

An individual employed on the basis of a PIP is required to take all the subject-matter examinations associated with the authorization(s) listed. The employing agency may request renewal of the PIP if an individual does not pass all subtests of the subject-matter examinations. Once the subject-matter competence requirement is satisfied, the individual may be employed on an NCLB compliant document such as a university or district intern credential.

PIPs are restricted to service in the employing agency that requests issuance of the permit and are issued for a calendar year at a time. A PIP may be renewed once if renewal requirements are met. PIPs cannot be issued to an individual who previously held five or more emergency teaching permits or who has already satisfied the subject-matter competence requirement.

STSP and PIP Authorizations

The STSP and PIP authorize the same service as the associated teaching credential. In addition, all STSPs and PIPs are issued with an English learner authorization. A bilingual authorization may be requested by the employing agency if the target-language proficiency of the candidate has been verified.

Common STSP and PIP Candidate Requirements

The requirements an individual must satisfy to qualify for a STSP or PIP are:

- Bachelor's or higher degree from a regionally-accredited college or university;
- Satisfy the California basic skills requirement;
- Fingerprint clearance; and
- Satisfy the coursework or degree requirements as follows:
 - Multiple Subject: A degree major in Liberal Studies or 40 semester units of coursework with at least 10 semester units in four of the following areas (or 10 semester units in three areas and a combination of 10 semester units in two of the remaining areas):

- language studies, history, literature, humanities, mathematics, art, science, physical education, social science, and human development;
- Single Subject: A degree major or 18 semester units in an available statutory subject area;
- Education Specialist: Satisfy the requirements listed above for the Multiple Subject or Single Subject STSP/PIP, verify a minimum of three years of successful full-time classroom experience working with special education students, or 9 semester units of coursework in special education or a combination of special education and general education.

STSP Employing Agency Responsibilities

The district/county superintendent, personnel administrator, non-public school or agency administrator, or his/her designee must verify the following information for each STSP requested (verification is provided on the Commission's CL-859 form):

- Local requirement efforts have been conducted for a fully credentialed teacher in the area of the STSP;
- The permit holder has been provided with an orientation to the curriculum and to techniques of instruction and classroom management;
- The permit holder has been assigned a mentor teacher for the term of the STSP; and
- Justification for the acute staffing need that necessitates issuance of the STSP.

A photocopy of a completed CL-859 form submitted with a recent STSP application is provided in Appendix A.

PIP Employing Agency Responsibilities

The district/county superintendent, personnel administrator, non-public school or agency administrator, or his/her designee must verify the following information for each PIP requested (verification is provided on the Commission's CL-856 form):

- Verification that a diligent search has been conducted for a suitable credentialed teacher or qualified intern teacher utilizing all of the following methods (photocopies of the recruitment efforts must be submitted in addition to the CL-856 form):
 - Distributed job announcements;
 - College or university placement centers contacted
 - Internet job advertisements
- The permit holder will be provided orientation, guidance, and assistance during the valid period of the PIP;
- Public notice of intent to employ an individual on the basis of a PIP that meets the following criteria (depending on the type of employing agency):
 - Public School District – Public notice must be presented as an action item on the governing board agenda and acted upon favorably. The agenda item must include the applicant's name; assignment, including subject(s), grade level(s), and school site; and a statement that the applicant will be employed on the basis of a PIP. A photocopy of the agenda item must be provided.
 - County Office of Education, Nonpublic Schools/Agencies, Statewide Agencies, and Charter Schools – Public notice must be posted at least 72 hours before the position is

filled. A photocopy of the dated notice must be provided and must include the applicant's name; assignment, including subject(s), grade level(s), and school assignment; and a statement that the applicant will be employed on the basis of a PIP. Public notice must also include a statement from the superintendent or administrator confirming there were no objections to issuance of the PIP;

- The permit holder will be provided assistance in developing a personalized plan through an agency-defined assessment that will lead to meeting subject-matter competence in the area of the PIP;
- The permit holder will be provided assistance to seek and enroll in subject-matter training, such as workshops or seminars and site-based courses along with training in test-taking strategies and will assist in meeting subject-matter competence in the area of the PIP; and
- The individual has been apprised of the steps required to earn a credential and enroll in an intern program.

Photocopies of a completed CL-856 form and the recruitment documentation submitted with a recent PIP application are provided in Appendix B.

Declaration of Need

The Declaration of Need (DON) is an annual form submitted to the Commission from employing agencies. This form contains the estimated number of emergency permit and limited assignment permit teachers that will be employed during the school year. Employing agencies are not required to estimate the number of STSP and PIP teachers on the DON form because the recruitment and justification for such documents must be provided with each application.

Equitable Distribution Plan (provided by the California Department of Education)

The best chance for closing student achievement gaps lies with the teachers with whom our children are closely connected. Studies about the contribution of teachers to student learning show that “an effective teacher can be more important to student learning than a child’s race, poverty level, parents’ education, or any other external factor often thought to dominate school outcomes.” Students with the most effective teachers for three years in a row outperformed students with the least effective teachers by 50 percentile points regardless of race, poverty or other external factors (Sanders & Rivers, 1996). A high quality teacher throughout elementary school “can substantially offset or even eliminate the disadvantage of low socio-economic background” - a study of student learning in mathematics in Texas (Hanushek, Kain & Rivkin, 1998).

Only teachers who are both knowledgeable in their content areas and skillful in using a wide range of teaching methods can respond appropriately to diverse students’ needs and enable them to succeed with the current challenging learning goals. Students in high-minority and low-income schools are several times as likely to have under-qualified teachers as those in more affluent schools. This closely tracks the distribution of achievement and the strong relationships between socioeconomic status and student performance. Students in the lowest achievement quartile on the API are almost five times as likely to have under-qualified teachers as students in the highest quartile.

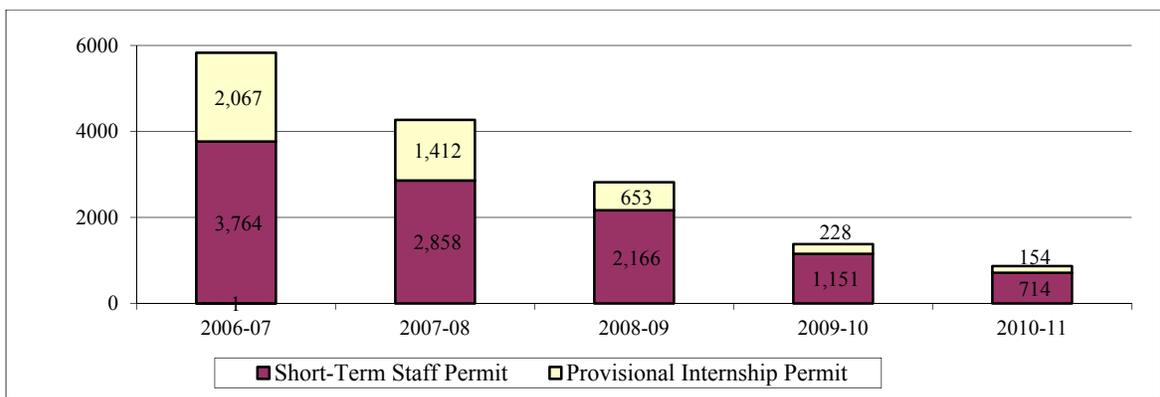
Based on State law and locally bargained contracts, the California Department of Education (CDE) has limited avenues open to it from which to ensure poor, underperforming, and minority children are not taught by inexperienced, under-qualified, or out-of-field teachers at higher rates than are other children in the district. Therefore California’s Revised State Plan for No Child Left Behind: Highly Qualified Teacher requires local educational agencies (LEAs) to develop and implement a detailed and coherent set of specific activities to ensure that poor and minority children are not taught by inexperienced, under-qualified, or out-of-field teachers at higher rates than are other children in the district.

To facilitate implementation of the state’s plan the Legislature authorized the Compliance, Monitoring, Interventions, and Sanctions (CMIS) program in 2007. The CMIS Program is housed within the Title II Leadership Office at the CDE. The two primary roles of CMIS are to monitor LEAs for compliance with federal laws regarding Highly Qualified Teachers (HQT), and to provide technical assistance to LEAs to ensure they are successful in the development and implementation of a comprehensive plan that addresses the requirements set forth in the State Plan. Specifically the CDE requires LEAs to develop Board Policy that restricts the placement of teachers on STSPs and PIPs at high poverty low performing schools. Additionally LEAs must develop Board Policy that equitably distributes interns at elementary schools across the district and board policies that address how the district will strategically assign students at the middle and high school levels to ensure interns will be placed in a manner that will not result in a student having an intern for more than one class and that will not result in an intern assigned to a student for two consecutive years in high poverty and schools identified as being in deciles 1-3 program improvement.

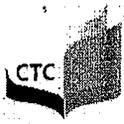
Number of STSPs and PIPs

There has been a declining trend in the total number of STSPs and PIPs issued since implementation of the permits in 2005. The table and chart below show the numbers of STSPs and PIPs issued from the 2006-07 to 2010-11 school years:

	2006-07	2007-08	2008-09	2009-10	2010-11	% Change from 09-10
Short-Term Staff Permit (STSP)	3,764	2,858	2,166	1,151	714	-38.0%
Provisional Internship Permit (PIP)	2,067	1,412	653	228	154	-32.5%
Total	5,831	4,270	2,819	1,379	868	-37.1%



The decline in STSP and PIP numbers may be attributed to several factors such as the decline in the economy, increase in class sizes, etc. However, the main factor contributing to the decline may be the disparity between the number of emergency permits formerly available (possibility of five of each type) and the number of STSPs and PIPs an individual may be issued (three total – one STSP and two PIPs). Individuals employed on the basis of a STSP and/or PIP must transition to an intern credential (university or district) or a full credential more quickly than was required when the Commission issued emergency teaching permits.



State Of California
Commission On Teacher Credentialing
Certification, Assignment and Waivers Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Telephone: (888) 921-2682
E-mail: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

VERIFICATION OF REQUIREMENTS For the Short-Term Staff Permit

This form must be completed by the employing agency and submitted with each application for a Short-Term Staff Permit.

Name of Applicant: [REDACTED]

SSN: [REDACTED]

Name of Employing Agency: South San Francisco Unified School District

County/District/CDS Code: 41-69070

- Multiple Subject
- Single Subject - Specify subject(s): English
- Education Specialist - Specify disability area(s): _____

The Short-Term Staff Permit can be issued for one year, provided that it expires at the end of the employing agency's school year. The end of the school year shall be no later than July 1 unless the permit is being used for a summer school assignment whereby the end of the school year shall be no later than September 1.

Provide the ending date of your school year below.

Ending Date June 1, 2012

This date will be the expiration date of the STSP.

Check here if this is a summer school assignment.

By submitting this form, the employing agency named above verifies that requirements 1-4 have been completed.

1. Local recruitment efforts have been conducted for the Short-Term Staff Permit being requested
2. The permit holder has been provided with orientation to the curriculum and to techniques of instruction and classroom management
3. The permit holder has been assigned a mentor teacher for the term of the Short-Term Staff Permit
4. Justification for the acute staffing need which requires the Short-Term Staff Permit (check one):
 - The individual needs additional time to complete pre-service requirements for enrollment into a Commission-approved internship program
 - Enrollment adjustments require the addition of another teacher
 - The individual is unable to enroll in a Commission-approved internship program due to timelines or lack of space in the program
 - Unavailability of a third-year extension or withdrawal from an internship program
 - The teacher of record is unable to finish the school year due to approved leave/illness

Employing Agency Certification

This form must be signed by the District/County Superintendent, Personnel Administrator, NPS/NPA Administrator, or Designee.

I certify under penalty of perjury that the information provided on this form is true and correct.

Signature Jacqueline Martinez

Title Assistant Superintendent, Human Resources Date April 15, 2011

The agenda item included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

County Offices of Education, Nonpublic Schools, Statewide Agencies, and Charter Schools

Public notice was posted at least 72 hours before the position was filled. A copy of the dated notice is attached.

Public notice included the applicant's name, assignment, including subject(s) grade level(s), school site, and a statement that the applicant will be employed on the basis of a Provisional Internship Permit.

Public notice included a signed statement from the superintendent or administrator confirming there were no objections to the issuance of the permit.

4. The permit holder will be provided assistance in developing a personalized plan through an agency-defined assessment that would lead to meeting subject matter competence related to the permit
5. The permit holder will be provided assistance to seek and enroll in subject matter training, such as workshops or seminars and site-based courses along with training in test-taking strategies and will assist the permit holder in meeting subject matter competence related to the permit
6. The candidate has been apprised of the steps required to earn a credential and enroll in an intern program

I certify under penalty of perjury that I need to complete NCLB core area subject matter to enroll in an intern program for the education specialist preliminary credential

Applicant Signature _____

Employing Agency Certification

This form must be signed by the District/County Superintendent, Personnel Administrator, NPS/NPA Administrator, or Designee.

I certify under penalty of perjury that the information provided on this form is true and correct.

Signature _____

Karen DeRater

Title _____

Director, Human Resources Department

Date _____

04/10/12



San Joaquin County Office of Education
Mick Founts, Superintendent of Schools

Applications accepted online at sjcoe.org

Certificated Employment Opportunities as of 10/21/2011

TEACHER
Alternative Education
County Operated Schools and Programs
(One or more positions)

WORK 179 Workdays, Full Time
SCHEDULE: Monday - Friday
SALARY: \$40,308 - \$78,348/Annual Plus Fringe Benefits
 \$1,500 Master's Degree Stipend
DEADLINE: Tuesday, November 1, 2011
 PAOV00843,844,850, Posted 10/19/2011
 883,884

BEHAVIOR INTERVENTION SPECIALIST
Special Education

WORK 10 Months, 36 workdays (20%), Part Time
SCHEDULE: Monday - Friday
SALARY: Teacher Salary Schedule (\$8,062 - \$15,670)
 Additional stipend \$340/Year, \$300 Master's Degree Stipend
DEADLINE: Open Until Filled
 PAON00697 Posted 07/18/2011

Classified Employment Opportunities as of 10/21/2011

LICENSED VOCATIONAL NURSE
Special Education

WORK 218 Workdays, 8 hrs./day, Full Time
SCHEDULE: Monday - Friday, 8 a.m. - 5:00 p.m.
SALARY: Classified Hourly Salary Schedule,
 Range P01 (\$18.40 - \$22.35/Hour)
 Plus Fringe Benefits
DEADLINE: Tuesday, October 25, 2011
 PAOV00917 Posted 10/12/11



San Joaquin County Office of Education
Mick Founts, Superintendent of Schools

COLLEGE/UNIVERSITY CONTACTS FOR JOB POSTINGS

CSU Stanislaus
Career Center
One University Circle
Turlock CA 95382

University of the Pacific
Gladys L Bernerd
School of Education
3601 Pacific Avenue
Stockton CA 95211

National University
3520 Brookside Drive
Stockton CA 95219

CSU Sacramento
Career Center
6000 J Street
Sacramento CA 95819

University of Phoenix
17000 S Harlan Rd
Lathrop, CA 95330

EDJOIN.ORG

7,749 Current Job Vacancies
2,650 Agencies Using EDJOIN

HOME JOB SEARCH LOG IN REGISTER NOW! CONTACT US

Forgot your Username or Password?

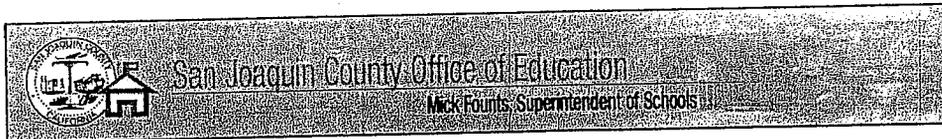
FREQUENTLY ASKED QUESTIONS

IMPORTANT NOTICE

Voice mail services are fully restored.

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Be a Guidance Counselor Become a Guidance Counselor Online. Compare Top Counseling Schools Now. GuidanceCounseling.com
2011 - Special Ed Teacher Start a Career in Special Education & Apply to Accredited Schools Now! CampusCorner.com/Special_Ed
Online Job Posting Post Jobs, Search Resumes & Find the Right Candidates w/ Monster.Com www.Monster.com

AdChoices



Teacher, (Alternative Education) County Operated Schools and Programs (One or more positions)

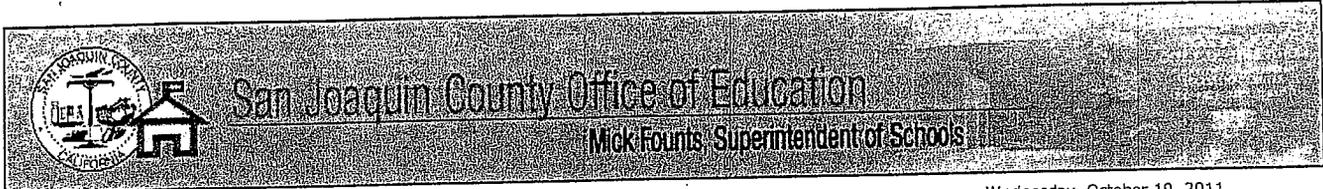
Category: Teacher - Court/Community/Alt.

Employer:	San Joaquin County Office of Education	Date Posted:	10/19/2011
Work Year:	179 Workdays, Full Time, Monday - Friday	Application Deadline:	11/1/2011 11:45 PM Pacific
Employment Type:	Full Time	Contact:	Audrey Castellanos 209-468-5952
Salary:	\$40,308 - \$78,348/Annual Plus Fringe Benefits (\$1,500 Master's Degree Stipend)	Number Openings: (At time of posting)	Not Specified
PAO#	PAOV#00843, 844, 850, 883, 884	Job Description / Essential Elements:	Click Here to View
Location	Site to be determined	Additional Information: <ul style="list-style-type: none"> Requirements for Applying Links Related to this Job Comments and Other Info View Other Job Desc. / Ess. Elem. 	
Department	Alternative Education		
Requirements for Applying		Links Related to this Job	
Materials Valid California teaching credential		<ul style="list-style-type: none"> Alternative Education Department County Operated Schools & Programs Salary Schedules Frequently Asked Questions 	
Please be advised that your application will be considered incomplete if a formal letter of introduction, resume, three letters of recommendation and a copy of your credential are not attached to your on-line application by the deadline date. If you need assistance attaching your documents please call (209) 468-9125.			
Important Comments			
Application Deadline: 11/1/2011 11:45 PM Pacific			
Click Here to Apply			

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K-12 Education Degrees Prepare for a degree in teaching. Search programs and enroll here! MyEduSeek.com

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Wednesday, October 19, 2011

Human Resources

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Current Jobs

Behavior Intervention Specialist, Special Education (2011-2012 School Year)
 Teacher Salary Schedule \$8,062 - \$15,670/Annual (Additional Stipend of \$340/year) \$1,500
 Master's Degree Stipend (pro-rated)
 Posted: 7/18/2011 - Deadline: Until Filled

Educational Sign Language Interpreter, Special Education (one or more positions)
 CSEA 1 Salary Schedule Range 009 (\$23.98 - \$31.27/hour) Plus Pro-Rated Fringe Benefits
 Posted: 4/28/2011 - Deadline: Until Filled

Licensed Vocational Nurse, Special Education
 \$18.40 - \$22.35/Hourly Rate), Plus Fringe Benefits
 Posted: 10/12/2011 - Deadline: 10/25/2011

Natural Resource Crew Leader, San Joaquin Regional Conservation Corps, County Operated Schools and Programs
 Classified Salary Schedule Range R01 (\$3,382 - \$4,111 /Month), Plus Fringe Benefits
 Posted: 10/12/2011 - Deadline: 10/25/2011

SJCOE Provisional Certificated Assignments (HR USE ONLY—Do not apply unless notified by HR)
 To Be Determined
 Posted: 9/27/2011 - Deadline: Until Filled

SJCOE Provisional Classified Assignments (HR USE ONLY—Do not apply unless notified by HR)
 To Be Determined
 Posted: 9/27/2011 - Deadline: Until Filled

Teacher, (Alternative Education) County Operated Schools and Programs (One or more positions)
 \$40,308 - \$78,348/Annual Plus Fringe Benefits (\$1,500 Master's Degree Stipend)
 Posted: 10/19/2011 - Deadline: 11/1/2011

Temporary After School Program Support, Educational Services (one or more positions available)
 Short-Term Employee Hourly Salary Schedule: Step 005, \$15.00/Hour
 Posted: 10/19/2011 - Deadline: 11/1/2011

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San Joaquin County Office of Education
Mick Founts, Superintendent of Schools

PUBLIC NOTICE

Request for a Provisional Internship Permit through
State of California
Commission on Teacher Credentialing



for

Teaching Services in
Alternative Education
Grade 9-12

beginning
April 5, 2012
through
April 5, 2013

Location of Employment:

one. Charter at Expressions
1111 E. Bianchi Road
Stockton, CA

For questions and/or concerns, please contact

Karen DePrater
Director, Human Resources Department
San Joaquin County Office of Education
(209) 468-4851

There were no objections to this PIP request.

Karen DePrater Date 4/10/12
Karen DePrater, Director