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Information/Action

Credentialing and Certificated Assignments Committee

Teaching and Services Permits

Executive Summary: This agenda item provides an overview of the requirements for issuance and reissuance of teaching and services permits, including a historical background along with data for each emergency permit type. It will also review the Declaration of Need (DON) procedures, provide additional data related to the Short-Term Staff and Provisional Internship Permit numbers reported at the August Commission meeting, and identify statutory and regulatory changes to the current permit structures for Commission consideration.

Policy Question: Does the Commission wish to pursue statutory or regulatory changes related to teaching and services permits?

Recommended Action: Provide direction to Commission staff as related to desired statutory, regulatory, or policy changes for teaching and services permits.

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

Strategic Plan Goal

I. Educator Quality

- ◆ Develop, maintain, and promote high quality authentic, consistent educator assessments and examinations that support development and certification of educators who have demonstrated the capacity to be effective practitioners.

Teaching and Services Permits

Introduction

This agenda item provides an overview of the requirements for issuance and reissuance of teaching and services permits, including a historical background along with data for each emergency permit type. It will also review the Declaration of Need (DON) procedures, provide additional data related to the Short-Term Staff and Provisional Internship Permit numbers reported at the August Commission meeting, and identify statutory and regulatory changes to the current permit structures for Commission consideration.

Background

Emergency teaching and services permits have undergone many statutory and regulatory changes since passage of the Ryan Act in 1970. A chronological history of the major changes beginning in 1981 is provided below:

1981

The Commission issued Emergency Teaching and Services *Credentials* in the following areas:

- Multiple and Single Subject: Issued on the basis of at least 90 semester units of collegiate work from an accredited college or university, verification that the applicant had applied for entrance or has been admitted to an accredited college or university, and submission of a Statement of Need Form;
- Specialist Instruction (special education): Issued on the basis of possession of a valid California teaching credential that required a bachelor's degree and a teacher preparation program that included student teaching or possession of or eligibility for an out-of-state special education credential, verification that the applicant had applied for entrance or had been admitted to a Commission-approved special education program, one year of special education teaching experience in the last ten years or completion of six semester hours of coursework in the area requested, and submission of a Statement of Need Form;
- Clinical or Rehabilitative Services Credential in Language, Speech, and Hearing (LSH), including the Special Class Authorization: Issued on the basis of possession of a Clinical Rehabilitative Services Credential in LSH or a bachelor's degree from an accredited institution and completion of 60 semester units, including at least 75 hours of supervised practicum with school-age children, in LSH, verification that the applicant had applied or had been admitted to a Commission-approved LSH or special class authorization program, and submission of a Statement of Need Form.

The Statement of Need Form had to be included in each application for an emergency teaching or services credential. The form was to be completed and signed by a superintendent; specified the names of at least three California colleges/universities or placement agencies contacted within the past two weeks in an attempt to recruit a qualified, credentialed person; stated that a credentialed person is not available, or that one or more credentialed persons are available but are not deemed qualified; verified that the applicant will be employed in the position specified

along with the grade level to be served; and described the situation or circumstances that necessitated the use of an emergency credential holder.

Emergency credentials issued between July 1 and January 31 of the following year were issued for not more than one year and expired on June 30th following issuance of the credential. Emergency credentials issued between February 1, and June 30 were issued for not more than one year and expired on January 1 following issuance of the credential.

Reissuance of an emergency teaching or services credential required completion of six semester units of coursework at a regionally-accredited institution and submission of a Statement of Need Form. There was no limit on the number of times an emergency teaching or services credential could be reissued.

1983

Statutory amendments effective January 1, 1983, required that every applicant for an emergency teaching or services credential hold a bachelor's degree from a regionally-accredited college or university. It was still possible for an employer to request an emergency teaching or services credential for an individual with 90 semester units of collegiate coursework until January 1, 1985 if a declaration was submitted stating that there was an insufficient number of candidates who held a bachelor's degree.

The second major change was the addition of the California Basic Educational Skills Test (CBEST). Effective February 1, 1983, the Commission was prohibited from issuing or reissuing any emergency credential unless the applicant had passed CBEST.

1987

Statutory amendments effective July 1, 1987 required passage of the subject-matter examinations for issuance of an Emergency Multiple Subject or Single Subject Teaching Credential. An "exam deferral" was available if the applicant did not have a chance to take the examinations prior to issuance of the emergency credential, the applicant promised to take the examinations at the next regularly scheduled administration, and the employer acknowledged in writing that employment of the applicant would be discontinued eight weeks after the next administration of the examinations if not passed. Applicants for the Emergency Single Subject Teaching Credential were exempt from the subject-matter examination requirement if they completed 15 semester units in the requested subject area. Applicants for the Emergency Multiple Subject Teaching Credential were exempt from the subject-matter examination requirement if they completed 10 semester units in three of the four following areas: English, Mathematics, Social Science, and Humanities.

1994

§44300 was added to the Education Code (and the former section governing the issuance of emergency credentials was repealed) and included major changes that affected emergency teaching and services credentials. These statutory changes were implemented on July 1, 1994 as follows:

- Emergency “credentials” were renamed “permits” to denote that they are issued on the basis of fewer requirements than credentials.
- The “Statement of Need” form previously required with each emergency permit application was replaced by an annual “Declaration of Need for Fully Qualified Educators” form.
- Employing agencies were required to provide an orientation to teaching for first-time teaching permit holders and to assign an experienced educator to guide and assist the emergency permit teacher.
- Employing agencies requesting emergency permits were required to inform applicants that orientation and guidance will be provided and explain the associated reissuance requirements.
- Authorized employing agencies to submit an optional Plan to Develop Fully Qualified Educators to provide staff development activities that qualified for reissuance of a first-time emergency permit. Individuals were allowed to substitute 90 clock hours of professional development activities under the Plan to Develop for the six semester units of coursework required for the first reissuance of an emergency permit.
- Applicants for an Emergency Single Subject Teaching Permit were required to verify completion of 18 semester units (rather than the previously required 15 semester units) in the subject area requested.
- Applicants for an Emergency Multiple Subject Teaching Permit were required to verify completion of 40 semester units of coursework with at least 10 semester units in four subject areas or 10 semester units in three subject areas and an additional 10 semester units in a combination of two of the remaining subject areas.

1995

The Emergency Resource Specialist Permit and the Emergency Clinical or Rehabilitative Services Permit were added to the 5 California Code of Regulations effective September 7, 1995.

1997

Title 5 Regulations effective October 27, 1997 created the Education Specialist Instruction Credentials in Mild/Moderate Disabilities, Moderate/Severe Disabilities, Early Childhood Special Education, Visual Impairments, Physical and Health Impairments, and Deaf and Hard-of-Hearing. As a result, the Emergency Specialist Instruction Permits in Learning Handicapped, Severely Handicapped, Visually Handicapped, Physically Handicapped, and Communication Handicapped were replaced by Emergency Education Specialist Instruction Permits in the newly approved specialty areas. For the Emergency Specialist Instruction Permits, the final date for initial issuance was June 30, 1998 and the final date for reissuance was June 30, 2001.

1998

Statutory changes effective January 1, 1998 limited the number of times an emergency permit may be reissued. An individual issued an emergency permit prior to January 1, 1998 may receive reissuance of that permit for a maximum of five additional one-year periods. An individual issued an emergency permit on or after January 1, 1998 may receive reissuance of that permit for a maximum of four additional one-year periods. In addition, the statutory changes specifically stated that emergency permits shall be valid for one year. Therefore, effective January 1, 1998,

emergency teaching and services permits are issued for one calendar year, instead of expiring on January 31st or June 30th.

Additional Title 5 Regulation amendments in 1998 eliminated the examination deferral that previously allowed an individual with only a bachelor's degree and CBEST to receive an Emergency Multiple or Single Subject Teaching Permit until the next administration of the appropriate subject-matter examinations. Effective July 1, 1998, an individual was required to meet the subject-matter requirement (i.e., 18 semester units for a Single Subject permit and 40 semester units for a Multiple Subject permit) before an emergency permit could be issued.

2000

Title 5 Regulation amendments effective February 1, 2000 affected emergency teaching and services credentials as follows:

- Added a requirement that applicants for an emergency permit earn a grade of “C” or better for all coursework required for issuance or reissuance of an emergency permit.
- Added charter schools to the list of employing agencies authorized to request emergency teaching and services permits.
- Required applicants to provide a written statement of intent to enroll in a Commission-approved program for initial issuance of emergency teaching and services permits.
- Allowed an examination option for the first reissuance of an Emergency Multiple Subject, Single Subject, or Education Specialist Instruction Permit for individuals who had not yet satisfied the subject-matter requirement. Individuals could attempt all components of the related subject-matter examinations in lieu of six semester units of coursework.
- Added a July 1, 2000 sunset date for initial issuance of Emergency Clinical or Rehabilitative Services Permits (with or without the Special Class Authorization).
- Exempted charter schools from the requirement to file an annual Declaration of Need for Fully Qualified Educators.
- Required employing agencies to estimate the number of anticipated participants in an intern program on the annual Declaration of Need for Fully Qualified Educators.
- Required an individual to obtain an evaluation from a Commission-approved program identifying the requirements needed for the related credential for the first reissuance of an emergency teaching or services permit.

2003

Title 5 Regulation amendments effective January 1, 2003 set a sunset date for Plans to Develop Fully Qualified Educators. Effective January 4, 2004, employing agencies were no longer allowed to use a Plan to Develop Fully Qualified Educators for reissuance of initial emergency teaching and services permits.

Commission staff proposed discontinuing the issuance of Emergency Multiple Subject Teaching, Single Subject Teaching, and Education Specialist Instruction Permits due to the implementation of the federal No Child Left Behind (NCLB) legislation. Due to a huge outcry from California employing agencies, Commission staff alternatively developed regulations for the Short-Term Staff and Provisional Internship Permit to replace the aforementioned emergency permit

documents (refer to GS-10 on page 10 of the December 2003 Commission meeting minutes at http://www.ctc.ca.gov/commission/agendas/2003-12/december_2003_minutes.pdf).

2005

Statutory amendments deleted the language limiting the number of emergency permit reissuances to four. Education Code §44251(c), as amended, read: *An emergency permit authorized in Section 44300 may be issued or reissued for validity periods not to exceed one year as determined by the commission.*

Title 5 Regulations pertaining to Multiple Subject, Single Subject, and Education Specialist Short-Term Staff and Provisional Internship Permits took effect on July 1, 2005. As a result, sunset dates for Emergency Multiple Subject, Single Subject, and Education Specialist permits were set. All emergency permits of the types referenced above issued and reissued after July 1, 2005 expired on June 30, 2006.

2007

Education Code §44251(c) was repealed. The language pertaining to the validity period of and number of reissuances available on emergency permits is now provided solely in the Title 5 Regulations.

Current Emergency Permits

Under current statute and regulations, the Commission issues four types of emergency permits: Emergency Crosscultural Language and Academic Development (CLAD) Permit; Emergency Bilingual Permit; Emergency Resource Specialist Permit; and Emergency Teacher Librarian Services Permit. Emergency permits are available at the request of, and restricted to service with, California public school employers. Emergency permits are issued in one year increments and may be reissued a maximum of four times.

Common Emergency Permit Requirements for Applicants

All applicants for the four types of available emergency permits must meet the following:

- Bachelor's or higher degree from a regionally-accredited college or university;
- Valid prerequisite credential or permit (with the exception of the Emergency Teacher Librarian Services Permit if individual holds or is eligible for out-of-state school librarian credential);
- Satisfy the California basic skills requirement (unless exempt by statute);
- Provide written intent to complete the requirements for reissuance during the valid period of the emergency permit;
- Fingerprint clearance; and
- Employment with a California school district, county office of education, charter school, or non-public school or agency

Common Emergency Permit Employing Agency Responsibilities

The district/county superintendent, personnel administrator, non-public school or agency administrator, charter school director, or his/her designee must adhere to the following in order to employ individuals on the basis of emergency permits:

- File an annual Declaration of Need for Fully Qualified Educators (DON) with the Commission (charter schools are exempt from this requirement);
- Assign an educator with at least three years of full-time experience in the area of the emergency permit to guide and assist the individual during the valid period of the permit;
- Provide orientation, guidance, and assistance to an individual serving on an initial emergency permit of each type to include an overview of the curriculum expected to be taught; effective techniques of classroom instruction at the assigned level; and effective techniques of classroom management at the assigned level;
- Provide ongoing guidance and assistance to individuals serving on a second or subsequent emergency permit; and
- Submit emergency permit applications to the Commission on behalf of the applicants

Common Emergency Permit Reissuance Requirements

The following requirements must be satisfied for reissuance of all emergency permits (specific reissuance requirements are detailed in the sections below for each permit type):

- Valid prerequisite credential or permit;
- Continued employment with a California employing agency;
- Verification of orientation to teaching by the employing agency for initial reissuance;
- Verification of guidance and assistance by the employing agency;
- An evaluation by a Commission-approved program for initial reissuance identifying the requirements the individual must complete to qualify for the associated credential, certificate, or added authorization; and
- A valid DON on file at the Commission

Declaration of Need

The Declaration of Need for Fully Qualified Educators (DON) is an annual form submitted to the Commission by California employing agencies. This form contains the estimated number of emergency and limited assignment teaching permits that will be requested during the school year. In addition, the DON provides verification that the employing agency has implemented policies for conducting diligent searches to recruit fully credentialed individuals. Education Code §44300(a)(3) pertaining to the DON reads:

The commission approves the justification for the emergency permit submitted by the school district in which the applicant is to be employed. The justification shall include all of the following:

- (A) *Annual documentation that the district has implemented in policy and practices a process for conducting a diligent search that shall include, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring the incentives included in the Teaching As A Priority Block Grant established pursuant to Section 44735, participating in the state and regional recruitment centers established pursuant to Sections 44751, as it read prior to May 5, 2003, and 90530, and participating in job fairs in this state, but has been unable to recruit a sufficient number of certificated teachers, including teacher candidates pursuing full certification through internship, district internship, or other alternative routes established by the commission.*

(B) A declaration of need for fully qualified educators based on the documentation set forth in subparagraph (A) and made in the form of a motion adopted by the governing board of the district or the county board of education at a regularly scheduled meeting of the governing board or the county board of education. The motion may not be part of the consent agenda and shall be entered in the minutes of the meeting.

The DON requirement is further clarified in 5 California Code of Regulations §80026 as follows:

Submission of a Declaration of Need for Fully Qualified Educators by the employing agency shall be a prerequisite to the issuance of any emergency permit and/or limited assignment permit for that agency. Charter schools as defined in Education Code Section 47600 shall be exempt from submitting a Declaration of Need for Fully Qualified Educators. The Declaration of Need for Fully Qualified Educators by an employing agency shall be valid for no more than twelve months, and shall expire on the June 30 following its submission to the Commission. The Declaration of Need for Fully Qualified Educators shall be submitted to the Commission on a form to be provided by the Commission, and shall include all of the following information:

- (a) Estimated Need: This shall include the title(s) and number of each type of emergency permit and limited assignment permit which the employing agency estimates, based on previous year actual needs and projections of enrollment, it will need during the year covered by the Declaration. In addition, it shall include each subject to be listed on Emergency Single Subject and Limited Assignment Single Subject Teaching Permits and the target language on Emergency Multiple Subject or Single Subject Teaching Permits with a Bilingual, Crosscultural, Language and Academic Development (BCLAD) Emphasis or on Emergency BCLAD Permits. The Declaration of Need for Fully Qualified Educators shall be revised, when the number of emergency permits and limited assignment permits needed exceeds the estimate by ten percent, by the governing board or superintendent/administrator of the employing agency, as specified in subsection (e) below.*
- (b) Efforts to Recruit Certified Personnel. This shall include a brief description of efforts that the employing agency has undertaken to locate and recruit individuals who hold the needed credentials, such as dated copies of written announcements of its vacancy or vacancies which were mailed to college or university placement centers.*
- (c) Efforts to Establish Alternative Training Options. The Declaration shall:
 - (1) identify the names of institutions of higher education co-sponsoring internships or other certification programs with the employing agency or, if no such programs exist, briefly explain why;*
 - (2) if the employing agency participates in internship programs, estimate the number which the employing agency reasonably expects to employ during the year covered by the Declaration.**
- (d) Stipulation of Insufficiency of Suitable Applicants. The employing agency shall certify that there is an insufficient number of certificated persons who meet the employing agency's specified employment criteria to fill necessary positions.*

(e) *Adoption of the Declaration. The Declaration of Need for Fully Qualified Educators shall be adopted by the governing board of a school district, or by the superintendent of a county office of education or by the administrator of a state school or nonpublic, nonsectarian school or agency.*

(1) *A Declaration of Need for Fully Qualified Educators by a school district shall be adopted by the governing board in a regularly-scheduled, public meeting of the board. The entire Declaration of Need for Fully Qualified Educators shall be included in the board agenda, and shall not be adopted by the board as part of a consent calendar.*

(2) *A superintendent of a county office or the administrator of a state school or nonpublic, nonsectarian school or agency shall publicly announce his or her intent to adopt a Declaration of Need for Fully Qualified Educators at least 72 hours prior to adopting the Statement. The adopted Statement shall be signed by the superintendent or administrator.*

As stated in statute and regulations, the DON must be adopted by school district governing boards during regularly scheduled public meetings. The DON must be included in the agenda and may not be adopted as part of a consent calendar. A copy of the *Declaration of Need for Fully Qualified Educators* form (CL-500) developed by Commission staff for use by employing agencies anticipating the employment of individuals on emergency and limited assignment teaching permits is provided in Appendix A. Any modifications to the DON procedures will require legislative action.

Emergency CLAD Permits

An Emergency CLAD Permit authorizes the holder to provide the following instruction while completing the requirements for a CLAD Certificate or English learner authorization:

- English language development (ELD) in preschool, graded K-12, and in classes organized primarily for adults, except when the prerequisite document is a Designated Subjects Adult Education Teaching Credential or a Children's Center/Child Development Permit, in which case instruction for ELD is limited to the programs authorized by the prerequisite credential or permit; and
- Specially designed academic instruction delivered in English (SDAIE) in the subjects and at the levels authorized by the prerequisite credential or permit.

Individuals admitted to California Multiple and Single Subject teacher preparation programs on or after July 1, 2002 are required to complete the requirements for an English learner authorization for issuance of a preliminary credential. In addition, California prepared individuals recommended for Education Specialist Instruction Credentials on or after July 1, 2007 must also complete the requirements for an English learner authorization for issuance of a Level I or preliminary credential. Therefore, the Emergency CLAD Permit is only required by the following individuals when assigned to instruct English learners in California's public schools before earning a CLAD Certificate or English learner authorization:

- Admitted to a California program before July 1, 2002 and earned a preliminary or clear Multiple/Single Subject Teaching Credential without an English learner authorization;

- Earned an Education Specialist Instruction Credential prior to July 1, 2007 without an English learner authorization;
- Out-of-state and out-of-country prepared teachers;
- Holds a services credential with a special class authorization, designated subjects teaching credential, or other type of permit that serves as a prerequisite for the emergency permit.

An applicant for an Emergency CLAD Permit must hold a valid California teaching credential, Speech-Language Pathology Services Credential or Clinical or Rehabilitative Services Credential with a Special Class Authorization, Visiting Faculty Permit, Child Development Permit, Children’s Center Instructional Permit, or Children’s Center Supervision Permit authorizing the holder to provide instruction to pupils.

Reissuance of an Emergency CLAD Permit requires the common reissuance requirements and completion of six semester (or nine quarter) units of coursework associated with a Commission-approved California Teachers of English Learners (CTEL) program, passage of two of the three CTETL examinations, or a combination of the two (3.0 semester units of CTETL coursework and passage of one CTETL examination). Completion of the reissuance requirements is verified by the employing agency and the program sponsor (if applicable) on the *Emergency Permit Renewal Verification Form* (CL-469 CLAD-BL). A copy of the CL-469 CLAD-BL form is provided in Appendix B.

The Commission issued a total of 2,641 Emergency CLAD Permits during the 2010-11 school year (1,466 new type permits and 1,175 reissuances). Additional information pertaining to these permits will be provided in an agenda insert.

Emergency Bilingual Permits

An Emergency Bilingual Permit authorizes the holder to provide the same services as an Emergency CLAD Permit and content instruction delivered in the language of emphasis in the subjects and at the levels authorized by the prerequisite credential or permit. An Emergency Bilingual Permit is appropriate for individuals assigned to positions requiring content instruction delivered in the language of emphasis who do not yet hold an English learner authorization or who need to upgrade their English learner authorization to a bilingual authorization. The prerequisite documents required for issuance of an Emergency Bilingual Permit are the same as the prerequisite documents for the Emergency CLAD Permit. In addition to the common emergency permit requirements, an individual must verify target language proficiency to qualify for an Emergency Bilingual Permit.

Reissuance of an Emergency Bilingual Permit requires the common reissuance requirements and six semester (or nine quarter) units of coursework associated with a Commission-approved Bilingual Authorization program, passage of two CTETL or Language Other Than English (LOTE) examinations in the language of emphasis, or a combination of the two (3.0 semester units of Bilingual coursework and passage of one CTETL or LOTE examination). Completion of the reissuance requirements is verified by the employing agency and the program sponsor (if applicable) on the *Emergency Permit Renewal Verification Form* (CL-469 CLAD-BL). A copy of the CL-469 CLAD-BL form is provided in Appendix B.

The Commission issued a total of 85 Emergency Bilingual Permits during the 2010-11 school year (58 new type permits and 47 reissuances). Additional information pertaining to these permits will be provided in an agenda insert.

Emergency Resource Specialist Permit

An Emergency Resource Specialist (RSP) Permit authorizes the holder to provide services as a Resource Specialist while completing a Commission-approved RSP added authorization in special education program or a comprehensive local plan through Special Education Service Regions. A Three-Year Preliminary RSP Added Authorization is also available to individuals who hold a valid prerequisite special education teaching credential, have at least three years of full-time teaching experience, and have an offer of employment as a RSP teacher. Individuals enrolled in a comprehensive local plan must complete the course of study by July 1, 2013 and apply for the RSP Added Authorization by January 1, 2014.

The Title 5 California Code of Regulations allowing for the issuance of Education Specialist Instruction Credentials took effect on October 27, 1997. Every Education Specialist Instruction Credential specialty area includes an RSP authorization, whether an individual completes a program in California, another state, or outside the United States. Therefore, only individuals issued special education teaching credentials under previous regulations or who do not hold a special education teaching credential may apply for an Emergency RSP Permit through a California public school employer. In addition, only individuals issued special education teaching credentials under previous regulations who also have three years of full-time teaching experience may apply for the Preliminary RSP Added Authorization. As time passes and individuals with older special education teaching credentials retire, the Emergency RSP Permit will only be available to individuals who do not yet hold an Education Specialist Instruction Credential and there will no longer be a need for the Preliminary RSP Added Authorization.

An applicant for the Emergency RSP permit must hold a valid California teaching credential issued on the basis of a bachelor's or higher degree and completion of a teacher preparation program that included student teaching or verify possession of or eligibility for an out-of-state special education teaching credential. Reissuance of an Emergency RSP Permit requires the common reissuance requirements and completion of six semester (or nine quarter) units of coursework associated with a Commission-approved RSP added authorization or Education Specialist Instruction Credential program. For individuals enrolled in a comprehensive local plan or non college/university based added authorization program, 90 clock hours of study is equal to six semester units. Completion of the reissuance requirements is verified by the employing agency and the program sponsor on the *Emergency Permit Renewal Verification Form (CL-469 RSP-LIB)*. A copy of the CL-469 RSP-LIB form is provided in Appendix C.

The Commission issued a total of 24 Emergency RSP Permits in the 2010-11 school year (19 new type permits and 5 reissuances). Of the 24 permits issued, ten individuals held general education prerequisite credentials and 14 held special education teaching credentials (mainly in Learning Handicapped) issued under previous regulations. Three of the 24 individuals have

subsequently been issued Clear RSP Added Authorizations and four have been issued Level I Education Specialist Instruction Credentials in Mild/Moderate Disabilities.

Emergency Teacher Librarian Services Permit

An Emergency Teacher Librarian Services (TLS) Permit authorizes the holder to provide services as a school or district librarian. An applicant for the Emergency TLS Permit must hold a valid California teaching credential issued on the basis of a bachelor's or higher degree and completion of a teacher preparation program that included student teaching or verify possession of or eligibility for an out-of-state school librarian credential.

Reissuance of an Emergency TLS Permit requires the common reissuance requirements and completion of six semester (or nine quarter) units of coursework associated with a Commission-approved program. The reissuance coursework for individuals who qualify on the basis of a California teaching credential must be associated with a Commission-approved Teacher Librarian program. The reissuance coursework for individuals who qualify on the basis of an out-of-state school librarian credential must be associated with a Commission-approved general or special education teacher preparation program (these individuals may apply directly to the Commission for a Clear Teacher Librarian Services Credential as soon as they are issued a California teaching credential). Completion of the reissuance requirements is verified by the employing agency and the program sponsor on the *Emergency Permit Renewal Verification Form* (CL-469 RSP-LIB). A copy of the CL-469 RSP-LIB form is provided in Appendix C.

The Commission issued a total of 125 Emergency TLS Permits during the 2010-11 school year (47 new type permits and 78 reissuances). Additional information pertaining to these permits will be provided in an agenda insert.

Visiting Faculty Permit

The Visiting Faculty Permit (VFP) became available with the addition of Education Code §44300.1 effective January 1, 2008. The VFP authorizes instruction in departmentalized classes and is available to individuals who meet the following requirements:

- A master's degree from a regionally-accredited college or university in a subject area closely related to the subject area sought;
- Three years of full-time teaching experience earned at a regionally-accredited California community college, college, or university; and
- Two years of the most recent performance evaluations, student evaluations, or other evaluations that indicate teacher effectiveness

A VFP is available only at the request of, and is restricted to service with, a California public school employer. The employing agency must include the anticipated number of VFPs to be requested each school year on the DON. VFPs are issued in one year increments and may be renewed twice. The first renewal requires completion of a three semester (or four quarter) unit course in departmentalized methodology at a California college or university with a Commission-approved Single Subject teacher preparation program, unless previously met; continued employment; and a valid DON submitted by the employing agency. The second renewal requires continued employment and a valid DON submitted by the employing agency.

Education Code §§44274.3 and 44274.4 were also added effective January 1, 2008 and allow the Commission to issue Preliminary and Clear Single Subject Teaching Credentials to individuals who held VFPs. The requirements for a Preliminary Single Subject Teaching Credential issued on the basis of a VFP are: 1) two years of recent evaluations from a California public school employer on which he/she received ratings of satisfactory or better; 2) completion of the departmentalized methodology course referenced above; and 3) possession of or eligibility for a California English learner or bilingual authorization. An individual issued a Preliminary Single Subject Teaching Credential on the basis of a VFP may upgrade to the clear credential by completing a Commission-approved general education induction program or an individualized professional development plan tailored to the needs of the individual teacher and verification by the employing agency that mentoring, support, and assistance was provided by a credentialed teacher who teaches the same subject as the applicant.

The Commission has issued a total of five VFPs to date as follows:

School Year	Number of VFPs	Subject Area(s)
2009-10	1	Mathematics
2010-11	1	Art
2011-12	3	Foreign Language: Latin Science: Biological Sciences Social Science

The VFP may not be initially issued after July 1, 2013 or renewed after June 30, 2015 unless a later enacted statute, that becomes operative on or before January 1, 2016, deletes or extends the dates on which EC §44300.1 becomes inoperative and is repealed.

Recap of Emergency Teaching and Services Permits

The table below displays the common reissuance requirements for all emergency teaching and services permits except the Visiting Faculty Permit:

First Reissuance	Second and Subsequent Reissuances
<ul style="list-style-type: none"> • Orientation to teaching; • Guidance; • Continued employment; • Valid DON; and • Program evaluation 	<ul style="list-style-type: none"> • Guidance; • Continued employment; and • Valid DON

The table below provides a recap of the prerequisite documents and specific reissuance requirements for each teaching and services permit type:

Permit Type	Prerequisite Document	Specific Reissuance Requirements
Emergency CLAD	Teaching Credential Services Credential w/SCA Visiting Faculty Permit Child Development Permit Children’s Center Instructional Permit	One of the following: 1) 6 semester (9 quarter) units in approved CTEL program coursework; 2) Pass two of the three CTEL examinations; or

	Children's Center Supervision Permit	3) Combination of #1 and #2
Emergency Bilingual	Teaching Credential Services Credential w/SCA Visiting Faculty Permit Child Development Permit Children's Center Instructional Permit Children's Center Supervision Permit	One of the following: 1) 6 semester (9 quarter) units of approved CTEL or bilingual program coursework; 2) Pass two CTEL or LOTE examinations; or 3) Combination of #1 and #2
Emergency RSP	California Teaching Credential*	One of the following: 1) 6 semester (9 quarter) units of approved RSP or Education Specialist program coursework; or 2) 90 clock hours in approved non-college/university based RSP program
	Possession/eligibility for out-of-state special education teaching credential	6 semester (9 quarter) units of approved Education Specialist Instruction program coursework
Teacher Librarian Services Permit	California teaching credential*	6 semester (9 quarter) units of approved school librarian program coursework
	Possession/eligibility for out-of-state school librarian credential	6 semester (9 quarter) units of approved teacher preparation program coursework
Visiting Faculty Permit	N/A	First Reissuance: 3 semester (4 quarter) unit departmentalized methodology course, continued employment, and valid DON Second Reissuance: Continued employment and valid DON

*Issued on the basis of a bachelor's or higher degree and completion of a teacher preparation program that included student teaching.

Limited Assignment Teaching Permits

Limited assignment teaching permits were designed to allow fully credentialed teachers to teach outside their authorized areas while completing the requirements to earn an added authorization, supplementary authorization, or subject matter authorization. Limited assignment teaching permits are issued at the request of, and are restricted to service with, a California public school employer to fill vacancies. These permits allow employing agencies flexibility, especially in rural and remote areas of the state, to assign individuals to teach in more than one subject area.

Limited assignment teaching permits are issued in one year increments and may be reissued a maximum of two times in each subject or specialty area.

Common Limited Assignment Teaching Permit Requirements for Applicants

All applicants for limited assignment teaching permits must meet the following:

- Valid prerequisite teaching credential issued on the basis of a bachelor's or higher degree and completion of a teacher preparation program that included student teaching;
- Consent to serve on the limited assignment teaching permit; and
- Employment with a California school district, county office of education, charter school, or non-public school or agency

Common Limited Assignment Teaching Permit Employing Agency Responsibilities

The district/county superintendent, personnel administrator, non-public school or agency administrator, charter school director, or his/her designee must adhere to the following in order to employ individuals on the basis of emergency permits:

- File an annual Declaration of Need for Fully Qualified Educators (DON) with the Commission (charter schools are exempt from this requirement);
- Assign an educator with at least three years of full-time classroom teaching experience in the area of the limited assignment teaching permit to guide and assist the individual during the valid period of the permit; and
- Submit limited assignment applications to the Commission on behalf of the applicants

Common Limited Assignment Teaching Permit Reissuance Requirements

The following requirements must be satisfied for reissuance of all limited assignment teaching permits (specific reissuance requirements are detailed in the sections below for the two permit types):

- Valid prerequisite teaching credential;
- Continued employment with a California employing agency;
- Consent to serve on the limited assignment teaching permit; and
- A valid DON on file at the Commission

General Education Limited Assignment Teaching Permit

The Commission issues Single Subject General Education Limited Assignment Teaching Permits (GELAP) in any statutory subject area available on Single Subject Teaching Credentials and Multiple Subject GELAPs. The Single Subject GELAP may be reissued twice in each statutory subject area requested as long as the reissuance requirements are met. The Multiple Subject GELAP may also be reissued twice provided the reissuance requirements are met. An individual must hold a valid California general education teaching credential to qualify for a GELAP. Reissuance of a GELAP requires the common reissuance requirements and completion of six semester (or nine quarter) units of coursework related to each subject area listed on the permit or the holder must attempt all the subject-matter examinations associated with each subject area listed on the permit and pass at least two subtests.

Special Education Limited Assignment Teaching Permit

The Special Education Limited Assignment Teaching Permits (SELAP) were added to the Title 5 Regulations effective July 3, 2009. A SELAP may be issued in any of the seven Education Specialist Instruction Credential specialty areas while the holder completes the requirements for an Added Authorization in Special Education or a full authorization in one of the Education Specialist specialty areas. The SELAP may be reissued twice in each specialty area as long as the reissuance requirements are met. An applicant for the SELAP must hold a valid California special education teaching credential or a clear or life Speech-Language Pathology or Clinical or Rehabilitative Services credential with a Special Class Authorization. In addition, the applicant must verify completion of three semester (or four quarter) units of coursework or one year of successful full-time classroom experience with a favorable evaluation or recommendation by the employing agency in the requested specialty area to qualify for a SELAP.

Reissuance of a SELAP requires the common reissuance requirements and completion of six semester (or nine quarter) units of coursework or the equivalent associated with a Commission-approved program in each specialty area listed on the document. For individuals enrolled in approved non-college or university based programs, 90 clock hours is equivalent to six semester units.

Extensions by Appeal

Extensions are available on emergency and limited assignment teaching permits for individuals who do not complete the requirements for reissuance of their documents. However, extensions cannot be granted beyond the maximum permit reissuances allowed by current statute or regulation (four reissuances for emergency permits and two reissuances for limited assignment teaching permits).

RGA-10

An RGA-10 extension is available to individuals who hold emergency or limited assignment teaching permits but were unable to complete the coursework or examinations required for reissuance due to a hardship. Examples of valid RGA-10 extension reasons are: 1) no approved program can be reached within one and one-half hours of traveling time; 2) no openings in the approved program or classes were cancelled; or 3) unable to complete requirements due to job or family demands. An individual is issued only one RGA-10 on an emergency or limited assignment teaching permit. All other permit reissuance requirements must be satisfied for approval of an RGA-10 extension.

RGA-7

An RGA-7 extension is available to individuals who hold emergency or limited assignment teaching permits, but were unable to complete the coursework or examinations required for reissuance due to medical reasons (self or family member). Applicants must provide a letter from a physician verifying the nature and duration of the illness or injury that prevented completion of the reissuance requirements for consideration of an RGA-7 extension. An individual may be issued more than one RGA-7 extension on an emergency or limited assignment teaching permit as long as the maximum number of reissuance is not exceeded. All other permit reissuance requirements must be satisfied for approval of an RGA-7 extension.

Short-Term Staff and Provisional Internship Permits

Data related to the Short-Term Staff and Provisional Internship Permits reported on at the August 2012 Commission meeting will be provided in an agenda insert.

Options for Commission Consideration

Staff believes that emergency teaching and services permits are becoming less of a tool for California public school employers as time passes. However, if the Commission is inclined to strengthen the requirements for or reduce the numbers of teaching and services permits, there are several options that may be pursued.

Regulatory Options

1) **Reduce the number of emergency permit reissuances.**

Current regulations allow for the issuance of five emergency teaching and services permits of each type (initial issuance and four reissuances). The total of five permits was set at the time the Commission still issued Emergency Multiple and Single Subject Teaching Permits. A Commission-approved teacher preparation program is usually a one-year post-baccalaureate program consisting of roughly 30 semester units. Reissuance of an emergency teaching permit required completion of six semester units of coursework, so five emergency permits equaled 30 semester units. The approved programs associated with the currently issued emergency teaching and services permits require less than 30 semester units. Therefore, the number of reissuances may be reduced through the Title 5 regulatory process.

2) **Require the submission of recruitment documentation with each emergency permit application.**

Submission of an annual DON by California public school employers is required for the issuance and reissuance of emergency permits by Education Code §44300(a)(3). Employing agencies are required to verify on the DON that efforts will be made to recruit a fully credentialed teacher prior to employing an individual on the basis of an emergency permit. However, the Title 5 Regulations may be amended to require submission of the recruitment efforts made by employing agencies, including verification of public notice related to the vacancy, with each permit application. This would be similar to the regulations governing the issuance of Provisional Internship Permits.

Note: This option has resource considerations for both the employers and CTC.

3) **Restrict emergency permits to remote employing agencies.**

Education Code §44300(c) pertaining to the issuance of emergency permits reads: *It is the intent of the Legislature that the commission continue to issue emergency teaching permits to individuals employed by school districts defined in regulations as remote from regionally accredited institutions of higher education.* The regulations governing emergency permits may be amended to restrict issuance and reissuance to remote employing agencies.

4) **Eliminate the ability to issue and/or reissue Provisional Internship Permits.**

The requirements for initial issuance and reissuance of Provisional Internship Permits are provided entirely in the Title 5 Regulations. The ability to issue and/or reissue Provisional Internship Permits (as determined by the Commission) may be repealed through the regulatory process.

Statutory Option

1) **Seek statutory amendments to delete the DON.**

Submission of an annual DON by California employing agencies is required for the issuance and reissuance of emergency permits by Education Code §44300(a)(3). The DON is a blanket form filed by California employing agencies prior to the employment of individuals on a teaching or services permit. If the Commission chooses to pursue Regulatory Option #2 above, the DON requirement should be repealed from the Education Code and Title 5 Regulations to avoid duplicative employment procedures by employing agencies.

Future Related Work and/or Agenda Items

If the Commission approves any of the regulatory options, certification staff will move forward with an information item on proposed amendments to Title 5 of the California Code of Regulations related to the issuance and reissuance of emergency teaching and services permits. If the Commission approves the statutory option, the Office of Governmental Relations will seek Education Code amendments through legislation.



DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: _____

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: _____ District CDS Code: _____

Name of County: _____ County CDS Code: _____

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on "___/___/___" certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, _____.

Submitted by (Superintendent, Board Secretary, or Designee):

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
Email Address		

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ___/___/___, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

_____	_____	_____
<i>Name</i>	<i>Signature</i>	<i>Title</i>
_____	_____	_____
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>

<i>Mailing Address</i>		

<i>Email Address</i>		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	_____
Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	_____
Resource Specialist	_____
Teacher Librarian Services	_____
Visiting Faculty Permit	_____

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	
Special Education	
TOTAL	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved intern program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?	Yes	No
--	-----	----

If no, explain. _____

Does your agency participate in a Commission-approved college or university intern program?	Yes	No
---	-----	----

If yes, how many interns do you expect to have this year? _____

If yes, list each college or university with which you participate in an intern program.

If no, explain why you do not participate in an intern program.



EMERGENCY PERMIT RENEWAL VERIFICATION FORM
(CL-469 CLAD-BL)
CROSSCULTURAL, LANGUAGE, AND ACADEMIC DEVELOPMENT (CLAD) PERMIT
BILINGUAL AUTHORIZATION PERMIT

This form must be completed and submitted with each application packet for renewal as specified in Commission leaflet [CL-5330 CLAD-BL](#) and must be accompanied by a completed application ([form 41-REN](#)) and [processing fees](#). The employing agency must have an annual Declaration of Need for Fully Qualified Educators ([form CL-500](#)) on file with the Commission.

Applicant's Name: _____

Social Security Number: _____

PART I - Employer's Verification of Orientation, Guidance and Assistance

Orientation to Teaching (required for first renewal only)

I certify that the above-named individual, while serving on the emergency permit for the first time, was provided with orientation specific to the authorization on the permit, including an overview of curriculum, classroom instruction, and effective techniques of classroom management at the assigned level.

Guidance and Assistance (required for all renewals)

I certify that the above-named individual was assigned the experienced educator named below to guide and assist while serving on the emergency permit.

Name of Experienced Educator

Employing Agency Signature

<i>Name of Authorized Signer</i>	<i>Title</i>	<i>Employing Agency</i>
<i>Signature</i>	<i>Date</i>	<i>County of Employment</i>

PART II - Verification of Completion of Course Work or Exams

If the applicant is completing course work in an approved California Teachers of English Learners (CTEL) or Bilingual Authorization program:

All of Part I (on page 1) must be completed by the employing agency. All sections of Part II below must be completed by the authorized person at a Commission-approved CTEL or Bilingual Authorization program; however, Section A below is only required with the first renewal by applicants electing the program option, verifying that an evaluation of remaining authorization/certificate requirements has been completed. There is no appeal available for this requirement not being completed. Sections B and C must be completed with every renewal. Return this original form to the applicant so it may be submitted with the renewal application packet.

If the applicant is taking examinations to earn the English learner/CLAD Certificate or Bilingual Authorization:

All of Part I (on page 1) and Sections B and C of Part II (on page 2) must be completed by the employing agency with every renewal. Include the original copy of this form in the renewal application packet.

SECTION A

Required for the first renewal only, for those completing a Commission-approved CTEL or bilingual authorization program. To be verified by the approved program sponsor.

Yes No

An evaluation has been completed by this institution identifying requirements this applicant must complete to be eligible for the English learner/CLAD or Bilingual Authorization.

SECTION B

Select one - required for all renewals

1. Applicant is taking examinations to earn the English learner/CLAD or Bilingual Authorization
The applicant has taken and passed two subtests of the CTEL, BCLAD or CSET: LOTE exam(s)
(Verification by employing agency)
 2. Applicant is completing course work to earn the English learner/CLAD or Bilingual Authorization
The applicant has completed six semester units (9 quarter units) of CTEL/Bilingual course work in a Commission-approved program (Verification by program sponsor)
 3. Applicant is completing a combination of course work and exams to earn the English learner/CLAD or Bilingual Authorization based on determined equivalencies. *The applicant has completed a combination of 3 semester units (4 quarter units) of CTEL/Bilingual course work in a Commission-approved program and passed one subtest of the CTEL, BCLAD or CSET: LOTE exam(s)*
(Verification by program sponsor)
-

SECTION C

This signature block must be completed by the college or university if boxes 2 or 3 have been selected above. If box 1 has been selected, this signature block must be completed by the employing agency.

Authorized Signature

<i>Name of Authorized Signer</i>	<i>Title</i>	<i>IHE/Employing Agency</i>
<i>Authorized Signature</i>	<i>Date</i>	



EMERGENCY PERMIT RENEWAL VERIFICATION FORM (CL-469 RSP-LIB)

RESOURCE SPECIALIST PERMIT TEACHER LIBRARIAN SERVICES PERMIT

(MAY ALSO BE USED FOR EXISTING CLINICAL OR REHABILITATIVE SERVICES PERMITS)

To renew an emergency permit, permit holders and their employers must meet the requirements for reissuance as specified in Commission leaflet [CL-5330 RSP-LIB](#) and submit a completed application ([form 41-REN](#)), current fees, and a completed *CL-469 RSP-LIB* form to the Commission office through a California employing agency. Applicants may not apply directly to the Commission for this permit. The employing agency must have an annual Declaration of Need for Fully Qualified Educators ([form CL-500](#)) on file with the Commission.

Applicant's Name: _____

Social Security Number: _____

SECTION 1 - Orientation, Guidance and Assistance (To be completed by the employing agency with each renewal)

First Renewal

I certify that the above-named individual, while serving on the emergency permit for the first time, was provided with orientation specific to the authorization on the permit, including an overview of curriculum, classroom instruction, and effective techniques of classroom management at the assigned level and was assigned an experienced educator to guide and assist.

Each Subsequent Renewal

_____ was assigned to guide and assist this emergency permit holder.
Name of Experienced Educator

Employing Agency Signature

Name of Authorized Signer	Title	Employing Agency
Signature	Date	County of Employment

SECTION 2 - Verification of Completion of Course Work and IHE Evaluation

(To be completed by the college or university with each renewal)

Please check the box(es) that apply, sign this form, and return it to the applicant. Verification of the credential program evaluation and unit requirements for the credential program must be completed by the person designated by the dean or head of the education department to sign recommendations for credential purposes.

First Renewal

Yes No

Six semester units (or nine quarter units) of coursework have been completed by the applicant during the term of the current emergency permit and have been accepted by this institution toward the appropriate credential program.

An evaluation has been completed by this institution identifying requirements this applicant must complete to be eligible for the related credential.

Each Subsequent Renewal (if the applicant has not completed the required units, the institution cannot sign this form)

Six semester units (or nine quarter units) of coursework have been completed by the applicant after the issuance date of the last emergency permit and before the issuance date of the new permit. These units have been accepted by this institution toward the appropriate credential program.

Authorized Signature

Name of Authorized Signer

Title

Institution

Authorized Signature

Date