State of California
Commission on Teacher Credentialing
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EXTENSION BY APPEAL FOR CREDENTIALS AND PERMITS

Commission staff may issue an extension of time by appeal for a credential or permit when an applicant verifies good cause for not completing the renewal requirements. An appeal may be issued only once, except in cases where the extenuating circumstances continue to exist and the applicant has made sufficient progress toward completion of the requirements.

Note: Credentials may lapse without penalty until an individual has an offer of employment in a position which allows for the completion of the clear credential requirements.

Individuals may apply for an extension at any time within one year of a credential's expiration date or if it has already expired. Applications requesting extension by appeal are reviewed on a case-by-case basis. **Appeals are not granted if an applicant cannot show good cause, providing documentation of the extenuating circumstances or substantial reasons for the extension request.** Financial hardship cannot be considered a valid reason for appeal.

Good cause shall include, but is not limited to, the following:

1. The applicant was unable to complete requirements because of personal health problems or the health problems of a family or household member
2. The applicant is currently employed in a position requiring a credential or its equivalent and no California college or university (Institution of Higher Education [IHE]) or Local Education Agency (LEA) can be reached within one and one-half hours of traveling time
3. The applicant submits verification from the IHE or LEA that there were no openings in the program or that the required course work was unavailable
4. A requirement has been established since the applicant received his or her credential
5. The applicant unknowingly completed course work, such as continuing education courses, which the IHE, LEA, or Commission cannot accept toward completion of the requirements
6. The applicant did not receive information about the requirement from the Commission with sufficient time to complete the requirement
7. The applicant enrolled in a second or subsequent IHE or LEA and the new IHE or LEA required additional course work or assessment which the applicant was unable to complete on time
8. The applicant was unable to attend IHE or LEA due to job or family demands
9. The applicant has completed educational requirements, but has not met the experience requirement
10. The applicant has not been employed in the California public school system since the credential was issued

APPEAL CATEGORIES

Three-Year Extension of a Preliminary Multiple or Single Subject Teaching Credential

This option is available only to California-prepared individuals issued a preliminary multiple or single subject teaching credential issued on or after August 30, 2004, based on completion of an SB 2042 credential program.

To qualify for this extension, individuals applying for the three-year extension must include with their application:

1. Certification that the individual meets one of these criteria:
   a. is not currently employed in a teaching position,
   b. was employed for less than one school year and was not able to complete the clear credential program, or
   c. is employed in a position that does not allow for completion of an Induction or Clear credential program (i.e. long term substitute, individual tutoring in a for-profit agency, or employed in a before or after school program for which a teaching credential is required)
2. A statement explaining why renewal requirements were not met and a description of the plan to complete the renewal requirements during the valid period of the extension

Verification is to be completed on Form CL-884 and attached to the credential application form. *This type of extension if allowed will not be granted more than once.*

Two-Year Extension of a Preliminary Multiple or Single Subject Teaching Credential

Individuals employed in a teaching position that allows for completion of the clear credential requirements but have not been employed long enough to earn the clear credential may qualify for a two-year extension of their preliminary credential. This is true whether or not they had previously been issued a three-year extension for the same credential. This option is available only to California-prepared individuals issued a preliminary multiple or single subject teaching credential issued on or after August 30, 2004, based on the completion of an SB 2042 program (Also see RGA-20 appeal below for the one-year extension option). All applications for the two-year extension must include:

1. A statement explaining why renewal requirements were not met and a description of the plan to complete the renewal requirements during the valid period of the extension.
2. Verification of employment in a position that allows for completion of the clear credential requirements
3. Verification of enrollment in a clear credential program

Verification is to be completed on Form CL-885 and attached to the credential application form. *This type of extension if allowed will not be granted more than once.*

RGA-4

New Requirement Added By Statute or Regulation

Individual was not informed of a new requirement and has completed all other requirements for the renewal of the credential. Application packets must include:

1. Verification showing the completion of all other renewal requirements must be submitted
2. If completing a California-approved program, the college or university or employer must verify that all other renewal requirements have been completed

RGA-7

Medical Appeal

Individual did not complete renewal requirements due to medical or health reasons affecting the applicant, family, or household member. Application packets must include:

1. A physician's statement describing the nature and duration of the illness must be submitted. A birth or death certificate may be required, as applicable

RGA-10

Emergency/Limited Assignment Permit Appeal

Individual did not complete either the required six semester (or nine quarter) units of renewal course work or pass the required examinations for renewal of an emergency or limited assignment permit. No appeal is available for failure to obtain an IHE evaluation on the first renewal, as applicable to the permit type. Application packets must include:

1. Verification of enrollment in a program must be submitted, as applicable
2. Valid reason for not completing requirements must be submitted
3. Photocopies of passing/failing examination scores must be submitted, as applicable
4. Completed Form CL-469 must be submitted, as applicable to the permit type

RGA-20

Failure to Complete Renewal Requirement(s)

Individual did not complete renewal requirements and needs a one-year extension of the credential. Application packets must include:

1. A statement explaining the reasons that he or she was unable to complete the renewal requirements
2. A letter from the authorized individual at a California college or university with a Commission-approved program for the credential under consideration detailing the requirements that the candidate must complete to obtain the clear credential
3. Official transcripts showing completion of all course work taken since the credential was issued. *The credential may be extended for an additional one-year period if the candidate submits official transcripts showing completion of a minimum of 12 semester hours of college course work and a letter from the authorized individual at a California college or university with a Commission-approved program for the credential under consideration stating the course work completed was required for the clear credential.*
4. Exam score report(s) for any examination(s) taken since the last credential was issued
5. Verification of all teaching experience completed since the last credential was issued. If the experience was out of state, a photocopy of the out-of-state certificate that authorized the service is required. If the applicant was out of the teaching field, he or she should submit verification of the non-teaching work experience.

A one-year extension may also be issued to individuals who earned a Preliminary Multiple or Single Subject Teaching Credential on the basis of completion of an SB 2042 teacher preparation program with an issuance date of August 30, 2004 or later. An applicant may be eligible for this extension even if previously issued a two-year or three-year extension for the same credential. In such a case, the applicant must be employed in a teaching position that allows for completion of requirements but not long enough to have earned the clear credential.

HOW TO APPLY

Applications for **all** extensions by appeal require submission of the following items:

1. Completed application (Form 41-4). Clearly mark the application as an "appeal" at the top right hand corner of the form (All applications requesting an extension by appeal must be submitted using the paper application process. Appeal applications for emergency or teaching permits must be submitted through the employing agency).
2. Application processing fee (non-refundable). See Commission leaflet CL-659, entitled *Fee Information* for additional information.
3. A letter stating the circumstances or reasons which necessitate the extension
4. Completed forms appropriate to the permit or credential type requested; i.e. Form CL-469 (according to permit type), Form CL-884, or CL-885 as indicated
5. Official transcripts and exam score reports verifying any requirements that were completed
6. Documentation verifying the reason(s) for requesting an extension. For the purpose of clarifying credential or permit requirements or justifying an appeal, Commission staff may request additional supporting documentation from the applicant, program sponsor, or employer.

Reference: California Education Code, Sections 44225(m), 44251, 44253, 44277, 44279, and 44348, and Title 5, California Code of Regulations, Sections 80413 and 80523