

State Of California  
Commission On Teacher Credentialing

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## CERTIFICATE OF COMPLETION OF STAFF DEVELOPMENT

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The Certificate of Completion of Staff Development authorizes the holder to teach English Language Development (ELD) and Specially Designed Academic Instruction Delivered in English (SDAIE) to English learner (EL) students, both within the subject matter content of the holder's basic credential based on the type of staff development program completed.

### GENERAL REQUIREMENTS

Individuals must satisfy **all** of the following requirements:

1. Hold one of the following:
  - a) A valid California teaching credential requiring a bachelor's degree and a program of professional preparation, including student teaching (can earn ELD and SDAIE authorizations)
  - b) A valid life, clear, or professional clear California Full-time Designated Subjects Adult Teaching Credential, provided the individual also possesses a bachelor's degree and has met the basic skills requirement (can earn ELD and SDAIE authorizations)
  - c) A valid preliminary, clear, professional clear, or life California Designated Subjects Full-time or Part-time Vocational, Career Technical Education, or Special Subjects Teaching Credential or Service Credentials with a Special Class Authorization (can earn SDAIE authorization only; verification of permanent status as described in #2 below is not required of holders of these credentials)
2. Verify permanent status on form [CL-823VPS](#), entitled *Self-Verification of Employment Status and Experience for a Certificate of Completion of Staff Development*
3. Verify completion of the appropriate staff development program (see "Options and Certificate Authorizations" below) using form 41-395, entitled *Recommendation for a Certificate of Completion of Staff Development* (not required of those who completed their training through the California Teacher Association or those who are completing the course work option as described in Option 4)
4. Submit a completed application ([form 41-4](#)) and [processing fee](#)

### OPTIONS AND CERTIFICATE AUTHORIZATIONS

There are four options to qualify for the Certificate. The teacher's authorization will be based on the method used to qualify and the authorization of the holder's teaching credential.

#### Option 1

*Note: Completion of this option sunsets on January 1, 2008 for individuals qualifying via 1a or 1b under General Requirements*

Complete an initial 45-hour Commission-approved staff development program

*The authorization for Option 1 allows the holder to provide:*

- SDAIE to students in the subject and grade authorized by the teacher's basic credential
- ELD in a departmentalized class within the subject matter content in the grade authorized by the teacher's basic credential. This allows the teacher to incorporate ELD methodology during instruction but not allow teaching of an ELD class.

## Option 2

*Note: Completion of this option sunsets on January 1, 2008 for individuals qualifying via 1a or 1b under General Requirements*

1. Complete an initial 45-hour Commission-approved staff development program, plus a subsequent 45-hour Commission-approved program within three years of completion of the initial 45-hour program. See *Program Completion Dates*, below, for additional information.
2. Hold a valid California credential that authorizes teaching in a self-contained classroom (General or Standard Elementary, Multiple Subject, or Special Education Teaching Credential)

*The authorization for Option 2 allows the holder to provide:*

- SDAIE to students in the subject and grade authorized by the teacher's basic credential
- ELD in a departmentalized class within the subject matter content in the grade authorized by the teacher's basic credential. This allows the teacher to incorporate ELD methodology during instruction but does not allow teaching of an ELD class
- ELD in a self-contained classroom within the subject matter content

*Note: The holder of an SB 1969 Certificate of Completion of Staff Development qualifies for a Certificate of Completion of Staff Development by completing a subsequent 45-hour Commission-approved staff development program noted under **Option 2**. Once that program is completed, the individual may apply for the Certificate of Completion of Staff Development by following the directions listed under "General Requirements" on this leaflet. The applicant's SB 1969 Certificate must be on file with the Commission.*

## Option 3

*Note: Completion of this option sunsets on January 1, 2008 for individuals qualifying via 1a or 1b under General Requirements*

1. Complete an initial 45-hour Commission-approved staff development program (see *Program Completion Dates*, below, for additional information), plus have nine years of *full-time teaching experience* (see *Terms and Definitions*), **and** experience or training in teaching English learners prior to participation in the staff development program
2. Hold a valid California credential that authorizes teaching in a self-contained classroom (General or Standard Elementary, Multiple Subject, or Special Education Teaching Credential)
3. Submit self-verification of nine years of *full-time teaching experience* (see *Terms and Definitions*) on form [CL-823VPS](#)
4. Verify experience or training in teaching English learners prior to participation in the staff development program by completing **one** of the following:
  - a) Passage of one section of the Language Development Specialist Examination (for certificate purposes, the passing score is valid indefinitely)
  - b) Passage of either the Culture or Methodology Component of a Bilingual Certificate of Competence Examination (for certificate purposes, the passing score is valid indefinitely)

- c) Passage of Tests 1-5 of the CTET/CLAD/BCLAD Examinations (for certificate purposes, the passing score is valid indefinitely)
- d) Two years of full-time equivalent experience teaching English learners using ELD and/or SDAIE methods. The experience must meet the definition of full-time teaching experience (see *Terms and Definitions*) and may be part of the total nine-year period
- e) Thirty or more hours of prior training in any aspect of ELD and/or SDAIE. This may be either staff development, or course work taken at an institute of higher education. If taken at an institution of higher education, it may be course work applicable toward a bachelor's or higher degree or professional development courses.

*The authorization for Option 3 allows the holder to provide:*

- SDAIE to students in the subject and grade authorized by the teacher's basic credential
- ELD in a departmentalized class within the subject matter content in the grade authorized by the teacher's basic credential. This allows the teacher to incorporate ELD methodology during instruction but does not allow teaching of an ELD class.
- ELD in a self-contained classroom within the subject matter content

#### Option 4

1. Complete **one** of the following:
  - a) 45 clock hours of Commission-approved staff development program, or
  - b) 3 semester units (or 4 quarter units) of approved course work in methods of providing specially designed academic instruction delivered in English (SDAIE). If completed on or before January 31, 2008, the course must have been [pre-accepted](#) by the Commission as meeting the SDAIE component of Domain 2 required for the CLAD Certificate. If the course was completed after January 31, 2008, applicants must obtain an original letter from the authorized person in the education department of a college or university with a Commission-approved CTET program verifying the course meets the college or university's SDAIE requirement. Regardless of when the course was taken, form 41-395 need not be submitted with the application packet.
2. Hold a valid California Designated Subjects Vocational, Career Technical Education, or Special Subjects Teaching Credential, or Service Credentials with a Special Class Authorization (Clinical or Rehabilitative Services or School Nurse Health Services)

*The authorization for Option 4 allows the holder to provide:*

- SDAIE to students in the subject and grade authorized by the teacher's basic credential

#### PERIOD OF VALIDITY

The Certificate will remain valid for as long as the basic teaching credential is valid. The Certificate does not need to be renewed.

#### PROGRAM COMPLETION DATES

The initial 45-hour program for multiple subject, single subject, education specialist, and other previously issued elementary, secondary, and special education credentials, and the subsequent 45-hour program completed within three years of completion of the initial program, must be completed no later than January 1, 2008.

Applications for the Certificate of Completion of Staff Development must be received at the Commission office no later than December 31, 2008. This program completion date does not apply to holders of Designated Subjects Vocational, Career Technical Education, Special Subjects Credentials, or service credentials with special class authorization. For more information, see [Coded Correspondence 07-16](#).

## TERMS AND DEFINITIONS

### *Full-time Teaching Experience*

A minimum of four hours a day on a daily basis unless the minimum statutory attendance requirements for the students served is less

### *Permanent Status*

As of January 1, 1999, the teacher's employment status was one of the following:

- a permanent employee of a school district, a county office of education, or a school administered under the authority of the Superintendent of Public Instruction, **or**
- was previously a permanent employee and then was employed in any California public school district within 39 months of the previous permanent status, **or**
- has been employed in a school district with an average daily attendance of not more than 250 for at least two years

*Verification of permanent status is not required of holders of Designated Subjects Teaching Vocational, Career Technical Education, or Special Subjects Teaching Credentials or Service Credentials with a Special Class Authorization.*

*Reference California Education Code 44253.10 and 44253.11 and California Code of Regulations Title 5 §80016*

## COMMISSION-APPROVED STAFF DEVELOPMENT AGENCIES

Below is a list of the agencies that offer staff development programs. For information on the specific program options offered, please contact the agency directly.

Sponsor	Contact Person
California State University, Long Beach Center for Language Minority Education and Research	KimOanh Nguyen-Lam Alex Morales 562-985-5806
Inyo County Office of Education	Kathy Neal 760-938-2936
Lancaster School District, Antelope Valley Consortium	Ruth Holton 661-948-4661 ext 158
Long Beach Unified School District	Alexis Ruiz-Alessi 562-997-8393 Debbie Sugimoto Kathy Reich
Orange County Department of Education	Estella Acosta 714-966-4389 Debbie Stanley 714-966-4043
Riverside County Office of Education	Jacqueline Avritt 909-826-6721 Olivia Burgos Sylvia Lomas
San Bernardino County Superintendent of Schools	Sergio Reyes 909-386-2651 Lizette Diaz Erin Mason
San Diego County Office of Education	Nenette Adelson-Rodriguez 858-569-5350
San Diego Unified School District	Debra Dougherty 619-725-7266 Teresa Walter Carol Rothenberg
San Joaquin County Office of Education	Claudia Lockwood 209-468-4957
San Luis Obispo County Office of Education	Teresa Vega-Iniguez 805-782-7239 Evonne Rogers
San Mateo County Office of Education	Dina Dewes 650-802-5620
Ventura County Superintendent of Schools	Diana Westbrook 805-388-4414

The California Teachers Association (CTA) also offers a Commission-approved staff development program. Please contact your CTA representative for more information.