

State Of California  
Commission On Teacher Credentialing

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## CERTIFICATE OF COMPLETION OF STAFF DEVELOPMENT

The Certificate of Completion of Staff Development (CCSD) authorizes the holder to teach Specially Designed Academic Instruction Delivered in English (SDAIE) to English learners (EL) within the subject matter content and grade level of the holder's basic credential.

### REQUIREMENTS

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

1. Hold 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
2. Complete **one** of the following:
  - a) 45 clock hours in a Commission-approved staff development program, verified on form 41-395, entitled *Recommendation for a Certificate of Completion of Staff Development*, or
  - b) Submit official transcripts verifying completion of 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 verifying the course meets the college or university's SDAIE requirement as part of their Commission-approved CTEL program. Regardless of when the course was taken, form 41-395 need not be submitted with the application packet.
3. Submit a completed application ([form 41-4](#)) and [processing fee](#)

### 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.

COMMISSION-APPROVED STAFF DEVELOPMENT AGENCIES	Contact Person
Orange County Department of Education	Estella Acosta (714) 966-4389 Debbie Stanley (714) 966-4043
Placer County Office of Education (online program)	Valarie Buckingham (530) 745-1477
San Diego County Office of Education	Nenette Adelson-Rodriguez (858) 569-5350
San Joaquin County Office of Education	Olivia Sosa (209) 468-4865

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