



## SHORT-TERM STAFF PERMIT

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The Short-Term Staff Permit (STSP) became available on July 1, 2005. Created in response to the phasing out of emergency permits, it allows an employing agency to fill an acute staffing need when local recruitment efforts have been made but a fully-credentialed teacher cannot be found.

The STSP is only available at the request of an employing agency. Individuals may not apply directly to the Commission for this document. Holders of the STSP are restricted to service with the employing agency requesting the permit. An employing agency is defined as a California public school district, county office of education, nonpublic school, charter school, or statewide agency.

The STSP is available in the areas of Multiple Subject, Single Subject, and Education Specialist. Individuals who were issued four or fewer emergency permits may be issued a STSP. Individuals who were issued five emergency permits do not qualify for the STSP.

### Requirements for Initial Issuance

1. Possession of a baccalaureate degree or higher from a regionally-accredited college or university
2. Satisfy the [basic skills requirement](#). See Commission leaflet [CL-667](#), entitled [Basic Skills Requirement](#) for additional information. Prelingually deaf applicants are exempt from the basic skills requirement.
3. Successful completion of course work for the permit type requested, as specified below:
  - **Single Subject:** A degree major in the subject area or at least 18 semester units, or 9 upper division semester units, of course work in the subject to be listed on the permit\*.

For a permit in one of the science subjects, at least nine semester units must be in the specific science area. For a permit in one of the specialized science areas, **all** units must be completed in the area of the specialization.

The statutory subjects available for Single Subject Short-Term Staff Permit are as follows:

Agriculture	Languages other than English (specify)
Art	Mathematics
Biological Sciences (Specialized)	Music
Business	Physical Education
Chemistry (Specialized)	Physics (Specialized)
English	Science: Biological Sciences
Foundational-Level Mathematics	Science: Chemistry
Geosciences (Specialized)	Science: Geosciences
Health Science	Science: Physics
Home Economics	Social Science
Industrial and Technology Education	

- **Multiple Subject:** A degree major in liberal studies or 40 semester units including 10 semester units of course work in each of at least four of the following subject areas or at least 10 semester units of course work in each of three of the subject areas and an additional 10 semester units in a combination of two of the remaining subject areas\*. Subject areas include language studies, history, literature, humanities, mathematics, the arts, science, physical education, social science, and human development.
- **Education Specialist:** Complete the requirements for the Single Subject or Multiple Subject as listed above, or verify a minimum of three years of successful full-time classroom experience, or the equivalent in part-time experience, working with special education students (experience as an aide is acceptable) or verify a minimum

of nine semester units of course work in special education or in a combination of special education and regular education\*

Areas of specialization for the Education Specialist STSP include:

Mild/Moderate Disabilities  
Moderate/Severe Disabilities  
Visual Impairments

Physical and Health Impairments  
Deaf and Hard of Hearing  
Early Childhood Special Education

*All course work must meet the following criteria:*

- Must be completed at a regionally-accredited college or university
- Must be baccalaureate degree-applicable (non-remedial)
- Must be earned with a “C” grade or higher (“Pass” and “Credit” grades meet this requirement)

*\* Individuals who were issued an emergency permit in the same subject area of the requested STSP will not be required to submit verification of this requirement*

4. The employing agency must verify all of the following on Verification of Requirements for Short-Term Staff Permit ([form CL-859](#)) with each request:
  - Local recruitment efforts have been conducted for the STSP being requested
  - The employer has provided orientation to the curriculum and to techniques of instruction and classroom management to the permit holder
  - The employer has assigned a mentor teacher to the permit holder for the term of the STSP
  - Written justification for the STSP must be submitted to the Commission, signed by the employing agency’s Superintendent or designee. In the case of a state certified nonpublic school, the school director’s signature is required.
5. Submit an application ([form 41-4](#)), [appropriate fees](#), and if not previously submitted, a LiveScan receipt ([form 41-LS](#))

### **Authorizations**

The Multiple Subject STSP authorizes the holder to teach in a self-contained classroom such as the classrooms in most elementary schools. However, a teacher authorized for multiple subject instruction may be assigned to teach in any self-contained classroom (preschool, K-12, or in classes organized primarily for adults). In addition, the holder of a Multiple Subject STSP may serve in a core or team teaching setting\*.

The Single Subject STSP authorizes the holder to teach the specific subject(s) named on the credential in departmentalized classes such as those in most middle schools and high schools. However, a teacher authorized for single subject instruction may be assigned to teach any subject in his or her authorized fields at any grade level (preschool, grades K-12, or in classes organized primarily for adults)\*.

The Education Specialist STSP authorizes the holder to teach in the area of specialization listed on the credential in the following settings: special day classes, special schools, home/hospital settings, correctional facilities, nonpublic schools and agencies, and resource rooms.

\* All Short-Term Staff Permits will be issued with an English learner authorization. This authorization allows the holder to teach English language development (also known as English as a Second Language or ESL) and specially designed academic instruction delivered in English (SDAIE) in the grade level(s) provided by their Multiple Subject, Single Subject, or Education Specialist authorization.

### **Period of Validity**

The STSP will expire at the end of the employing agency’s school year and cannot be issued for more than one year. The permit is not renewable and is available to an individual once in a life time.

**Reference:** Title 5, California Code of Regulations, Section 80021