



# Certificate of Completion of Staff Development

What will this authorize me to do?

## **Online Direct Application Requirements Checklist**

Submit this checklist and the required supporting materials listed below within thirty (30) calendar days of completing the online portion of your application for the Certificate of Completion of Staff Development. Late submission of supporting materials will result in the application being denied (5 California Code of Regulations section 80487).

Print and mail this checklist, the Online Direct Application Coversheet, and all supporting materials to:

Commission on Teacher Credentialing  
Attn: Online Direct Applications  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

## **Required supporting materials for the Certificate of Completion of Staff Development are:**

- Include this checklist;
- Online Direct Application Coversheet (this will be available for printing after you complete Step 2 of the Online Direct Application Process);
- Hold one of the following: 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 a Service Credential with a Special Class Authorization. The Certificate of Completion of Staff Development will remain valid as long as this basic teaching or services credential is valid. The Certificate does not need to be renewed;
- Applicable documentation as required for [Personal and Professional Fitness questions](#) (pdf) (these questions will be displayed as part of Step 2 of the Online Direct Application Process); and

Complete **one** of the following:

- Submit form 41-CCSD: *Recommendation for a Certificate of Completion of Staff Development* (obtain this form from your approved staff development agency; see chart below) verifying completion of 45 clock hours in a Commission-approved staff development program, **or**

- Submit official (original) transcripts verifying completion of 3 semester units (or 4 quarter units) of approved coursework in methods of providing Specially Designed Academic Instruction Delivered in English (SDAIE). Applicants must obtain an original letter from the authorized person from the credentials office of a Commission-approved CTET program verifying the course work meets the program's SDAIE requirement. Form 41-CCSD need not be submitted with the application packet.

Commission-Approved Staff Development Agencies:	Contact Person:
Orange County Department of Education	Olivia Yahya (714) 966-4159 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
University of California-Riverside, Extension (online program)	Ana Maria Toma (951) 827-1661
Ventura County Office of Education	Michele Ortiguerra (805) 437-1320
<p>Note: The chart above shows the currently approved staff development programs. Applicants who completed a formerly approved staff development program within the required timeframe would contact that program for information on how to obtain form 41-CCSD.</p>	

**Certification**

I verify I have met the requirements, printed this checklist and am ready to complete the Online Direct Application Process, which will require me to make a nonrefundable payment via Visa or MasterCard.

At the conclusion of the Online Direct Application Process, print the Online Direct Application Coversheet.



## **Authorization**

*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.*

*Return to Beginning of Document*