Guidelines of Quality and Effectiveness for Supervision and Coordination Credential Programs

Commission on Teacher Credentialing

Standards Adopted
February 23, 1984

Handbook Updated September 10, 2014
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Section I

General Introduction

This document provides instructions for current sponsors of Designated Subjects Career Technology Education (CTE) Credential Preparation Programs who wish to develop a proposal to sponsor a Designated Subjects Supervision and Coordination Credential Program.

The credential requirements (Appendices A-E) and program guidelines were last updated in 1984 (Appendix C and D), and there continues to be a need to prepare experienced CTE credential holders for leadership positions in career technology programs and adult education programs.

Program standards for other Designated Subjects programs were revised and updated in the late 2000s. It was anticipated that the Supervision and Coordination, and Special Subjects Programs Standards would be revised at the same time, but that did not occur. In 2014, there were eight Supervision and Coordination Credential Programs in operation. Completers have found employment in Regional Occupational Programs (ROPs) and correctional agency schools.
Section II

Standards for Professional Preparation Programs

Definitions of Key Terms
California state law authorizes the California Commission on Teacher Credentialing to set standards and requirements for preparation programs (Ed Code 44225a, i, j, 44310, 44311).

Precondition
A precondition is a requirement for initial and continued program approval. Unlike standards, preconditions specify requirements for program compliance, not program quality. The Commission determines whether a program complies with the adopted preconditions based on a program document provided by the college or university. In the program review sequence, a program that meets all preconditions is eligible for a more intensive review to determine if the program's quality satisfies the Commission's standards. Preconditions for the approval of subject matter programs in English are on following pages.

Standards
Standards are statements of program quality adopted by the Commission on Teacher Credentialing to describe acceptable levels of quality in programs of subject matter study offered by regionally accredited colleges and universities that award baccalaureate degrees. Each standard is elaborated by Program Guidance for that standard. Programs must meet all of the applicable standards for both initial and continuing approval of a subject matter program by the Commission. The Commission determines whether a program satisfies a standard based on an intensive review of all available information provided by the program sponsor related to the standard.

Guidelines
Program guidelines are sometimes developed in place of program standards. Guidelines are intended to allow for flexibility in the design of preparation programs while ensuring program quality. While substantial flexibility for program design was intended in the development of these guidelines, they define critical aspects of program services and expectations of program quality, all of which must be fully and appropriately addressed by program sponsors.
Preconditions

There are several types of preconditions. In order to be approved to propose educator preparation programs, an institution must develop responses to the General Preconditions Established by the Commission and State Law. Those responses will be reviewed by Commission staff and, if they are sufficiently aligned with the Preconditions, a recommendation for the Institution’s approval as a credential program sponsor is sent to the Commission on Teacher Credentialing. All institutions currently offering professional preparation programs have met the General Preconditions.

Program Specific Preconditions

Proposals for new credential programs are required to respond to the four Program Specific Preconditions that can be found at [http://www.ctc.ca.gov/educator-prep/standards/Standards-Preconditions.pdf](http://www.ctc.ca.gov/educator-prep/standards/Standards-Preconditions.pdf), currently on page 6. The Table of Contents of that document will direct you to the correct set of preconditions.

Preconditions for the Designated Subjects
Supervision and Coordination Credential Preparation Program

The following Preconditions apply to all institutions applying to the Commission for approval to offer Designated Subjects Supervision and Coordination Credentials. Institutions must respond to the 10 General Preconditions as well as these additional preconditions.

(11) **Possession of Pre-Requisite Credential** – Each candidate possesses a Level II Designated Subjects Adult Education or Vocational Education Credential before admission to the program.

(12) **Minimum Length of Program** – Each program for the Supervision and Coordination Authorization is a minimum of 6 semester units or 90 clock hours.

(13) **Sponsor Requirements** – Each program sponsor for the Supervision and Coordination Authorization is already approved for the Designated Subjects Adult Education or Vocational Education Credential.
Common Standards
(Adopted November 2008)

The Common Standards must be met by all Commission approved teacher preparation programs. If other programs at an institution have already been approved for the Common Standards, new programs may reference those approved standards and submit any exclusive information regarding the Common Standards for their program.

To view the Common Standards, which includes the Common Standards Glossary, go to Common Standards.
Section III

Program Guidelines

Guideline 1: Knowledge of Designated Subjects Programs
Each candidate knows the purposes, characteristics, and activities of vocational and/or non-vocational Designated Subjects programs.

Guideline 2: Planning, Organization and Management of Designated Subjects Programs
Each candidate knows and applies the skills of planning, organizing, and managing Designated Subjects programs, which may include, but not be limited to:

- Program implementation planning;
- Conference leadership;
- Community relations and advisory processes;
- Program evaluation;
- Principles of student leadership and development.

Guideline 3: Personnel Policy Development and Administration
Each candidate knows and applies the skills of personnel policy development and administration, which may include, but not be limited to:

- Selection;
- Evaluation;
- Staff Development;
- Human Relations;
- Supervision.

Guideline 4: Fiscal and Regulatory Concepts
Each candidate knows and applies the fiscal and regulatory concepts related to Designated Subjects programs, which may include but not be limited to:

- Budgeting;
- Legislation;
- School law;
- Intra and interagency relations and;
- Funding sources.
Section IV

Program Document Submission and Contact Information

**Initial Program Review (IPR)** is the process through which new program proposals are reviewed prior to approval. The new program proposals are reviewed by two trained Board of Institutional Review (BIR) members or specialists in the credential area who must come to consensus about the program’s alignment to standards. Once the proposal has met all standards, the program is recommended to the Committee on Accreditation (COA) for initial approval. An **Intent to Submit** form is due a minimum of 60 days prior to the intended submission date. The full program proposal must be received at the Commission a minimum of 30 days prior to a scheduled IPR reading session.

*Initial Program Review-Submission Instructions and Information*

*Initial Program Review – Intent to Submit Form*

*IPR - Submission Guidelines and Transmittal Form*

For technical assistance in the initial program submission process, please visit the Prospective Program Sponsors web page for information on the consultant assigned to this content area:  
*Program Area Specific Technical Assistance*

**Program Assessment** is the accreditation activity that takes place in year 4 of the accreditation cycle. If a program has received initial approval within 12 months of the scheduled Program Assessment submission, the program does not participate in a full Program Assessment. Instead, an updated narrative is submitted addressing any program modifications that have been made in the first year of implementation. For the accreditation site visit, in two years, the narrative needs to be updated again to reflect actual program implementation, which often requires modifications to classes, syllabi, and assessment processes.

*Program Assessment-Submission Instructions and Information*

*PA Submission Checklist*

**Maintaining a Current Program Document** The Commission expects all approved educator preparation programs to change over time. This Program Sponsor Alert (PSA) provides guidance on how to keep your program document current and how to respond to reviewer feedback during IPR or Program Assessment: [http://www.ctc.ca.gov/educator-prep/PS-alerts/2010/PSA-10-12.pdf](http://www.ctc.ca.gov/educator-prep/PS-alerts/2010/PSA-10-12.pdf)
Appendix A

California Education Code §44260.6

Minimum Requirements for the Designated Subjects Supervision and Coordination Credential

The minimum requirements for the designated subjects supervision and coordination credential shall include all of the following:
(a) Possession of a designated subjects teaching credential, other than for part-time service.
(b) Three years of full-time teaching experience in the subject named on the designated subjects teaching credential.
(c) Completion of a commission-approved personalized preservice program in supervision and coordination.
(d) The designated subjects supervision and coordination credential shall authorize the holder to supervise and coordinate designated subjects classes and programs.

(Added by Statutes 1982, c. 1361, p. 5006 § 9.)
Appendix B

California Administrative Code Title 5, § 80038.
Specific Requirements for and Authorization of the Designated Subjects Supervision and Coordination Credential.

§ 80038. Specific Requirements for and Authorization of the Designated Subjects Supervision and Coordination Credential.
(a) The minimum requirements for the designated subjects supervision and coordination credential shall include all of the following:
(1) A valid designated subjects teaching credential, other than for part-time service;
(2) Verification by the ESD of three years of full-time teaching experience in the subject named on the designated subjects credential;
(3) Verification by an LEA of completion of six semester units, or 90 clock hours, in a Commission-approved personalized preservice program in supervision and coordination as described in Section 80040.3;
(4) Verification of passage of the California Basic Education Skills Test, as specified in Education Code Section 44252;
(5) Submission of a completed application form signed by a Commission-approved LEA; the fee as specified in Section 80487; and documents as specified in (a)(2) and (a)(3).

(b) Authorization. The designated subjects supervision and coordination credential authorizes the holder to supervise and coordinate subjects and classes in all types of designated subjects programs.
(c) Period of Validity. The period of validity of the designated subjects supervision and coordination credential shall be determined by the expiration date of the designated subjects teaching credential, but may not exceed five years.

Note: Authority cited: Section 44225, Education Code. Reference: Sections 44252 and 44260.6, Education Code.

HISTORY

1. Repealer and new section filed 2-23-84; effective thirtieth day thereafter (Register 84, No. 8).
This database is current through 8/1/14 Register 2014, No. 31

Cal. Admin. Code Tit. 5, § 80038
Appendix C

California Administrative Code Title 5, § 80040.
General Requirements for Designated Subjects Programs of Personalized Preparation.

§ 80040. General Requirements for Designated Subjects Programs of Personalized Preparation.
(a) A LEA desiring to offer a program of personalized preparation for the designated subjects teaching credential or for the designated subjects supervision and coordination credential shall file with the Commission on Teacher Credentialing an application for approval, signed by the Chief Administrative Officer of the agency or agencies constituting the LEA. This application shall include a complete description of how the program will meet each standard of program quality and effectiveness with a particular focus upon how the LEA proposes to assure that candidates will acquire the competencies, skills, and knowledge required.

(b) The Commission will approve programs after the review of the application, when such application reflects that the program submitted by the LEA meets the requirements. Programs will be monitored by the Commission to determine if the requirements are being met.

Note: Authority cited: Section 44225, Education Code. Reference: Sections 44260.1, 44260.3 and 44260.5, Education Code.

HISTORY

1. Repealer of former Section 80040 and renumbering and amendment of former Section 80035 to Section 80040 filed 2-23-84; effective thirtieth day thereafter (Register 84, No. 8).
2. Amendment of section and Note filed 4-10-95; operative 5-10-95 (Register 95, No. 15).

Cal. Admin. Code tit. 5, § 80040
Appendix D

California Administrative Code Title 5, § 80040.1.

Cooperative Planning for and Implementation of the Program of Personalized Preparation.

§ 80040.1. Cooperative Planning for and Implementation of the Program of Personalized Preparation.
(a) The purpose of the program of personalized preparation is to ensure that holders of designated subjects credentials possess competencies, skills and knowledge in accordance with Commission-approved standards of program quality and effectiveness.
(b) The planning for the program of personalized preparation shall include the applicant, the ESD and the LEA. Great care shall be taken to include those program components which are specific to the background and present assignment needs of the applicant.
(c) In the event of a difference of opinion between an LEA and an ESD as to whether a program of personalized preparation has been completed, the holder of a preliminary designated subjects credential may file an appeal pursuant to Article 6.

Note: Authority cited: Section 44225, Education Code. Reference: Sections 44260.1, 44260.3 and 44260.5, Education Code.

HISTORY

1. New section filed 2-23-84; effective thirtieth day thereafter (Register 84, No. 8).
2. Amendment of section and Note filed 4-10-95; operative 5-10-95 (Register 95, No. 15).
This database is current through 8/22/14 Register 2014, No. 34

5 CA ADC § 80040.1.
Appendix E

California Administrative Code Title 5, § 80040.3.
Specific Requirements for Commission Approval of the Personalized Program in Supervision and Coordination.

§ 80040.3. Specific Requirements for Commission Approval of the Personalized Program in Supervision and Coordination Shall Include the Following:
(a) Knowledge of the purposes, characteristics, and activities of vocational and/or nonvocational designated subjects programs.
(b) Planning, organization, and management of designated subjects programs which may include, but not be limited to:
   (1) Program Implementation Planning;
   (2) Conference leadership;
   (3) Community relations and advisory processes;
   (4) Program evaluations;
   (5) Principles of student leadership and development.
(c) Personnel policy development and administration which may include, but not be limited to:
   (1) Selection;
   (2) Evaluation;
   (3) Staff Development;
   (4) Human Relations;
   (5) Supervision.
(d) Fiscal and regulatory concepts related to designated subjects programs which may include, but not be limited to:
   (1) Budgeting;
   (2) Legislation;
   (3) School Law;
   (4) Intra and interagency relations;
   (5) Funding sources.

Note: Authority cited: Section 44225, Education Code. Reference: Section 44260.6, Education Code.

HISTORY

1. New section filed 2-23-84; effective thirtieth day thereafter (Register 84, No. 8).