

COMMISSION ON TEACHER CREDENTIALING

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OFFICE OF THE EXECUTIVE DIRECTOR

DATE: December 18, 2006

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TO: All Individuals and Groups Interested in the Activities of the California
Commission on Teacher Credentialing

FROM: Dale A. Janssen
Interim Executive Director

SUBJECT: Implementation of Standards of Quality and Effectiveness for Single Subject
Matter Preparation Programs in Agriculture, Business, Health, Home Economics,
Industrial and Technology Education, and Languages Other Than English:
American Sign Language

New Standards of Quality and Effectiveness for Single Subject Matter Preparation Programs in American Sign Language (LOTE), Agriculture, Business, Health, Home Economics, and Industrial and Technology Education were approved by the Commission on September 14, 2006. The Commission also adopted a two-year Implementation Plan for the transition of all approved Single Subject Matter Preparation Programs to these new standards within the time frame specified by the Commission.

There will be an implementation period from January 1, 2007, to July 1, 2012, to phase in the new Single Subject Matter Standards. All institutions with currently approved Single Subject Matter Preparation Programs that wish to renew their approval status should submit program documents to the Commission before July 1, 2008, demonstrating how each program meets the applicable new Single Subject Matter Standards. No new students should be admitted to an "old" program after June 30, 2008. Students previously enrolled in those programs have until July 1, 2012, to complete the "old" program. Once a new single subject matter program has been approved, no new students should be admitted to the "old" program. In order to assist institutions in implementing the new Single Subject Standards by the July 1, 2008, deadline, the Commission will be providing technical assistance prior to and during the implementation phase.

A. Transition Guidelines

The guidelines provided below outline the timelines for accepting candidates into currently approved Single Subject Matter Preparation Programs, as well as the time period for candidates to complete the currently approved subject matter preparation programs. Guidelines are also provided for making the transition during the implementation period from the currently approved programs to programs that meet the new standards.

Timelines for Single Subject Matter Preparation Program Approval

The beginning date for the earliest program approval under the new standards is July 1, 2007.

<u>Program Event</u>	<u>Candidate Options</u>
For programs not yet approved, the last date to admit candidates to the “old” program is 6/30/08.	Candidates may not be admitted to the “old” program after 6/30/08. Candidates must complete an “old” program before 7/1/12.
Once the “new” program is approved, no new candidates are admitted to the “old” program.	Candidates are admitted to the new program only.

B. Submission Guidelines for Program Documents Responding to the new Single Subject Matter Standards

Program sponsors should submit programs to meet the new standards as soon as possible after January 1, 2007. The submission of program documents does not in and of itself constitute program approval. Most program documents will require at least a few revisions, which will increase the total review time. After the program documents are submitted, a panel of qualified peer readers will review the documents. The minimal time for completion of an initial review process is at least three to four months. Resubmitted documents will also take at least three to four months for review. Program sponsors should also note that regardless of the date that program documents are submitted to the Commission, the timelines for program implementation provided in paragraph (A) above will remain the same. Program sponsors should be advised that waiting until the last possible submission date could potentially result in a temporary loss of program approval status if the program document should need substantial revisions.

The Submission Guidelines for preparing and submitting new program documents to the Commission are available at <http://www.ctc.ca.gov/educator-prep/tech-assist.html>. For additional implementation information, please see the handbook for the appropriate subject matter program at <http://www.ctc.ca.gov/educator-prep/STDS-subject-matter.html> in early 2007.

C. Technical Assistance

The Commission will provide technical assistance for developing programs to meet the standards and for writing program documents upon request. To request individual technical assistance, please contact Helen Hawley-Kelley at hhawley@ctc.ca.gov or 916-445-8778.

D. Establishing the Pool of Qualified Reviewers of Program Responses

Subject matter program review is a professional review process relying on the informed judgments of experienced program professionals in the respective single subject matter fields. In order to be able to maintain that process in a timely manner throughout the implementation period, each institution submitting a Single Subject Matter program for approval under the new standards should provide at least two faculty members to serve on a program document review panel. Though the law prevents the Commission from paying stipends for this professional service, participants will be provided with service letters upon request. The Commission will pay travel expenses for participants to attend review training and meetings.

E. Single Subject Matter Examination Alternative

California single subject teacher candidates may satisfy their subject matter requirement(s) through passing a Commission-approved subject matter examination as an alternative to completing an approved subject matter program at an IHE. The current Commission-approved subject matter program examinations are the California Subject Matter Examinations for Teachers (CSET). Examinations in Agriculture, Business, Health, Home Economics, Industrial and Technology Education, and Languages Other Than English: American Sign Language have been developed and are being administered through NES (National Evaluation Systems). Information regarding examinations can be found at <http://www.ctc.ca.gov/credentials/CAW-exams.html#CSET>.

Questions

If you have questions concerning the implementation of new Single Subject Matter Standards, please call Helen Hawley-Kelley of the Commission's Professional Services Division between 9 a.m. and 5 p.m. Monday through Friday at (916) 445-8778. You may also email your questions to hhawley@ctc.ca.gov.