

**COMMISSION ON TEACHER CREDENTIALING**

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Sacramento, California 95814-4213  
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**OFFICE OF THE EXECUTIVE DIRECTOR**

Date: December 26, 2006

Number: 06-0025

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

From: Dale Janssen, Interim Executive Director

Subject: Submission Guidelines and Transition Dates for the California Teachers of English Learners (CTEL) Certificate Standards

This coded correspondence addresses the newly adopted *Standards of Quality and Effectiveness for California Teachers of English Learners (CTEL) Certificate Programs*, as well as timelines for implementation of these standards and the phasing out of the current CLAD Certificate course routes.

**Background**

The English Learner Instructional Design Team (ELIDT) assisted Commission staff and National Evaluation Systems (NES) in the development of the CTET Examination and the CTET program standards. As part of its scope of work, ELIDT also recommended that the new CTET Certificate Programs be included in the accreditation process. This means that CTET programs would undergo a formal review and approval process, and will be included in the periodic accreditation review of all teacher preparation programs sponsored by an institution.

**How the Standards are Organized**

The *Standards of Quality and Effectiveness for California Teachers of English Learners (CTEL) Certificate Programs* are divided into two categories. The first three standards form the Program Design Standards, which describe the requirements for the program's structure and resources. Standards 4 through 10 comprise the Candidate Competency Standards; these guide programs regarding the theoretical knowledge and practical skills required for teaching English learners. The CTET program standards and KSAs are posted on the Commission website: [www.ctc.ca.gov](http://www.ctc.ca.gov). A handbook will be posted on the Commission website early in 2007 and will include submission guidelines for institutions interested in sponsoring a CTET certificate program. This handbook will also address all other requirements for the CLAD certificate.

Also included in the handbook are the CTEL Knowledge, Skills, and Abilities (KSAs) adopted by the Commission in June of 2005. These KSAs are aligned with the CTEL Examination as well as the CTEL Program Standards.

### **Implementation of the CTEL Program Standards**

There will be an implementation period from February 1, 2007, to January 31, 2008, to phase in the new CTEL Certificate Programs. Candidates should not be enrolled in coursework under the “old” guidelines after Fall Quarter/Semester, 2007. Institutions currently offering CLAD certificate coursework must ensure that candidates complete all coursework under the prior guidelines no later than January 31, 2008. It is important to note that CLAD certificates issued under the prior requirements will continue to be valid for individuals who hold those documents. Therefore, it will not be necessary for holders of the CLAD Certificate to obtain the new certification.

Institutions may submit responses to the CTEL program standards any time after February 1, 2007. Any institution that plans to offer coursework under these standards must submit a program document to the Commission before July 1, 2007, demonstrating how the program meets the new CTEL Certificate Standards. This will allow time for expert review of the document and for the Committee on Accreditation’s (COA) approval. After January 31, 2008, all work toward a CLAD Certificate must be part of an approved CTEL program. In order to assist institutions in implementing the new CTEL standards, the Commission will be providing technical assistance prior to and during the implementation phase.

Institutions not previously offering a certificate program may submit a CTEL program document at any time on an ongoing basis.

Institutions wishing to submit to the CTEL Certificate Program Standards must complete an “Intent to Submit form” (see *Appendix A*) and fax or mail the completed form to:

Susan Porter, Consultant  
Commission on Teacher Credentialing  
1900 Capitol Avenue  
Sacramento, CA 95814  
Fax Number: (916) 324-8927

**Table 1: Steps and timelines for transitioning from  
CLAD Certificate Coursework to CTEL Certificate Programs**

<b>Activity</b>	<b>Time Frame And/or Due Dates:</b>
1. Institutions can submit responses to the new CTEL program standards for approval by the Committee on Accreditation after this date	After February 1, 2007
2. Review of institutional document submissions by an expert review panel	March 1 – ongoing
3. COA approval of CTEL Programs reviewed by expert review panel. CTEL programs will become part of the Accreditation System	June 2007 – ongoing
4. Final semester/quarter for institutions to offer “old” CLAD certificate coursework	Fall 2007
5. Final date that a candidate may complete coursework under the “old” CLAD certificate guidelines.	January 31, 2008
6. New program submissions received and reviewed	Ongoing

**Questions**

If you have questions, you may contact Susan Porter at the California Commission on Teacher Credentialing: (916) 327-7105 or [sporter@ctc.ca.gov](mailto:sporter@ctc.ca.gov).

**APPENDIX A:**

**Intent to Submit to the California Teachers of English Learners (CTEL) Examination**

Sponsoring agency or institution: \_\_\_\_\_

Contact Person (include e-mail and telephone contact information):

\_\_\_\_\_  
\_\_\_\_\_

Approximate date that your institution intends to submit your CTEL program document:

\_\_\_\_\_

Will you need technical assistance in order to prepare your document?

Yes  No

If you marked 'yes' above, please check the forms of technical assistance that you feel would be most helpful to you:

Technical assistance workshop held in Northern California

Technical assistance workshop held in Southern California

Other (please describe below)

\_\_\_\_\_  
\_\_\_\_\_

For all institutions interested in submitting to the CTEL Certificate Program Standards, please fill out this form and fax or mail to:

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California Commission on Teacher Credentialing  
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