

COMMISSION ON TEACHER CREDENTIALING

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**OFFICE OF THE EXECUTIVE DIRECTOR**

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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 Senate Bill 1209 For Out-of-State Prepared Special Education Teachers

Senate Bill 1209 (Chapter 517, Statutes of 2006) was signed by the Governor on September 28, 2006. SB 1209 changes the options to earn a teaching credential for out-of-state prepared teachers. This correspondence addresses out-of-state prepared special education teachers who wish to earn an education specialist teaching credential in California.

Separate correspondences will be issued for out-of-state prepared teachers who wish to earn the multiple subject and single subject teaching credential and for transition options for holders of multiple subject, single subject and education specialist credentials with an issuance date prior to January 1, 2007.

These changes are not applicable to candidates prepared outside the United States.

Education Specialist Credential for Out-of-State Prepared Teachers

There are currently five options for out-of-state prepared teachers to earn an education specialist teaching credential. Under the provisions of SB 1209, there are now three routes. The three new routes are:

- 1) Holder of an out-of-state credential with less than two years of out-of-state teaching experience,
- 2) Holder of an out-of-state credential with two or more years of out-of-state teaching experience, or
- 3) Holder of National Board Certification (see the section on National Board Certification for additional information on this route).

Minimum Requirements for Preliminary Credential for Routes One and Two

Effective for credential applications with an issuance date on or after January 1, 2007, the Commission will issue a five-year preliminary education specialist teaching credential to a teacher who meets all of the following minimum requirements:

- Holds a teaching credential in a state other than California in a disability area that corresponds with a California disability area based on completion of a baccalaureate degree and a teacher preparation program or alternative program,
- Basic skills requirement, and
- California requirements for fingerprint and character and identification clearance (information may be found in the Resource Section of this correspondence).

Documentation

Sections below provide detailed information on the minimum requirements for the preliminary credential.

Out-of-State Credential

An individual must have earned a corresponding special education teaching credential based upon an out-of-state teacher preparation program. A photocopy of both sides (as appropriate) of the out-of-state document must be submitted with the application packet. The Commission may no longer accept a letter from another state's education agency verifying that an individual qualified for, but was not issued, a credential.

The individual must have completed a comparable special education program aligned with a disability area authorized on a California credential. If the document was not issued in a disability area aligned with California's special education disability areas, a minimum of twenty-four (24) semester units of special education course work with a minimum of twelve (12) semester units, including student teaching, in the requested disability area will be appropriate. If an individual has twenty-four (24) semester units of special education course work but does not have the twelve (12) units in the requested disability area, the Commission may also find the program comparable if student teaching was completed in a corresponding specific disability area or if two years of out-of-state full-time teaching experience was completed in a corresponding specific disability area. A letter from the college or university verifying the content of the student teaching will be required if the disability area of the student teaching is not clearly indicated on the official transcripts.

Generic Special Education Program

If twelve (12) of the required twenty-four (24) semester units of comparable special education course work in a specific disability area cannot be found by any of the methods noted above, the Commission may issue a preliminary credential but the individual will need to complete a Level I program at a Commission-accredited special education program in addition to all other renewal requirements listed on the document to earn a clear credential as outlined later in this correspondence.

Alternative Teacher Preparation Programs

SB 1209 requires an individual to hold a credential from another state based on completion of a teacher preparation program or an approved alternative program. The alternative program must result in a state-issued credential in the area of special education.

Basic Skills Requirement

Since 1983, the California Basic Educational Skills Test (CBEST) has been the only option for meeting the state requirement for basic skills proficiency. SB 1209 allows six options for meeting the basic skills requirement:

- Passage of CBEST;
- Passage of a basic skills examination from another state;
- Available Soon – Passage of the revised CSET: Multiple Subjects examination (CSET: Multiple Subjects Plus Writing Skills) which will include an assessment of writing skills (Passing score to be set by the Commission by July 1, 2007)
- Available Soon -- Passage of the ACT Plus Writing examination (Passing score to be set by the Superintendent of Public Instruction by July 31, 2007);
- Available Soon – Passage of the GRE (Graduate Record) examination (Passing score to be set by the Superintendent of Public Instruction by July 31, 2007); and
- Available Soon – Passage of the SAT Reasoning examination (Passing score to be set by the Superintendent of Public Instruction by July 31, 2007).

See Coded Correspondence 06-0021 issued December 15, 2006 for additional information.

Effective January 1, 2007, a basic skills examination from another state will be accepted. There is no recency requirement for the date by which the out-of-state examination was passed. A photocopy of the score report/letter from the state testing company verifying a passing score must be submitted with the application packet.

There is a major change concerning out-of-state prepared teachers and the basic skills requirement. If the out-of-state prepared applicant is not employed in California, he/she must satisfy the basic skills requirement before the five-year preliminary credential may be issued. Prior to SB 1209, a candidate would be issued a credential prior to passage of basic skills. This provision of the bill may be changed through clean-up legislation in the coming session. Without verification of employment in California, the education specialist credential cannot be issued unless verification of the basic skills requirement is submitted with the application packet. If the application packet does not include all the required materials, it will be returned to the applicant.

If the out-of-state prepared applicant is employed by a local employing agency, the applicant must complete the basic skills requirement during the first year of their preliminary credential. Verification of employment will be made by the employer completing the issuance date information in the upper right hand corner on the application form. Included in the box should be the name of the employing agency, the requested issuance date of the credential, and the signature of the credential analyst/personnel official filing the application.

Teaching Experience

Teachers with corresponding out-of-state credentials will be eligible for a preliminary credential based on the requirements stated above. The number of years of teaching experience will determine the requirements for earning a clear credential. Verification of teaching experience should be submitted with the application for the preliminary credential to determine

the requirements for the clear credential. The current three and five-year teaching experience options have been replaced with a two-year experience route. The teaching experience must be full-time teaching; no part-time or a combination of teaching and other school employment will be accepted. The teaching experience no longer needs to be aligned with the type of certification requested. Therefore for the education specialist credential, the experience may be at either the elementary, middle or secondary level (preschool, K-12) or may be in the area of special or general education.

The teaching experience may also be a combination of more than one level or type of teaching assignment such as one year of elementary general education and one year of secondary special education. Adult and vocational education experience is not acceptable. If requesting more than one special education disability area, only a total of two years of teaching experience is required; not two years for each disability area. Teaching experience in California is not acceptable as these are routes for out-of-state prepared teachers.

All teaching experience must be gained in public or regionally accredited private schools in states or U.S. Territories other than California. The experience must be verified by the superintendent, assistant superintendent, or director of personnel on official letterhead where the applicant was employed. Evaluation ratings must be satisfactory or better. Original evaluations of the teacher's performance for at least two years of teaching must be submitted. The previous requirement that one of the evaluations be completed in the last two years of teaching has been deleted along with the four specific areas of teacher effectiveness on the performance evaluations and the letter of authenticity.

Clear Credential Requirements for Routes One and Two

To simplify the options to earn a clear teaching credential and to ensure that teachers are prepared to educate students who are English learners, SB 1209 requires the following:

For teachers with less than two years of out-of-state teaching experience:

- Level II Education Specialist Credential program, and
- Earn a California authorization to teach English learners (completed in California or another state).

For teachers with two or more years of out-of-state teaching experience:

- Complete 150 hours of professional activities OR a Master's degree or higher in a field related to the credential or an equivalent number of units from a regionally accredited university, and
- Earn a California authorization to teach English learners (completed in California or another state).

The legislation directs the Commission to issue a clear credential instead of a preliminary credential if the candidate meets all of these requirements based on course work completed out-of-state when first applying for a credential in California. Specifics on these requirements are detailed below.

Level II Education Specialist Program

A Level II Education Specialist Program must be completed at a California college or university with a Commission-accredited program. The program includes an individualized induction plan designed in collaboration with the teacher's employer and the college or university with a Commission-approved education specialist program in the disability area listed on the Preliminary Level I credential. A formal recommendation for the credential by the college or university where the individualized induction plan was completed is required. A list of the approved Education Specialist program may be found at the following link: http://134.186.81.78/CAW_CIG/FMPro?-DB=CIG_Approved_Program_Matrix.fp5&-Format=FMW-ApprovedPrograms.html&-sortfield=institution%20type&-sortfield=Name&-max=all&-FindAll.

Master's Degree or Equivalent

The master's degree must have been obtained from, or course work completed at, a regionally-accredited college or university in California or another state. The equivalent course work must consist of thirty (30) semester units beyond the bachelor's degree in a defined field of study designed to improve the teacher's competence and skills. This may include:

- Additional subject-matter preparation including, but not limited to, pursuit of a master's or higher degree,
- Completion of an approved program for an advanced or specialized credential,
- In-service training for which college or university credit is given, or
- Study undertaken to complete an approved program of professional preparation.

Regardless if the master's degree or equivalent was completed in California or another state, the individual may submit the application directly to the Commission. A recommendation from a California institution is not required for the master's degree or equivalent completed in California. Official transcripts verifying completion of the master's degree or the thirty (30) semester units must be submitted with the application packet.

150 Clock-Hours of Activities

The 150 clock-hours of activities must contribute to the individual's teaching competence, performance, effectiveness, and must assist the applicant in meeting or exceeding standards for professional preparation established by the Commission. The activities are described on the Commission's *Requirements to Obtain a Professional Clear Single or Multiple Subject Teaching Credential or Education Specialist Instruction Credential (CL-820)* leaflet and must be documented on the *Verification Of Completion of 150 Clock-Hours* form (CL-820A). The form requires verification by the employer's director of curriculum and instruction in the subject area listed on the credential.

English Learner Authorization

To earn a clear education specialist credential, the individual must hold a California English learner authorization completed either in California or another state. The English learner authorization must be a full authorization; it cannot be an emergency authorization.

California English learner authorizations include the CLAD and BCLAD Certificate. The Certificate of Completion of Staff Development is also appropriate. However, there are

specific experience requirements for earning the Staff Development Certificate so this may not be a route for out-of-state prepared teachers. See the Commission's leaflet on the Certificate (CL-824) for additional information as found in the Resource Section of this correspondence.

National Board Certification

There are no changes to the option to obtain an education specialist credential based on National Board Certification. The National Board issues documents for special education only in the broad area of special education without a specific disability area(s) listed on the document. Individuals will need to submit a photocopy of their out-of-state credential with a corresponding specific disability area or official transcripts verifying twenty-four (24) units of special education course work including twelve (12) in a corresponding specific disability area.

Teachers who are certified by the National Board for Professional Teaching Standards will be issued a clear teaching credential in the subject area in which they have received National Board Certification. Individuals meeting this option are exempt from the basic skills requirement and all other credential requirements.

An English learner authorization is not included on education specialist credentials issued based on National Board Certification. An individual will need to earn a separate English learner authorization such as the CLAD Certificate if providing instructional services to English learners.

Application Packet Requirements

For Preliminary Credential for Routes One and Two, as applicable:

Individuals may apply directly to the Commission for a preliminary teaching credential by submitting the following as applicable to the requirements completed:

1. Completed *Application for Credential Authorizing Public School Service* (form 41-4) and full application processing fee,
2. California requirements for fingerprint and character and identification clearance,
3. Basic Skills requirement (photocopy of CBEST examination or out-of-state basic skills examination score report, or, when available, photocopy of the CSET: Multiple Subjects Plus Writing Skills, ACT, GRE or SAT score reports),

Note: If applying through a California local employing agency, the basic skills requirement does not have to be verified for the preliminary credential.

4. Photocopy of out-of-state certification (front and back, if applicable),
5. Official transcripts verifying requirements, as applicable:
 - a. bachelor's degree and teacher preparation program, and
 - b. special education course work (if an evaluation is needed for a generic special education program),
6. Letter from out-of-state college or university verifying content of student teaching in a specific disability area, as applicable, and
7. For route two, verification of teaching experience and performance evaluations.

For Clear Credential for Routes One and Two, as applicable:

Individuals may apply directly to the Commission for a clear teaching credential by submitting the following as applicable to the renewal requirements completed:

1. Completed *Application for Credential Authorizing Public School Service* (form 41-4) and full application processing fee,
2. Basic Skills requirement (photocopy of CBEST examination or out-of-state basic skills examination score report, or, when available, photocopy of the CSET: Multiple Subjects Plus Writing Skills, ACT, GRE or SAT score reports) if requirement not met for preliminary credential,
3. Official transcripts verifying requirements, as applicable:
 - a. master's degree or equivalent,
4. Form CL-820A (*Verification of Completion of 150 Clock-Hours*) verifying 150-clock-hours of activities, and
5. Formal recommendation from a California college or university with a Commission-accredited Level II Education Specialist program.

Note: If applying for a clear credential without first holding a preliminary credential, review both the preliminary and clear application requirements. If required to complete the Level II program, application must be submitted through an approved California college or university.

For Route Three – National Board Certification:

Individuals may apply directly to the Commission for a clear teaching credential by submitting the following:

1. Completed *Application for Credential Authorizing Public School Service* (form 41-4) and full application processing fee,
2. California requirements for fingerprint and character and identification clearance,
3. Photocopy of out-of-state credential with a corresponding specific disability area or official transcripts verifying twenty-four (24) units of special education course work including twelve (12) in a corresponding specific disability area. and
4. Photocopy of National Board Certification.

Resources

Basic Skills Requirement: <http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf>

Fingerprints for Character and Identification Clearance:
<http://www.ctc.ca.gov/credentials/leaflets/cl271.pdf>

Certificate of Completion of Staff Development:
<http://www.ctc.ca.gov/credentials/leaflets/cl824.pdf>

Questions

For further questions about requirements for out-of-state prepared teachers, contact the Commission's Information Services Unit at 1-888-921-2682, Monday through Friday between 1:00 PM to 4:45 PM or by email at credentials@ctc.ca.gov.