

COMMISSION ON TEACHER CREDENTIALING

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SACRAMENTO, CALIFORNIA 95814

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OFFICE OF THE EXECUTIVE SECRETARY  
916/445-0184

83-8431

March 16, 1984

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

FROM: John F. Brown, Executive Secretary

SUBJECT: Title 5 Regulations for Designated Subjects Credentials  
and Programs

The attached Title 5 Regulations for designated subjects credentials and programs are effective as of March 23, 1984. These regulations implement Education Code sections 44260 - 44260.5 of chapter 1361, statutes of 1982 (AB 3237).

WHAT'S INCLUDED IN THE REGULATIONS?

DEFINITIONS

Section 80034 defines terms related to designated subjects credentials and programs, as contained in Chapter 1361. In addition to defining LEA, this section adds new definitions of academic and nonacademic, necessary to implement the requirements of Chapter 206 of 1982, (basic skills proficiency testing) which exempts applicants for adult education credentials to teach nonacademic subjects and to teach in apprenticeship programs. The proposed section also adds new definitions of "employing school district", "two years or the equivalent of successful full-time teaching", "two years or the equivalent of successful part-time teaching", "program of personalized preparation", and "equivalent to a high school diploma", all of which are necessary for purposes of clarity.

REQUIREMENTS

Sections 80035 and 80035.1 include the requirements for, and the authorization of, full and part-time preliminary and clear vocational education teaching credentials.

Sections 80036 and 80036.1 include the requirements for, and the authorization of, full and part-time preliminary and clear adult education teaching credentials.

Section 80037 includes the requirements for, and the authorization of, special subjects credentials in four categories (aviation flight and/or aviation ground instruction, basic military drill, R.O.T.C., and driver education and training) and one new category, limited driver training.

The requirements for these three categories of designated subjects credentials is summarized in the following table.

REQUIREMENTS FOR DESIGNATED SUBJECTS CREDENTIALS

REQUIREMENTS (for the preliminary cred.)	VOCATIONAL		ADULT		SPECIAL SUBJECTS
	FULL-TIME	PART-TIME	FULL-TIME	PART-TIME	
1. Experience/Education 5 years 4 years	YES	YES	YES	YES	YES
2. High School Diploma	YES	YES	YES	YES	YES
3. Basic Skills Exam (CBEST)	NO	NO	NON- ACADEMIC NO ACADEMIC YES	NON- ACADEMIC NO ACADEMIC YES	YES
4. Recommendation of an approved Local Educational Agency (L.E.A.) or an Employing School District (E.S.D.)	YES	YES	YES	YES	YES
5. United States Constitution	YES	NO	YES	NO	YES
(for the clear cred.)					
6. The preliminary cred.	YES	YES	YES	YES	YES
7. Two years teaching on the basis of the preliminary credential	YES	YES	YES	YES	YES
8. Personalized preparation program (Pedagogy) 9 semester units 4 semester units	YES	YES	YES	YES	YES
9. Health education unit (Drugs, alcohol & tobacco)	YES	NO	YES	NO	YES
10. Recommendation of an approved L.E.A. or an E.S.D.	YES	YES	YES	YES	YES

EXPERIENCE  
OR  
EXPERIENCE  
AND  
EDUCATION

Subsections 80035(a)(1) and 80035.1(a)(1) describe the experience or experience and education requirements for the full and part-time vocational education teaching credential.

Subsections 80036(a)(1), 80036.1(a)(1) and 80036.2 describe the experience or experience and education requirements for the adult education teaching credential.

Subsection 80037(a) and (b) describes the experience or experience and education requirements for the special subjects credential.

COURSE  
CLASSIFI-  
CATION  
SYSTEM  
FOR ADULT  
TEACHING  
CREDENTIALS

Section 80036.3 lists the course classification system that is to be used for adult education teaching credentials. The list of subjects that can be placed on an adult education teaching credential has not previously been in Title 5 Regulations and the proposed list is consistent with adult education programs offered in the public schools.

REQUIREMENTS  
FOR, AND  
AUTHORIZATION  
OF, THE  
DESIGNATED  
SUBJECTS  
SUPERVISION &  
COORDINATION  
CREDENTIAL

Section 80038 includes the requirements for the designated subjects supervision and coordination credential. This section: (1) readopts the requirements for holding a valid designated subjects teaching credential, the verification of three years of full-time teaching, and submission of a completed application signed by a Commission-approved LEA; and (2) deletes the option of issuing the credential based on completion or enrollment in an approved program of personalized inservice preparation in supervision and coordination. These regulations require completion of the personalized inservice program prior to application for and issuance of the supervision and coordination credential; and (3) adds the provision that this credential authorizes the supervision and coordination of all types of designated subjects programs.

APPROVAL OF  
PROGRAMS OF  
PERSONALIZED  
PREPARATION

Section 80040 describes the general requirements for the development, submission, review and approval of programs of personalized preparation.

COOPERATIVE  
PLANNING BY  
THE APPLICANT,  
THE E.S.D.,  
AND THE  
L.E.A.

Section 80040.1 clarifies the purpose of the program of personalized preparation; sets requirements for cooperative planning of the program by the applicant, the ESD and the LEA; and clarifies applicant appeal rights when there is a difference of opinion between the ESD and the LEA.

COMPONENTS OF  
PROGRAMS OF  
PERSONALIZED  
PREPARATION

Section 80040.2 clarifies the components that are to be included in the program of personalized preparation. This section combines and revises the section in existing regulations that specified components of the personalized inservice program for the vocational education credential and the section in the existing regulations that specified components for the adult education personalized preparation and training program. The intent of this section is to clarify that the program of personalized preparation is to assist holders of all types of designated subjects teaching credentials (vocational, adult and special subjects) to develop pedagogical knowledge and instructional skills.

PERSONALIZED  
PRESERVICE  
PROGRAM FOR  
THE  
SUPERVISION &  
COORDINATION  
CREDENTIAL

Section 80040.3 describes the components that are to be included in the personalized preservice program for the designated subjects supervision and coordination credential.

SUBMITTING THE APPLICATION

Directions for submitting an application for the various categories of designated subjects teaching credentials are included in the following subsections of the Title 5 regulations:

<u>CATEGORY</u>	<u>SUBSECTION</u>
Preliminary Full-Time Vocational Education Teaching Credential.....	80035(a)(5)
Clear Full-Time Vocational Education Teaching Credential.....	80035(b)(5)
Preliminary Part-Time Vocational Education Teaching Credential.....	80035.1(a)(4)
Clear Full-Time Vocational Education Teaching Credential.....	80035.1(b)(4)
Preliminary Full-Time Adult Education Teaching Credential.....	80036(a)(6)
Clear Full-Time Adult Education Teaching Credential.....	80036(b)(5)
Preliminary Part-Time Adult Education Teaching Credential.....	80036.1(a)(5)
Clear Part-Time Adult Education Teaching Credential.....	80036.1(b)(4)
Preliminary Special Subjects Teaching Credential.....	80037(a)(b)
Clear Special Subjects Teaching Credential.....	80037(b)(5)

The form cited in each of the above Title 5 regulation subsections is CL-689. A copy is included on pages 7 & 8. Please duplicate this form and use it when submitting an application for a designated subjects teaching credential.

PROCEDURES FOR THE TRANSITION FROM PREVIOUS TO NEW TITLE 5 REGULATIONS:

The chart on the following page will assist you in:

- (a) those instances in which the holder of an expiring designated subjects credential will submit an application for the renewal or reissuance of the existing credential;
- (b) those instances in which the holder of a designated subjects credential will be able to obtain a different credential under the new regulations;
- (c) those instances in which the holder of an expiring credential must meet all requirements for the clear credential under the new regulations and needs an extension of time.

DESIGNATED SUBJECTS CREDENTIALS

(a) RENEWING CREDENTIALS ISSUED UNDER PREVIOUS REGULATIONS:

- Clear Part-Time or Full-Time Vocational
- Clear Part-Time, Full-time or Regular Adult
- Clear Part-Time or Full-Time "Orphan" (ROTC, Military Drill, Aviation Flight or Ground Instruction, Driver Ed)
- Clear Supervision & Coordination

To obtain renewal or re-issuance of credential held, submit application and appropriate fee.

(b) TRANSITION FROM PREVIOUS TO NEW (3-23-84) REGULATIONS:

<u>Credential Held Under Previous Regulations</u>	<u>What Applicant Must Do To Renew</u>	<u>Under New Regulations Will Qualify For</u>
1-year preliminary full-time VOCATIONAL	U.S. Constitution	5-year preliminary full-time VOCATIONAL
1-year preliminary full-time or regular ADULT	U.S. Constitution	5-year preliminary full-time ADULT
1-year preliminary full-time "ORPHAN"	U.S. Constitution	5-year preliminary SPECIAL SUBJECTS
5-year preliminary full-time VOCATIONAL	Program (9 units) 2 years f/t experience* Health ed course* OR Program (4 units) 2 years p/t experience*	Clear full-time VOCATIONAL
5-year preliminary full-time or regular ADULT	Program (9 units) 2 years f/t experience* Health ed course* OR Program (4 units) 2 years p/t experience*	Clear part-time VOCATIONAL Clear full-time ADULT
5-year preliminary full-time "ORPHAN"	Program (9 units) 2 years experience* Health ed course*	Clear part-time ADULT Clear SPECIAL SUBJECTS
5-year preliminary part-time VOCATIONAL	Program (4 units) 2 years p/t experience*	Clear part-time VOCATIONAL
5-year preliminary part-time ADULT	Program (4 units) 2 years p/t experience*	Clear part-time ADULT
5-year preliminary part-time "ORPHAN"	Program (9 units) 2 years f/t experience* Health ed course*	Clear SPECIAL SUBJECTS
5-yr preliminary SUPERVISION & COORDINATION	Hold f/t desig. subj. cred. 3 years f/t teaching exper. Program (6 units)	Clear SUPERVISION & COORDINATION
LIMITED ADULT	(application & fee only)	5-year preliminary part-time ADULT

(c)\*When renewing a preliminary credential (regardless of when it was issued), applicants must meet all requirements for the clear credential under the new regulations. Since there are requirements they were not told about when they got their preliminary credentials, they may apply for an extension of time to meet the additional requirements.

## ANSWERING YOUR QUESTIONS

We do anticipate that these regulations will generate a number of questions because:

- of the several significant differences between these regulations and the preceding regulations;
- of the new limited driver training special subjects credential;
- CBEST is required of applicants for the special subjects credential (the one-year deferral is still in the law and we will continue to issue a one-year preliminary special subjects teaching credential, pending passage of the CBEST);
- of the transition from the requirements of the preceding regulations to the requirements of the new regulations.

Please put your questions in writing and direct them to:

Mrs. Janet Oliver  
Attention: Mr. Robert Roach  
Commission on Teacher Credentialing  
1020 "O" Street  
Sacramento, CA 95814

We will respond to your questions in writing immediately. In addition, we plan to send a letter each month, for the next 3 - 4 months, to each approved LEA, and any requesting E.S.D., listing the questions received and the answers to those questions.

We will cover this topic as needed at the spring Credential Workshops as well.

DESIGNATED SUBJECTS CREDENTIAL RECOMMENDATION  
(Regulations effective 3/23/84)

Name of Applicant: \_\_\_\_\_

Social Security Number: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Birth: \_\_\_\_\_

Approved Local Education Agency (LEA): \_\_\_\_\_

or Employing School District (ESD): \_\_\_\_\_

County: \_\_\_\_\_

Date this application filed: \_\_\_\_\_

Date credential requirements completed: \_\_\_\_\_

If this is an ESD recommendation for the CLEAR credential, list the LEA that approved the personalized preparation: \_\_\_\_\_ (A statement from the LEA must be enclosed to verify completion of this requirement.)

TYPE OF DESIGNATED SUBJECT CREDENTIAL: Check appropriate boxes. For a complete description of the requirements see Title 5 Sections 80034-80040.3.

VOCATIONAL (Full-Time)

Subject(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1 yr. Prelim.

5 yr. Prelim.

Clear

- 1. 5 yrs. experience/training/education,
- 2. High school diploma or equivalent,
- 3. Aware of renewal requirements, and
- 4. United States Constitution.

- 1. Hold preliminary credential,
- 2. 2 yrs. full-time experience on preliminary [see Title 5, 80034(e)],
- 3. 9 semester units or 135 clock hours personalized preparation, and
- 4. Health education.

PART-TIME VOCATIONAL

Subject(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5 yr. Prelim.

Clear

- 1. 5 yrs. experience/training,
- 2. High school diploma or equivalent, &
- 3. Aware of renewal requirements.

- 1. Hold preliminary credential,
- 2. 2 yrs. part-time experience on preliminary [see Title 5, 80034(f)], &
- 3. 4 semester units or 60 clock hours personalized service.

ADULT (Full-Time)

Subject(s)--refer to list in Title 5, 80036.3(a): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1 yr. Prelim.

5 yr. Prelim.

- 1. 5 yrs. experience/education,
- 2. High school diploma or equivalent,
- 3. California Basic Educational Skills Test (CBEST) unless exempt,
- 4. Aware of renewal requirements, and
- 5. United States Constitution

ADULT (Full-time)--continued

Subject(s):

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

Clear

- 1. Hold preliminary credential,
- 2. 2 yrs. full-time experience on preliminary [see Title 5, 80034(3)],
- 3. 9 semester units or 135 clock hours personalized preparation, and
- 4. Health education.

PART-TIME ADULT

Subject(s)--refer to list in Title 5, 80036.3(b)

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

5 yr. Prelim.

- 1. 5 yrs. experience/education,
- 2. High school diploma or equivalent,
- 3. CBEST unless exempt, and
- 4. Aware of renewal requirements.

Clear

- 1. Hold preliminary credential,
- 2. 2 yrs. part-time experience on preliminary [see Title 5, 80034(f)], &
- 3. 4 semester units or 60 clock hours personalized preparation.

SPECIAL SUBJECTS

- Aviation Flight Instruction
- Aviation Ground Instruction
- Basic Military Drill

1 yr. Prelim.

- 1. 4 yrs. experience/education,
- 2. License/recommendation/course work,
- 3. Aware of renewal requirements.

5 yr. Prelim.

- 4. CBEST, and
- 5. United States Constitution.

Reserve Officers Training

Driver Ed & Training

Clear

- 1. Hold preliminary credential,
- 2. 2 yrs. experience on preliminary [see Title 5, 80034(f)],
- 3. 9 semester units or 135 clock hours personalized preparation, and
- 4. Health education.

Limited Driver Training

CLEAR SUPERVISION & COORDINATION

- 1. Hold Designated Subjects credential, other than part-time,
- 2. 3 yrs. full-time experience on credential above,
- 3. 6 semester units or 90 clock hours in supervision & coordination, and
- 4. CBEST.

I hereby verify that the applicant listed above has completed all of the requirements for the Designated Subjects credential checked. Official transcripts and verifications of experience are on file in our office and legible photocopies or official copies are enclosed with the application form and fee.

\_\_\_\_\_  
Signature of Chief Executive Officer or Designee

\_\_\_\_\_  
Name and Title of Above (Type or Print)

80034. Designated Subjects Credentials and Programs: Definitions and Terms

- (a) The term "Academic Subjects", as it applies to designated subjects credentials, means those studies that are liberal, classical and/or related to high school graduation requirements, rather than technical or vocational, including, but not limited to the following:
- (1) Adult basic education, as defined in Education Code Section 8511;
  - (2) English and Humanities;
  - (3) Foreign Language;
  - (4) Mathematics;
  - (5) Science;
  - (6) Social Sciences.
- (b) The term "non-academic subjects", as it applies to designated subjects credentials, means those subjects that are technical or vocational, rather than liberal or classical, including, but not limited to the following:
- (1) Arts and Crafts;
  - (2) Business Education;
  - (3) Communications;
  - (4) Foreign Language (conversational);
  - (5) Gerontology;
  - (6) Handicapped;
  - (7) Health and Safety;
  - (8) Health Occupations;
  - (9) Home Economics;
  - (10) Parent Education;
  - (11) Public Administration;
  - (12) Vocational Training
- (c) "Local Education Agency" (LEA) as it applies to designated subjects credentials, means any of the following categories of agencies which are authorized to develop, submit and implement a Commission-approved program of personalized preparation, as listed in Section 80040.2, in cooperation with a Commission-approved teacher preparation institution:
- (1) A California public school district or consortium of school districts;
  - (2) A California county superintendent of schools office;
  - (3) A California regional occupation program or center;
  - (4) A California State Agency;
  - (5) A Commission-approved teacher preparation institution.
- (d) "Employing School District" (ESD) means a California school district, county superintendent of schools office, or other public education agency that employs holders of designated subjects credentials to teach vocational adult or special subjects classes.
- (e) "Two-years or the equivalent, of successful full-time teaching" means: (1) teaching a minimum of 360 hours per year for two years within the five-year period of validity of the preliminary designated subjects credential; and (2) the renewal of an employment contract with one ESD for a second year of service. If the applicant is unable to obtain employment within the five-year valid period of the preliminary credential, he/she may submit an application for an appeal for an extension of time.

- (f) "Two years or the equivalent of successful part-time teaching" means: (1) teaching a minimum of one course in each of four semesters within the five-year period of validity of the preliminary designated subjects part-time credential; and (2) the renewal of an employment contract or other employment agreement with one ESD for a minimum of three of the four semesters.
- (g) "Program of Personalized Preparation" means a program submitted by a Local Education Agency (LEA) approved by the Commission on Teacher Credentialing for the purpose of developing pedagogical skills and understandings specific to the needs of designated subjects credential holders.
- (h) "Equivalent to the high school diploma" means: (1) a diploma based on passage of the General Education Development Test; or (2) the foreign equivalent to the high school diploma which is a diploma, certificate, or title awarded to mark the completion of a program normally requiring twelve years of schooling, or required for admission to an institution of higher education. Examples of such foreign equivalents are listed in the "Placement Recommendation of the American Association of College Registrars and Admission Officers' "World Education Series", and the U.N.E.S.C.O. "World Survey of Education, IV, Higher Education"; or (3) certification as to the successful passage of the California High School Proficiency Examination, pursuant to Education Code Section 51215.

NOTE: Authority cited: Section 44225, Education Code. Reference: Sections 44252, 44260, 44260.1, 44260.2, 44260.3, 44260.4 and 44260.5, Education Code.

80035. Specific Requirements for and Authorization of the Designated Subjects Preliminary and Clear Vocational Education Teaching Credentials.

- (a) The minimum requirements for the preliminary vocational education teaching credential shall include all of the following:
  - (1) Verification, by previous employers, of five years of full-time paid work experience or its equivalent directly related to each subject to be named on the credential. Forty eight semester units or the equivalent or postsecondary vocational training, related to the subject named on the credential and verified by official transcript, may be substituted for a maximum of two of the five years of experience. One year of the required paid work experience shall be within the three years immediately preceding the issuance of the preliminary credential.
  - (2) Verification of a high school diploma or the equivalent;
  - (3) Verification of knowledge of the Constitution of the United States, as specified in Education Code Section 44335, by one of the means described in Section 80415;
  - (4) Verification by the Employing School District (ESD) or a Commission-approved Local Education Agency (LEA) that the applicant is aware of the requirements for the clear credential, including the program of personalized preparation;

- (5) Submission of a completed application form; a recommendation, signed by a Commission-approved LEA or the ESD on a form approved by the Commission; the fee as specified in Section 80487; verification as specified for requirements (a) (1) through (a) (4); and personal identification on duplicate fingerprint cards.
- (b) The minimum requirements for the clear vocational education teaching credential shall include all of the following:
- (1) A valid preliminary vocational education teaching credential;
  - (2) Verification by the ESD of two years, or the equivalent, of successful full-time teaching as authorized by the preliminary vocational education teaching credential,
  - (3) Verification by a Commission-approved LEA of completion of nine semester units or 135 clock hours in a Commission-approved program(s) of personalized preparation;
  - (4) Verification of completion of the health unit requirement specified in Section 80421;
  - (5) Submission of a completed application form; a recommendation signed by a Commission-approved LEA and/or the ESD on a Form approved by the Commission; the fee as specified in Section 80487; and verifications as specified for requirements (b) (2), (b) (3) and (b) (4).
- (c) Authorization. The preliminary or clear vocational teaching credential authorizes the holder to teach in the subject or trade named on the credential in grades 12 and below, and in classes organized primarily for adults, in technical, trade or vocational courses, including, but not limited to, agricultural occupations, business and office occupations, health occupations, home economics-related occupations, marketing and distributive occupations, technical occupations, or trade occupations which shall be part of a vocational education program.
- (d) Period of Validity. The period of validity of the preliminary and clear vocational education teaching credentials shall be as follows:
- (1) A preliminary vocational education teaching credential issued on the basis of the applicant's satisfaction of all requirements excepting (a) (3) shall be valid for one year. The one year preliminary Vocational education teaching credential shall be extended to the full five-year preliminary period upon verification of satisfaction of requirements (a) (3) and submission of a completed application form and the fee, as specified in Section 80487;
  - (2) A preliminary vocational education teaching credential issued on the basis of the applicant's satisfaction of all requirements specified in subsection (a) shall be valid for five years;
  - (3) A clear vocational education teaching credential issued on the basis of the applicant's satisfaction of all requirements specified in subsection (b) shall be valid for five years and is renewable on the basis of an application and the payment of a fee.

NOTE: Authority cited: Section 44225, Education Code.  
Reference: Sections 44252, 44253, 44256(d), 44260, 44260.1, 44261  
and 44335, Education Code.

80035.1 Specific Requirements for and Authorization of the Designated Subjects  
Preliminary and Clear Part-Time Vocational Education Teaching Credential.

- (a) The minimum requirements for the preliminary part-time vocational education teaching credential shall include all of the following:
- (1) Verification, by previous employers, of five years of paid work experience, or its equivalent directly related to the subject named on the credential. Forty eight semester units or the equivalent of postsecondary vocational training, related to the subject named on the credential and verified by official transcript, may be substituted for a maximum of two of the five years of experience. One year of the required paid work experience shall be within the three years immediately preceding the issuance of the preliminary credential.
  - (2) Verification of a high school diploma or the equivalent;
  - (3) Verification by the Employing School District (ESD) or a Commission-approved Local Education Agency (LEA) that the applicant is aware of the requirements for the clear credential, including the program of personalized preparation;
  - (4) Submission of a completed application form; a recommendation signed by a Commission-approved LEA or the ESD on a form approved by the Commission; the fee as specified in Section 80487; verification as specified for requirements (a) (1) through (a) (3); and personal identification on duplicate fingerprint cards.
- (b) The minimum requirements for the clear part-time vocational education teaching credential shall include all of the following:
- (1) A valid preliminary part-time vocational education teaching credential;
  - (2) Verification by the ESD of two years, or the equivalent, of successful part-time teaching as authorized by the preliminary part-time vocational education teaching credential;
  - (3) Verification by a Commission-approved LEA of completion of four semester units, or sixty clock hours, in a Commission-approved program(s) of personalized preparation;
  - (4) Submission of a completed application form; a recommendation signed by a Commission-approved LEA and/or ESD on a form approved by the Commission; the fee as specified in Section 80487; and verification as specified for requirements (b) (2) and (b) (3).

- (c) Authorization. The preliminary or clear part-time vocational teaching credential authorizes the holder to teach not more than half-time, as established by the employing school district, in the subject or trade named on the credential in grades 12 and below, and in classes organized primarily for adults, in technical, trade or vocational courses, including, but not limited to, agricultural occupations, business and office occupations, health occupations, home economics-related occupations, marketing and distributive occupations, technical occupations, or trade occupations which shall be part of a vocational education program.
- (d) Period of Validity. The period of validity of the preliminary and clear part-time vocational education teaching credential shall be as follows:
- (1) A preliminary part-time vocational education teaching credential issued on the basis of the applicant's satisfaction of all requirements specified in subsection (a) shall be valid for five years;
  - (2) A clear vocational education teaching credential issued on the basis of the applicant's satisfaction of all requirements specified in subsection (b) shall be valid for five years and is renewable on the basis of an application and payment of a fee.

NOTE: Authority cited: Section 44225, Education Code.  
Reference: Sections 44252, 44253, 44260, 44260.1, 44260.5, Education Code.

80036. Specific Requirements for and Authorization of the Designated Subjects Preliminary and Clear Adult Education teaching Credential.

- (a) The minimum requirements for the preliminary adult education teaching credential shall include all of the following:
- (1) Verification of five years of experience and/or education related to each subject to be named on the credential. The experience and/or education shall meet the criteria specified in Section 80036.2.
  - (2) Verification of a high school diploma or the equivalent;
  - (3) Verification of knowledge of the Constitution of the United States, as specified in Education Code Section 44335, by one of the means described in Section 80415;
  - (4) Verification of passage of the California Basic Educational Skills Test, as specified in Education Code Section 44252. Applicants for an adult education teaching credential authorizing the teaching of adults in an apprenticeship program, approved by the Apprenticeship Standards Division of the Department of Industrial Relations, or in a non-academic subject are exempt from this requirement;
  - (5) Verification by the Employing School District (ESD) or a Commission-approved Local Education Agency (LEA) that the applicant is aware of the requirements for the clear credential, including the program of personalized preparation;
  - (6) Submission of a completed application form; a recommendation signed by a Commission-approved LEA or the ESD on a form approved by the Commission; the fee as specified in Section 80487; verification as specified for requirements (a) (1) through (a) (5); and personal identification on duplicate fingerprint cards.

- (b) The minimum requirements for the clear adult education teaching credential shall include all of the following:
- (1) A valid preliminary adult education teaching credential;
  - (2) Verification by the ESD of two years, or the equivalent, of successful full-time teaching as authorized by the preliminary adult education teaching credential;
  - (3) Verification by a Commission-approved LEA of completion of nine semester units, or 135 clock hours, in a Commission-approved program(s) of personalized preparation;
  - (4) Verification of completion of the health unit requirement specified in Education Code Section 44261, by one of the means specified in Section 80421;
  - (5) Submission of a completed application form; a recommendation signed by the Commission-approved LEA and/or the ESD on a form approved by the Commission; the fee as specified in Section 80487; and verification as specified for requirements (b) (2), (b) (3) and (b) (4).
- (c) Authorization. The preliminary or clear adult education teaching credential authorizes the holder to teach the subjects named on the credential as specified in Section 80036.3(a) in courses organized primarily for adults.
- (d) Period of Validity. The period of validity of the preliminary and clear adult education teaching credentials shall be as follows:
- (1) A preliminary adult education teaching credential issued on the basis of the applicant's satisfaction of all requirements excepting (a) (3) shall be valid for one year. The one-year preliminary adult education teaching credential shall be extended to the full five-year preliminary period upon verification of satisfaction of requirement (a) (3) and submission of a completed application form and the fee, as specified in Section 80487.
  - (2) A preliminary adult education teaching credential issued on the basis of the applicant's satisfaction of all requirements specified in subsection (a) shall be valid for five years.
  - (3) A clear adult education teaching credential issued on the basis of the applicant's satisfaction of all requirements specified in subsection (b) shall be valid for five years and is renewable on the basis of an application and payment of a fee.

NOTE: Authority cited: Section 44225, Education Code.  
Reference: Sections 44252, 44260.2, 44260.3, 44261 and 44335, Education Code.

80036.1 Specific Requirements for and Authorization of the Designated Subjects Preliminary and Clear Part-time Adult Education Teaching Credential.

- (a) The minimum requirements for the preliminary part-time adult education teaching credential shall include all of the following:
- (1) Verification of five years of experience and/or education related to each subject to be named on the credential. The experience and/or education shall meet the criteria specified in Section 80036.2;

- (2) Verification of a high school diploma or the equivalent;
  - (3) Verification of passage of the California Basic Educational Skills Test, as specified in Education Code Section 44252. Applicants for an adult education teaching credential authorizing the teaching of adults in an apprenticeship program or in a non-academic subject are exempt from this requirement;
  - (4) Verification by the Employing School District (ESD) or a Commission-approved Local Education Agency (LEA) that the applicant is aware of the requirements for the clear credential, including the program of personalized preparation;
  - (5) Submission of a completed application form; a recommendation signed by a Commission-approved LEA or the ESD on a form approved by the commission; the fee as specified in Section 80487; verifications as specified for requirements (a) (1) through (a) (4); and personal identification on duplicate fingerprint cards.
- (b) The minimum requirements for the clear part-time adult education teaching credential shall include all of the following:
- (1) A valid preliminary part-time adult education teaching credential;
  - (2) Verification by the ESD of two years, or the equivalent, of successful part-time teaching as authorized by the preliminary part-time adult education teaching credential;
  - (3) Verification by a Commission-approved LEA of completion of four semester units, or 60 clock hours, in a Commission-approved program(s) of personalized preparation;
  - (4) Submission of a completed application form, a recommendation signed by a Commission-approved LEA and/or the ESD on a form approved by the Commission; the fee as specified in section 80487; and verification as specified for requirements (b) (2) and (b) (3).
- (c) Authorization. The preliminary or clear part-time adult education teaching credential authorizes the holder to teach not more than half-time, as established by the employing school district, in the subject named on the credential as specified in Section 80036.3(b) in courses organized primarily for adults.
- (d) Period of Validity. The period of validity of the preliminary and clear part-time adult education teaching credentials shall be as follows:
- (1) A preliminary part-time adult education teaching credential issued on the basis of the applicant's satisfaction of all requirements specified in subsection (a) shall be valid for five years;
  - (2) A clear part-time adult education teaching credential issued on the basis of the applicant's satisfaction of all requirements specified in subsection (b) shall be valid for five years and is renewable on the basis of an application and payment of a fee.

NOTE: Authority cited: Section 44225, Education Code.  
Reference: Sections 44252, 44260.2, 44260.3 and 44260.5, Education Code.

80036.2 Qualifying Experience and/or Education for the Designated Subjects Adult Education Teaching Credential.

- (a) Qualifying experience, or experience and education, or education, for an adult education credential authorizing the teaching of a non-academic subject shall meet one of the criteria described in Table I below:

Education and/or Training	<u>Years of Subject-Related Experience Required</u>
High School Diploma or equivalent.....	+ 5 years
Twenty four semester units of collegiate course work, including a minimum four units in the subject to be taught.....	+ 4 years
Forty eight semester units of collegiate course work, including a minimum eight semester units in the subject to be taught.....	+ 3 years
Seventy two semester units of collegiate course work, including a minimum twelve semester units in the subject to be taught.....	+ 2 years
Ninety six semester units of collegiate course work, including a minimum sixteen semester units in the subject to be taught.....	+ 1 year
Baccalaureate degree with subject matter in the field to be taught verified by at least one of the following.....	+ 0 years
Completion of 20 semester units or 10 upper division semester units in the subject to be taught.	

- (b) Qualifying education for an adult education credential authorizing the teaching of an academic subject shall include a baccalaureate or higher degree completed at a regionally accredited college or university and completion of 20 semester units or 10 upper division semester units in the subject to be taught.

NOTE: Authority cited: Section 44225, Education Code.  
Reference: Section 44252, 442602.

80036.3 Course Classification System for Designated Subjects Adult Education Teaching Credentials.

- (a) LEAs and/or ESDs shall recommend applicants for full-time adult education teaching credentials for one of the following 17 adult education course categories: Arts and Crafts; Basic Education; Business Education; Communications; English and Humanities; Foreign Languages; Gerontology; Handicapped; Health and Safety; Health Occupations; Home Economics; Mathematics; Parent Education; Public Administration; Science; Social Science; or Vocational Training.

of the 17 adult education course categories:

- (1) Arts and Crafts: crafts-general, fiber crafts, painting and drawing, sculpture, ceramics, music, dramatic arts, design, jewelry and lapidary, cinematography, photography, graphic arts, other (specify);
- (2) Basic Education: basic education (grades one through eight), arithmetic, high school diploma/G.E.D., reading, English as a second language, citizenship education, other (specify);
- (3) Business Education: business-general, bookkeeping and accounting, financial management, data processing, computer programming, computer science, typing, shorthand, clerical skills-general, secretarial skills-general, data processing, other (specify);
- (4) Communications: communications-general, journalism, interpretation for the deaf, radio and television, advertising, braille transcription, other (specify);
- (5) English and Humanities: English, speech and debate, law-general, creative writing, philosophy, library science, religious studies, other (specify);
- (6) Foreign Language: specify the language and whether the authorization is for all language and literature skills (academic) or conversational only (nonacademic);
- (7) Gerontology: Personal growth and development, community involvement, survival skills, health, safety, and self-maintenance skills;
- (8) Handicapped: Selfcare, receptive or expressive language, mobility, self-direction, independent living skills, and economic-self sufficiency;
- (9) Health and Safety: physical education-general, water safety, first aid, driver education and training, fire prevention and control, industrial safety, adaptive physical education, safety education, health education, other (specify);
- (10) Health Occupations: health professions/occupations-general, hospital and health care administration, nurse's aide, gerontological aide, home health aide, hospital ward clerk, dental professional/occupational-general, medical laboratory technician, medical record librarian, other (specify);
- (11) Home Economics: home economics-general, home decoration and equipment, clothing and textiles, clothing design, clothing merchandising, upholstery, consumer economics and home management, food preparation, consumer homemaking education, other (specify);
- (12) Mathematics: technical mathematics, metrics (conversions from English to metric measurements), business mathematics, mathematics-general (high School), algebra-basic, geometry, trigonometry, algebra-advanced, solid geometry, other (specify);
- (13) Parent Education: parent education (including foster child care, parent cooperative preschool, family day care operation, child development, family management, other (specify);
- (14) Public Administration: public administration-general, volunteer program management, public health management, park and recreation management, other (specify);
- (15) Science: natural (life) science-general, biology, botany-general, ecology, physical science-general, physics, chemistry, atmospheric science, geology, other (specify);
- (16) Social Sciences: social science-general, women's studies, anthropology, economics, history, geography, political science,

- psychology, sociology, other (specify);
- (17) Vocational Training, agriculture/horticulture-general, electronic and electromechanical technology-combined or generalized, printing and lithography-general, commercial services-general, barber training, cosmetology, dry cleaning, metals and metalworking, mechanical technology-general, civil construction management, drafting and design, chemical technology, woodworking, diesel and automotive technology, aeronautics and aviation, construction crafts, marine technology, other (specify).

NOTE: Authority cited: Section 44225, Education Code.  
Reference: Section 44260.2 and 44260.3, Education Code.

80037. Specific Requirements for and Authorization of the Designated Subjects Preliminary and Clear Special Subjects Teaching Credential.

- (a) The minimum requirements for the preliminary special subjects teaching credential shall include all of the following:
- (1) Experience, or experience and education, or education in each special subject to be named on the credential, which totals four years. One year of the required experience shall be within the three-year period immediately preceding the issuance of the credential. This requirement shall be verified in one of the following ways:
- (A) for the special subject: Aviation Flight and/or Aviation Ground Instruction, experience is to be verified by the Federal Aviation Agency;
  - (B) for the special subject: Basic Military Drill, experience is to be verified by the adjutant general of the State of California; or
  - (C) for the special subject: Reserve Officers Training Corp (R.O.T.C.), experience is to be verified by the branch of military service sponsoring the program in the employing school district; or
  - (D) for the special subject: Driver Education and Training, a baccalaureate degree from a regionally accredited college or university and a valid California Driver's License.
- (2) License, or recommendation, or course work shall meet one of the following criteria:
- (A) for the special subject: Aviation Flight and/or Aviation Ground Instruction, possession of a properly rated valid certificate, issued by the Federal Aviation Agency;
  - (B) for the special subject: Basic Military Drill, a recommendation from the adjutant general of the State of California;
  - (C) for the special subject: R.O.T.C., a recommendation from the branch of military service sponsoring the program in the employing school districts;
  - (D) for the special subject: Driver Education and Training, twelve semester hours of subject-matter course work in driver education.
  - (E) for the special subject: Limited Driver Training, a valid California driver's license; submission of a current transcript of driving record from the Department of Motor Vehicles; possession of a written statement from the prospective employing school district attesting to the applicant's ability to actually perform behind-the-wheel driver instruction; and possession of written assurance, from the prospective employing

school district, that adequate supervision and appropriate staff development will be provided for the individual receiving the limited driver training authorization.

- (3) Verification of a high school diploma or the equivalent;
  - (4) Verification of knowledge of the Constitution of the United States, as specified in Education Code Section 44335, by one of the means described in Section 80415;
  - (5) Verification of passage of the California Basic Education Skills Test, as specified in Education Code Section 44252;
  - (6) Verification by the Employing School District (ESD) or a Commission-approved Local Education Agency (LEA) that the applicant is aware of the requirements for the clear credential, including the program of personalized preparation;
  - (7) Submission of a completed application form; a recommendation signed by a Commission-approved LEA or the ESD on a form approved by the Commission; the fee as specified in Section 80487; verification as specified for requirements (a) (1) through (a) (6); and personal identification on duplicate fingerprint cards.
- (b) The minimum requirements for the clear special subjects teaching credential shall include all of the following:
- (1) A valid preliminary special subjects teaching credential;
  - (2) Verification by the ESD of two years, or the equivalent, of successful teaching as defined in subsection 80034(f) and as authorized by the preliminary special subjects teaching credential;
  - (3) Verification by a Commission-approved LEA of completion of nine semester units, or 135 clock hours, in a Commission-approved program(s) of personalized preparation;
  - (4) Verification of completion of the health unit requirement specified in Education Code Section 44261, by one of the means specified in Section 80421;
  - (5) Submission of a completed application form; a recommendation signed by a Commission-approved LEA and/or the ESD on a form approved by the Commission; the fee as specified in Section 80487; and verifications as specified for requirements (b) (2) (b) (3) and (b) (4).
- (c) Authorization. The preliminary or clear Special Subjects teaching credential authorizes the holder to teach the subject, named on the credential, in grades 12 and below, and classes organized primarily for adults.
- (d) Period of Validity. The period of validity of the preliminary and clear special subjects teaching credentials shall be as follows:
- (1) A preliminary special subjects teaching credential issued on the basis of the applicant's satisfaction of all requirements excepting (a) (4) shall be valid for one year. The one year preliminary special subjects teaching credential shall be extended to the full five-year preliminary period upon verification of satisfaction of requirement (a) (4) and submission of a completed application form and the fee, as specified in Section 80487;
  - (2) A preliminary special subjects teaching credential issued on the basis of the applicant's satisfaction of all requirements specified in subsection (a) shall be valid for five years;

- (3) A clear special subjects education teaching credential issued on the basis of the applicant's satisfaction of all requirements specified in subsection (b) shall be valid for five years and is renewable on the basis of an application and payment of a fee.

NOTE: Authority cited: Section 44225, Education Code.  
Reference: Sections 44252, 44260.4, 44261 and 44335, Education Code.

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: Section 44252 and 44260.6 Education Code.

80040. General Requirements for Designated Subjects Programs of Personalized Preparation.

- (a) A local education agency desiring to develop a program of personalized preparation for the designated subjects teaching credential or a personalized preservice program in supervision and coordination shall file with the Commission on Teacher Credentialing an application for approval, signed by the Chief Administrative Officer of agency or agencies constituting the LEA. This application must attest to the following:
  - (1) The name of the cooperating institutions or agencies.
  - (2) Program goals.
  - (3) A brief description of the program to include the name of the cooperating institution or agency, program plans and personnel selection procedure, personalized inservice training plans and

time blocks. Sequences of experiences for the various types of teachers should be outlined. A local agency may endorse a program or programs offered by an approved teacher preparation institution. In such cases, the approved teacher preparation institution may submit the program design;

- (4) Means by which the program goals are to be achieved;
  - (5) Evaluation design and means;
  - (6) Plans for future program revision and development.
- (b) The Commission will approve programs after the review of the application, when such application reflects that the program submitted by the local education agency 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(c), 44260.3(c), and 44260.6(c),  
Education Code.

#### 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 teachers of designated subjects develop pedagogical knowledge and instructional skills.
- (b) The planning for the program of personalized preparation shall include the applicant, the employing school district (ESD) and the local education agency (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 Sections 80505-80522.

NOTE: Authority cited: Section 44225, Education Code.  
Reference: Sections 44252, 44260.1 and 44260.3, Education Code.

#### 80040.2 Specific Requirements for Programs of Personalized Preparation.

- (a) The application for Commission approval shall specify the skills and knowledge to be required of the candidate, for recommendation for the specific credential, in, but not limited to, the following areas:
  - (1) Knowledge of cultural differences in students and communities;
  - (2) The learning process;
  - (3) Instructional techniques;
  - (4) Curriculum and media;
  - (5) Instructional evaluation;
  - (6) Principles and practices of instruction;
  - (7) Supervised field experiences;
  - (8) Counseling and guidance;
  - (9) Community and occupational relationships;
  - (10) Student work experience programs (vocational, adult or special subjects as appropriate for the credential being sought);

- (11) Organized activities designed to improve the candidate's academic or occupational deficiencies;
- (12) Evaluation of student achievement;
- (13) Interpersonal relations/communications;

- (b) Components listed in subsection (a) (1) - (6) are required for Commission approval or personalized preparation programs for all designated subject credential holders. The LEA is responsible to work cooperatively with ESDs in implementing each and all components of the program in a manner that is responsive to the personalized needs of the designated subjects participants.

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

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.