

## COMMISSION ON TEACHER CREDENTIALING

1020 O STREET  
SACRAMENTO 95814

April 5, 1985

84-8517

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

FROM: John F. Brown, Executive Secretary

SUBJECT: Proposed California Administrative Code Regulations:  
Professional Growth Requirements for Future Teachers\*

In accordance with Commission policy and administrative regulations, the above cited Title 5 Regulations are distributed prior to public hearing. The public hearing to adopt these regulations is scheduled as follows:

June 6, 1985  
1:00 p.m.  
Clarion Hotel  
16th and "H" Streets  
Sacramento, CA

Background:

Chapter 498, Statutes of 1983 (SB 813) provided for the establishment of professional growth requirements for teachers who earn their first clear multiple or single subject teaching credentials after August 31, 1985. Education Code Section 44277 gives the Commission on Teacher Credentialing the authority to establish regulations and procedures for the renewal of clear multiple and single subject teaching credentials. The purpose of the proposed regulations is to implement, interpret and make specific Education Code Section 44277.

Prior to the effective date of these regulations the Commission was authorized to issue life credentials. That authority was repealed by a 1983 amendment to Education Code Section 44255. A clear teaching credential issued prior to September 1, 1985 may be renewed with the submission of an application and a fee pursuant to Education Code Section 44235. The requirements of Section 44277 will apply only to an applicant's first clear multiple or single subject teaching credential issued after August 31, 1985. All other or subsequent clear credentials are not subject to Education Code Section 44277.

\*Notice of the June 6, 1985 Public Hearing on these proposed Title 5 Regulations was included in the April 5, 1985 publication of the California Administration Notice Register

## Purpose and Summary of Regulations

The proposed regulations, which are attached, would accomplish the following purposes.

- Define the activities that are acceptable as part of a credential holder's program of professional growth.
- Define the information that must be submitted to show that a credential holder has planned and completed an individual program of professional growth.
- Specify the qualifications and responsibilities of persons who are designated to advise credential holders about the professional growth requirements.
- Specify alternative ways in which credential holders could satisfy the professional service requirement of state law.

The proposed regulations would require the holders of clear multiple and single subject teaching credentials issued after August 31, 1985, to renew their credentials by submitting a professional growth plan and record, a completed application form, and a credential renewal fee at five year intervals. The professional growth plan would be developed and amended (if needed) by the credential holder, who would identify his or her professional growth goals and the activities he or she proposes to pursue. If the professional growth plan complied with state laws and the proposed regulations, it would be signed by a professional growth advisor. No person could compel a credential holder to include any particular activities in the plan, or to change a plan that had been signed.

On the professional growth record, the credential holder would indicate the number of hours spent at each activity in the plan. He or she would be subject to the penalties for perjury and unprofessional conduct for submitting an inaccurate professional growth record. If the record complied with state laws and the proposed regulations, it would be signed by an advisor, who could ask the credential holder for reasonable verification that the record was accurate.

Professional growth advisors would be designated by superintendents of school districts and county offices, or by their designees. All holders of valid clear teaching and services credentials would be eligible to be advisors; employers could establish additional qualifications for advisors. Advisors' responsibilities would be (1) to know the legal, regulatory and advisory information provided by the Commission, (2) to discuss this information and professional growth opportunities with credential holders, and (3) to approve professional growth plans and records that comply with state laws and the proposed regulations. No person would be permitted to charge any fee for professional growth advice, or for the approval of professional growth plans or records. An advisor who violated state laws or the proposed regulations would be removed as an advisor, and could be subject to the penalties for unprofessional conduct.

Local agencies and school districts would be required to designate professional growth advisors if they employ holders of professional clear credentials. The cost of time spent in advising these credential holders would be a state-mandated local cost within the meaning of Government Code Section 11346.5 (a)(5). The Executive Secretary, with concurrence from the Department of Finance, has determined that the costs are not reimbursable to local agencies and school districts pursuant to Section 2231 of the Revenue and Taxation Code since the costs of participation are more appropriately financed through existing revenues in the State Budget Act, Chapter 258 of the Statutes of 1984, specifically:

- Local Assistance Revenues that pay salaries of school personnel (\$8 billion).
- The Mentor Teacher Program (\$31 million).
- Other Staff Development allocations (\$208 million).

The proposed regulations would establish three standards for determining the acceptability of professional growth activities: (1) consistency with the credential holder's growth goals; (2) contribute to the credential holder's competence, performance or effectiveness in one or more domains of professional growth; and (3) fit one of the categories of acceptable professional growth activities.

The domains of professional growth would be the domains of teaching, curriculum and evaluation; child development, communication, learning, motivation and individuality; the languages and cultural backgrounds of students; school-community relations; subjects taught; fields of professional specialization; and the roles, organization and operation of educational institutions.

The categories of acceptable professional growth activities would be college and university courses; professional conferences, workshops, teacher center programs and staff development programs; systematic programs of observation and analysis of teaching; leadership in educational institutions and professional organizations; educational research and innovation projects; exchange programs, alternative work experience programs and independent study programs; and creative endeavors or cultural experiences that directly relate to subjects taught.

On the professional growth record, a credential holder would record each hour of time spent at approved activities, except for time spent completing out-of-class assignments for courses, workshops or staff development programs. A credential holder would also not be permitted to record time spent traveling to professional growth activities, or time spent before he or she applied for the credential (or for the most recent renewal of the credential).

To renew a clear multiple or single subject teaching credential issued after August 31, 1985, the holder of the credential would also be required to submit verification by a superintendent of a school district or county office, or by his or her designee, that the credential holder had served at least 300 minutes per day for at least ninety days or the equivalent in a position requiring certification, or on behalf of students or certificated personnel in an elementary or secondary school, and that the credential holder had not been terminated for cause by the educational institution.

#### Response to Proposed Regulations

Please feel free to duplicate and distribute the attached proposed regulations to anyone you believe might be interested in responding. If you wish to respond to the attached regulations, please complete the response form found on the last page. If you wish to submit written comments, please send them to the Commission office by May 21, 1985. Written comments received before May 9, 1985 will be reproduced by the Commission's staff for each Commissioner as a courtesy to the person submitting the comments, and will be included in the written agenda prepared for the Commission's public hearing.

Any interested person may present oral or written comments, or both, to the Commission at the public hearing on these proposed regulations. If you wish to distribute written comments, please bring thirty copies of your materials to the public hearing.

In order to schedule sufficient time on the agenda for people who wish to address the Commission, please call the Commission office at (916) 445-0184 or if you have questions related to the substance of the proposed regulations, please call Dr. Michael McKibbin at (916) 445-4438.

Proposed Regulations to Govern the  
Professional Growth Requirements for Future Teachers  
March 1, 1985

Article 7. Requirements and Procedures for Renewing Professional  
Clear Multiple and Single Subject Teaching Credentials

80550. Definitions

The terms in this article shall have the following meanings.

- (a) Professional growth refers to those activities which contribute to a credential holder's competence, performance, or effectiveness in the profession of education.
- (b) The term "professional clear credential" refers to a clear multiple or single subject teaching credential that is issued after August 31, 1985 as the recipient's first clear basic teaching credential and whose validity is subject to the requirements of Education Code Section 44277.

Note Authority cited: Section 44225(b), Education Code  
Reference cited: Section 44251(b)(3) and 44277 Education Code

80552. Specific Requirements for Renewing a Professional Clear Multiple  
and Single Subject Teaching Credentials

The minimum requirements for renewing a professional clear multiple or single subject teaching credential shall include all of the following.

- (a) Submission of a professional growth plan and record that verifies completion of 150 hours of approved professional growth activities pursuant to Sections 80554 through 80562, and one-half year of successful service pursuant to Section 80565 of this article.
- (b) Submission of an completed application form provided by the Commission.
- (c) Payment of the fee specified in Section 80487.

Note Authority cited: Section 44225(b), Education Code  
Reference cited: Section 44235 and 44277, Education Code

0554. Professional Growth Plan

- ((a) On a form provided by the Commission, a credential holder shall write a professional growth plan, which shall identify his or her professional growth goals, and the professional growth activities he or she proposes to pursue.
- (b) In a professional development plan a credential holder shall include activities in two or more categories of activities as defined in subdivision (c) of Section 80558.
- (c) A credential holder may amend a professional growth plan by adding, deleting or changing any of the original or previously amended goals or proposed activities.
- (d) A professional growth advisor shall sign a professional growth plan, and shall initial an amendment to a professional growth plan, that complies with Education Code Section 44277 and this article.
- (e) No professional growth advisor or other person shall compel a credential holder to include any particular activities in his or her professional growth plan.
- (f) Once a professional growth plan has been signed by a professional growth advisor, it shall continue in force regardless of any change in the validity of the credential, any replacement of the professional growth advisor, or any transfer by the credential holder from one employer to another. No professional growth advisor or other person shall compel a credential holder to change a signed professional growth plan.

Note Authority cited: Section 44225(b), Education Code  
Reference cited: Section 44277(c) and (d), Education Code

0555. Professional Growth Record

- (a) On a form provided by the Commission, a credential holder shall, under penalty of perjury, write a professional growth record, which shall accurately identify the professional growth activities that the credential holder has completed, and indicate the number of clock hours spent completing each activity.
- (b) A credential holder who signs and submits an inaccurate professional growth record to a professional growth advisor or to the Commission shall be subject to the penalties for perjury and unprofessional conduct.

- (c) A professional growth advisor may require a credential holder to provide reasonable verification that the elements of a professional growth record are accurate.
- (d) A professional growth advisor shall sign a professional growth record that corresponds to a signed professional growth plan, and that complies with Education Code Section 44277 and this article.
- (e) A professional growth plan and record shall not include any portion of an activity that the credential holder pursued before the credential holder applied for the professional clear credential, or for the most recent renewal of the professional clear credential.

Note Authority cited: Section 44225(b), Education Code

Reference cited: Section 44277(c), (d) and (e), Education Code

#### 80556. Professional Growth Advisor

- (a) The chief administrative officer, or his or her designee, of a public agency whose employees are required to hold valid teaching credentials shall designate one or more certificated persons to be professional growth advisors if the agency employs one or more holders of professional clear credentials.
- (b) To be eligible to be a professional growth advisor, a person must hold a valid clear California teaching or services credential, and a baccalaureate degree from an accredited institution of postsecondary education. An employing agency that designates one or more professional growth advisors may establish additional qualifications for advisors if the agency employs one or more holders of professional clear credentials.
- (c) The responsibilities of a professional growth advisor shall be as defined in this subdivision.
- (1) Know the contents of Education Code Section 44277, this article, and the professional growth manual published by the Commission, and provide for a discussion of these with credential holders.
- (2) Advise credential holders and approve professional growth plans and records that have been developed by credential holders, and that comply with the terms of Education Code Section 44277 and this article.
- (d) A public agency whose employees are required to hold valid teaching credentials shall give each credential holder the names and work locations of the professional growth advisors who have been designated by the agency.

- (e) If a credential holder determines that his or her employing agency has not designated a suitable professional growth advisor, and cannot resolve this problem with a representative of the agency, or if the employer has not designated any professional growth advisors, or if the credential holder is not employed, he or she may seek permission from a responsible officer of another public or private agency to consult with an advisor who is employed by the other agency, or the credential holder may ask the Commission to approve a professional growth plan or record.
- (f) No credential holder may serve as his or her own professional growth advisor.
- (g) No person or agency shall compel a credential holder to pay any fee or provide any service in exchange for professional growth advice, or for approval of a professional growth plan or record.
- (h) The chief administrative officer, or his or her designee, of a public or private employing agency shall remove any professional growth advisor who has been determined by the agency or the Commission to have willfully and arbitrarily violated Education Code Section 44277 or this article.

Note Authority cited: Section 44225(b), Education Code  
Reference cited: Section 44277(d) and (e), Education Code

0558. Professional Growth Activities

- (a) Each activity that a credential holder includes in a professional growth plan and record shall satisfy standards (1), (2), and (3) of this subdivision. A professional growth advisor may require a credential holder to explain how an activity satisfies or is likely to satisfy one or more of the standards stated in this subdivision.
- (1) The activity is consistent with the credential holder's professional growth goals, as stated in the professional growth plan.
- (2) The activity will contribute to the credential holder's competence, performance or effectiveness in one or more of the domains of professional growth that are specified in subdivision (b) of this section.
- (3) The activity fits one of the categories of professional growth activities that are specified in subdivision (c) of this section.
- (b) Domains of professional growth shall be as defined in this subdivision.
- (1) A subject the credential holder teaches, or reasonably expects to teach, in kindergarten or in grades one through twelve.

- (2) A field of specialization in which the credential holder serves, or reasonably expects to serve, in kindergarten or in grades one through twelve.
- (3) Concepts, principles and methods of effective teaching, curriculum, and evaluation in kindergarten or in grades one through twelve.
- (4) Concepts and principles of physical, intellectual, social and emotional development among children and youth.
- (5) Concepts and principles of human communication, learning, motivation and individuality.
- (6) Languages and cultural backgrounds of groups of children and youth that attend California schools.
- (7) Concepts and principles of effective relationships among schools, families and communities.
- (8) Roles, organization, and operation of public education and of institutions that promote public education.

(c) Categories of professional growth activities shall be as defined in this subdivision.

- (1) One or more lower division, upper division or graduate level courses offered on campus, off campus or in extension by any regionally accredited two-year or four-year college or university.
- (2) Participation in those portions of one or more conferences, workshops, teacher center programs or staff development programs whose purpose is to increase the professional knowledge, competence, performance or effectiveness of participants.
- (3) Participation in one or more systematic programs of observation and analysis of teaching, provided that each program is planned, focuses on one or more predetermined aspects of teaching and includes follow-up activities such as discussion, critique or application of what has been observed or analyzed.
- (4) Service in a leadership role in an educational institution, consistent with the following definitions and restrictions.
  - (A) Activities in which the credential holder contributes to the improvement of a school, school district or other educational institution shall be acceptable, including activities in which he or she assists student teachers or other teachers in their instructional development, either as a mentor teacher or in another appointed capacity.

- (B) Activities shall not be acceptable if they are part of the routine functioning of an educational institution, or if they are part of a teacher's basic responsibilities, including (but not limited to) planning lessons, arranging a classroom environment, preparing assorted instructional materials, assessing student performances, or keeping records.
- (5) Service in a leadership role in a professional organization, consistent with the following definition and restriction.
- (A) To be an acceptable activity, the credential holder must serve as an elected officer, or a chair of a committee, or an official representative of an organization of professional educators, and he or she must participate in charting, planning or forming educational or professional policies, positions or directions for the organization to pursue.
- (B) Activities that contribute to the ongoing operations or functioning of a professional organization shall not be acceptable, such as efforts to increase the membership or participate in collective bargaining activities.
- (6) Participation in efforts to conduct educational research or to investigate educational innovations shall be acceptable, provided that the credential holder has an active role in one or more of the following stages of the effort: planning, developing, piloting or field testing a study or innovation; analyzing, interpreting, demonstrating or disseminating the results of a study or innovation; or evaluating a study or innovation.
- (7) Other activities that shall be acceptable are defined below.
- (A) Participation in a professional exchange program, provided that the credential holder changes positions with another educator for a specified period of time.
- (B) Participation in alternative work experience programs, paid or volunteer, in which the credential holder fulfills new professional responsibilities for a specified period of time.
- (C) Participation in a program of independent study, provided that the credential holder investigates a specified aspect of education, produces a written report or other tangible product, and evaluates the independent study and its product.

(D) Creative endeavors, provided that the credential holder creates a tangible product that exhibits originality of thought and execution, or participates in a production in which the credential holder exhibits a creative talent, and provided that the creative endeavors directly relate to a subject the credential holder teaches or reasonably expects to teach.

(E) Cultural experiences, such as attendance at museums or musical, dramatic or dance productions, or crosscultural immersion in the language and culture of an ethnic or national group, provided that the experiences directly relate to a subject the credential holder teaches, or reasonably expects to teach.

Note Authority cited: Section 44225(b), Education Code  
Reference cited: Section 44277(a) and (b), Education Code

80562. Professional Growth Timekeeping

(a) For each hour that a credential holder spends directly involved in an activity that is identified in a signed professional growth plan, the credential holder shall record one clock hour of time on the professional growth record.

(b) In a professional growth record, a credential holder shall not record any time spent traveling to or from a professional growth activity, or any time spent completing out-of-class assignments for an approved course, workshop, teacher center program, staff development program or professional conference that the credential holder attends. Time spent preparing to make formal presentations in professional conferences, or as the instructor of a course, workshop, teacher center program or staff development program, for teachers may be recorded.

Note Authority cited: Section 44225(c), Education Code  
Reference cited: Section 44277(b), Education Code

80565. Professional Service Requirement for Renewing a Professional Clear Credential

(a) The chief administrative officer, or his or her designee of an educational institution that employs or has employed a credential holder shall verify on the credential holder's professional growth record that the credential holder has served successfully for at least one-half of a school year if the service satisfies standards (1) and (2) and either (3) or (4) of this subdivision.

- (1) The service was rendered for a minimum of 300 minutes per day for at least ninety days, or the equivalent, after the credential holder applied for the professional clear credential, or for the most recent renewal of the professional clear credential.
  - (2) The credential holder was not terminated for cause by the educational institution since the credential holder applied for the professional clear credential, or for the most recent renewal of the credential.
  - (3) The service was rendered in a position that requires certification in kindergarten or grades one through twelve during full-time employment, part-time employment, employment as a substitute teacher, or employment under another contractual agreement.
  - (4) The service was rendered on behalf of students and/or a group of certificated personnel in kindergarten or grades one through twelve at the site of one or more elementary schools or secondary schools.
- (b) The chief administrative officer, or his or her designee, shall discharge the responsibility of verifying successful service independently of any evaluation that may affect the credential holder's employment status.

Note Authority cited: Section 44225(b), Education Code  
Reference cited: Section 44277(a)(1), Education Code

COMMISSION ON TEACHER CREDENTIALING

220 O STREET  
ACQUENTO, CALIFORNIA 95814



OFFICE OF THE EXECUTIVE SECRETARY

Section(s) 80550-80565

RESPONSE TO ATTACHED TITLE 5 REGULATIONS

So that the Commission on Teacher Credentialing can more clearly estimate the general field response to the attached Title 5 Regulations which are coming up for Public Hearing, please return this response to the Commission Office at the above address by May 21, 1985 in order that the material can be presented at the June 6, 1985 Commission meeting.

- 1.  Yes, I agree with the proposed Title 5 Regulations. Please count me in favor of these regulations.
- 2.  No, I do not agree with the proposed Title 5 Regulations for the following reasons: (If additional space is needed, use the reverse side of this sheet.)
- 3.  Personal opinion of the undersigned only.  
 Organizational opinion. (Please specify) \_\_\_\_\_
- 4.  I shall be at the Public Hearing, place my name on the list for making a presentation to the Commission.  
 No, I will not make a presentation to the Commission at the Public Hearing.

\_\_\_\_\_  
(Print or type name) Date \_\_\_\_\_

Title \_\_\_\_\_

Representing: \_\_\_\_\_  
(Circle One: School District, College, University, Professional Organization, Private Citizen, Other)