

COMMISSION ON TEACHER CREDENTIALING

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Sacramento, California 94244-2700



February 11, 1991

91-9105

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

FROM:  Philip A. Fitch, Executive Secretary

SUBJECT: Distribution of Professional Growth Manuals

Beginning April 1, 1991, the Commission will mail a copy of the enclosed packet of information to each person who is receiving a Professional Clear Teaching Credential. The packet will include an information leaflet (CL758), a Professional Growth Plan and Record form (CL758A), and a Verification of Successful Service form (CL758B).

In the past, we have mailed a copy of the *Professional Growth Manual* under separate cover to each person who receives a Professional Clear Credential. This has not been as successful as we would like because of the vagaries of bulk mail and the fact that many new teachers move shortly after graduation. This year we also began renewing Professional Clear Credentials which adds another wrinkle: deciding whether teachers who have already completed a set of professional growth and service requirements need a new *Manual* and whether our budget can deal with printing and mailing them. They cost approximately 40¢ each to print and \$1.21 to mail first class (25¢ to send bulk mail).

To ensure that every candidate for, and holder of, a Professional Clear Credential has access to a *Professional Growth Manual* without the delays they have experienced in the past and without increasing the cost of printing or mailing for either us or you, we are finally going to put into operation the plan we all discussed, and a majority of you supported, last year at the Spring Credential Workshops.

In the next week or so we will send a supply of *Professional Growth Manuals* to colleges and universities, county offices of education, and the 100 largest school districts so that you can hand them to your candidates or teachers when they come into your office or when you hold meetings with them. Smaller districts may request them as needed. In the future, the Commission will mail *Manuals* only to people who request them in writing or who apply directly to the Commission for their initial Professional Clear Credential.

Please note that we are NOT asking you to mail *Manuals* to anyone; as stated above, they are expensive to mail. The information leaflet each credential holder will receive explains where copies of the *Manual* can be picked up. Please request more as you need them, but be conservative in your requests. We will not set a limit on the number of *Manuals* we will send to any agency unless we find ourselves distributing a lot more *Manuals* than we issue Professional Clear Credentials.

Thank you again for your suggestions, cooperation, and support.

State of California

COMMISSION ON TEACHER CREDENTIALING

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RENEWAL OF PROFESSIONAL CLEAR CREDENTIALS

Your Professional Clear Teaching Credential has been granted. To renew your credential you must fulfill requirements specified in the California Code of Regulations, Title 5, Section 80552. Please refer to your Professional Growth Manual for the specific requirements, which include the following:

1. **Obtain a Professional Growth Advisor** (see reverse for details).
2. **Complete an individual program of professional growth** that consists of a minimum of 150 clock hours of participation in activities that contribute to your competence, performance, or effectiveness in the profession of education. With your advisor, you must complete the Professional Growth Plan and Record form before you begin any of the activities.

NOTE: 150 clock hours of professional growth activities must be completed **during each five-year renewal cycle**. Only one set of activities needs to be completed per cycle regardless of the number of professional clear credentials that you hold. Activities apply only to the renewal cycle in which they are done; clock hours in excess of 150 may not be saved and applied toward future renewal cycles.

3. **Complete the professional service requirement** of at least one-half of a school year, or the equivalent, in a preschool, elementary school, or secondary school. Your employer must verify this service when it has been completed.
4. Submit a complete application for renewal no more than one year before your credential expires.

Complete application includes:

- ✓ application form (41-4)
- ✓ Professional Growth Plan and Record form
- ✓ Verification of Successful Service form
- ✓ application fee (check with this office, your local school district, or county office for current fees).

Copies of the *Professional Growth Plan and Record* and *Verification of Successful Service* forms are enclosed for your use.

If this is your initial professional clear credential and you were recommended for the credential by a California college or university, you were either given a copy of the *Professional Growth Manual* at some time during your program or copies were available for you to pick up from the credentials office. If you did not receive one, stop by the college or university credentials office for a copy.

If this is your initial professional clear credential and you applied for it directly to the Commission, your *Professional Growth Manual* is enclosed.

If you have held a professional clear credential in the past, you will not receive an additional copy of the *Professional Growth Manual* unless you specifically request one. In the event that you did not receive your Professional Growth Manual, or you have misplaced it, you may contact your district or county office of education to obtain one. If you are not employed by a district or county, you may contact the Commission on Teacher Credentialing at the address cited above to request a copy.

It is the responsibility of the credential holder to be aware of, and complete renewal requirements. Read the Professional Growth Manual, and consult with your advisor to help assure that you understand and comply with the regulations.

SELECTING A PROFESSIONAL GROWTH ADVISOR

Title 5 §80556(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 you are employed in California you should choose your professional growth advisor from the list provided by your employer. If you are unable to find a suitable advisor from the list, you may request that your employer approve someone of your choice who has agreed to help you to serve as your advisor. An advisor must hold a baccalaureate degree from an accredited institution and a valid clear or professional clear California teaching or services credential. The employing agency may require additional qualifications.

Optional methods of obtaining a professional growth advisor:

- A. You may ask another employing agency to appoint an advisor from their approved list.
- B. You may ask the Commission to approve the qualifications of a person you suggest to be your advisor. Send a signed and dated request naming the person you wish to be approved. Include a brief summary of that person's qualifications to serve as a professional growth advisor and a copy of their qualifying credential.

Promising groups of potential advisors include principals, mentor teachers, other teachers, appropriately credentialed persons who have retired from service as teachers or administrators, college or university personnel who hold credentials, and staff members in teacher centers and other regional service organizations in education.

- C. If you are unsuccessful in obtaining a professional growth advisor after trying all methods mentioned above, you may request the Commission to serve as your advisor. As you will not receive the benefit and support that face-to-face contact provides, we ask that you use the Commission as the last alternative. Mail your request, with the Plan and Record form found in the Professional Growth Manual, to the attention of the Professional Growth Advisor, Commission on Teacher Credentialing, P.O. Box 944270, Sacramento, CA 94244-2700.

Unemployed Credential Holders -- see options A, B, and C.

We can fulfill the legal obligation to approve your Professional Growth Plan, but cannot give you the attention and support you can get from face-to-face contact with an advisor in your area, so please consider us only as a last resort.

Credential Holders Residing Out-of-State

The holder of a full professional credential for the state in which you are residing may serve as your professional growth advisor. The Commission must approve your selection. Send a signed and dated request naming the person, with a brief summary of their qualifications and a copy of their credential(s) held in that state. Mail to the attention of the Professional Growth Advisor, Commission on Teacher Credentialing, P.O. Box 944270, Sacramento, CA 94244-2700.

Professional Growth Plan and Record Instructions

Please make enough copies of this form to include all of the goals, activities and amendments that you plan and/or complete.

- (1) Name: Please print or type your name as listed on your Professional Clear Credential. If you wish to have a different name on your new credential, please indicate it on the top line of the (yellow) credential application form (41-4).
- (2) Home Address: Print or type the address to which you would like the Commission to send your renewal certificate.
- (3) Daytime Telephone: The phone number will be used only if there is a need for clarification.
- (4) Social Security Number: Please type or print legibly.
- (5) Name each credential held: Type or print the title and date of expiration of each credential you hold.
- (6) Professional Growth Advisor(s): Type or print the name of each professional growth advisor who has advised you, the approximate term of advisement, the advisor's social security number, and the title of the credential he or she holds. In lieu of the Social Security number, the advisor may provide you with a photocopy of his or her credential to attach to this form.
- (7)(8) Professional Growth Goals: Type or print your specific goals for professional growth in Column 8. Number each goal, and place the number in Column 7. Your goals must contribute to your competence, performance, or effectiveness in the profession of education. Examples of goal statements may be found on page 8 of the *Manual*.
- (9)(10) Approval of Your Goals: Your advisor must approve each new goal by writing in the date of approval in Column 9 and initialing in Column 10.
- (11) Professional Growth Activities: List the activities that you expect to undertake to accomplish your goals. Please print or type. Examples of activity statements may be found on page 8 of the *Manual*.
- (12) Related Goals: Beside each activity in Column 11, print or type in Column 12 the number of the goal that the activity is designed to accomplish. Your goal number should be in Column 7.
- (13) Domain of Activity: The eight domains of professional growth are listed below and defined on page 12 of the *Manual*. Beside each activity, print or type the number of the domain that describes the substance or content of the activity.
 1. A subject the credential holder teaches, or reasonably expects to teach.
 2. A field of specialization in which the credential holder serves, or reasonably expects to serve.
 3. Concepts, principles, and methods of effective teaching, curriculum, and evaluation.
 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, organizations, and operation of public education and of institutions that promote public education.
- (14) Category of Activity: The categories of acceptable professional growth activities are listed below and defined on pages 13-17 of the *Manual*. Beside each activity, indicate which category it represents in Column 14. You must complete activities in at least two categories.
 1. Courses at a college or university.
 2. Conferences, workshops, teacher center programs, staff development programs.
 3. Systematic programs of observation and analysis of teaching.
 4. Service in a leadership role in an educational institution.

5. Service in a leadership role in a professional organization.
 6. Participation in research or innovation.
 7. Also acceptable: (see page 16)
 - a. Professional exchange programs.
 - b. Alternative work experience programs.
 - c. Programs of independent study.
 - d. Creative endeavors.
 - e. Cultural experiences.
 - f. Instruction in cardiopulmonary resuscitation (CPR).
- (15)(16) Approval of Your Activities: Your advisor must date and initial each activity when he or she approves it. It is recommended that you obtain your advisor's approval before you complete the activity.
- (17) Time Spent in Hours: In Column 17 accurately record the number of clock hours you have spent in each activity. If you have listed an activity, but decide not to pursue it, enter a zero (0) in Column 17. For restrictions on the time that may be counted, please see pages 13-17 of the *Manual*.
- (18) Verification of hours spent: Your professional growth advisor should initial in Column 18 as activities are completed.
- (19) Total Hours Spent: Add the clock hours you have recorded in Column 17, and enter the total at Item 19.
- (20) Certification of Initial Plan: The three spaces in Item 20 should be completed by the professional growth advisor who reviews the goals in Column 8 and the activities in Columns 11 through 14.
- (21) Verification By Credential Holder: The credential holder should sign and date Item 21 when the recorded time spent (in Item 19) equals or exceeds 150 clock hours.
- (22) Verification of Completion: When Items 1 through 21 have been completed, and the professional growth advisor is satisfied that the record of time spent is accurate, the advisor should fill out Item 21. The phone number will be used only if the Commission has a question related to the Professional Growth Plan and Record.

When the form is completed, submit the signed form along with any additional sheets, a completed credential application form (#41-4), a Verification of Successful Service, and the renewal fee in the last year of your renewal cycle.

**Verification of Successful Service
Professional Service Requirement**

Commission on Teacher Credentialing
State of California

Print Name of Credential Holder

Social Security Number

**INSTRUCTIONS FOR CHIEF ADMINISTRATIVE OFFICER OR DESIGNEE OF THE
CREDENTIAL HOLDER'S EMPLOYING AGENCY**

The holder of a Professional Clear Credential must successfully complete the equivalent of full-time service for one-half of a school year during each five year renewal cycle. For the purpose of this requirement, full time service is defined as five hours per day. One-half of a school year is defined as ninety school days. "Successful" service means the person was not terminated for poor performance by the employing agency during the credential renewal period. Please check your records, and complete this form by checking the appropriate box and filling in the appropriate blanks.

I certify that the above named person has successfully completed service in the school district or other employing agency listed below for the period of time I have specified.

Full time teaching for a minimum of 90 school days in

List years of service (e.g. 1986-1987)

Part time teacher, substitute teacher, or other contractual or voluntary service on behalf of students or certificated personnel for a total of _____ days for an average of _____ hours per day in _____
List year(s) of service

Print Name of Person Verifying Service

Signature of Verifier

Position

District/Educational Institution

Date

(Make additional copies if necessary)