

**COMMISSION ON TEACHER CREDENTIALING**

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OFFICE OF THE EXECUTIVE SECRETARY

92-9207

**DATE:** April 25, 1992

**TO:** Deans of Education and Directors of Teacher Education  
Directors of Administrative Services Credential Programs  
All Persons Interested in the Activities of the Commission

**FROM:**  Philip A. Fitch, Executive Secretary

**SUBJECT:** Amendment of Sections 80674.1, 80674.2 and 80674.3 of  
Title 5 of the California Code of Regulations Pertaining  
to Faculty Participation in the Public Schools

The Office of Administrative Law has recently approved amendments to the above listed Title 5 regulations pertaining to faculty participation requirements for those teaching in Administrative Services Credential Programs. These regulations are effective May 6, 1992.

**Background**

Senate Bill 813 (Chapter 498 of the Statutes of 1983) provided that faculty members who teach courses relating to methods are required to participate actively in the public schools at least once every three years. In 1984, additional legislation (Chapter 482 of the Statutes of 1984) extended the requirement to all faculty in Administrative Services Credential Programs. The intent of both laws was to ensure that all faculty who prepare candidates for professional responsibilities in school remain current with the realities of classrooms, schools, students, and the duties performed by credential holders.

Title 5 Regulations Sections 80674 through 80674.6 pertaining to Faculty Participation in the Public Schools became effective on April 29, 1990. These regulations amended and replaced the regulations on the same subject that took effect on October 5, 1985. In 1989, Assembly Bill 1215 (Clute) was enacted into law (Chapter 1057 of the Statutes of 1989). The 1989 legislation limited the requirement only to Administrative Services Program faculty who teach courses "relating to administrative methods as defined by the Commission". In the light of the 1989 legislation, it was necessary for the Commission on Teacher Credentialing to adopt a definition for "administrative methods" classes.

**Amendments**

The Commission amended Section 80674.1 to provide the definition of administrative methods required by the statute and parallel as closely as possible the definition of "Course in teaching methods" already in Title 5 regulations. The amendment to Section 80674.2 narrows the references from administrative faculty to

administrative methods faculty, as made necessary by the statute. The amendments to Section 80674.3 provide a list of acceptable activities for the faculty participation of administrative methods faculty.

As a part of the development of these amendments a survey about faculty participation was sent to program directors of educational administration at all California institutions with approved administrator preparation programs. The survey asked them to name the courses they considered to be "administrative methods" at both credential levels and give their working definitions of "methods" classes. A subcommittee of the Commission's School Administration Advisory Panel was appointed to study results of the survey and to work with staff to develop the recommended definition of "administrative methods" to recommend acceptable activities for participation. The recommendations of the subcommittee were reported to the School Administration Advisory Panel, where they were discussed, revised and endorsed. Subsequently the recommendations were incorporated into the Commission's proposed Title 5 amendments which were given a public hearing and approved by the Office of Administrative Law.

#### **Definition of Administrative Methods Courses**

A course in administrative methods is any course offered in an approved program at a higher education institution which focuses upon *applied strategies and techniques for effective administration of the public schools*. In determining which courses to consider as administrative methods, it is expected that at least some of the courses in the program will be designated as methods classes. In fact, it would be likely that over one half of the courses in the program would be designated as methods. Administrative field work courses should be considered as methods courses. The courses which would not be considered as methods courses are foundations courses such as research methods and learning and development.

#### **Exemptions from Participation**

This statute exempts from the public school participation requirement all faculty members who teach in Administrative Services Credential Programs, but whose assignments are in schools or departments other than education. However, part time faculty who are in the education department or school are required to participate.

#### **Acceptable Activities**

The list of acceptable activities was developed in such a way as to be consistent with the list of acceptable activities for basic credential methods faculty, but be applicable to administrative credential faculty. The list is similar, in that it allows up to one half of the requirement to be completed by supervising field work. It also allows the same activities, except that direct instructional interaction with students is not required. Administrative service to school districts and/or county office was added to the list.

#### **Contact Person/Further Information**

Inquiries concerning the amendments may be directed to Dr. Lawrence Birch, Consultant, Commission on Teacher Credentialing (916)327-2967.

**COMMISSION ON TEACHER CREDENTIALING**

**April 25, 1992**

**PART 8 OF TITLE 5 OF THE CALIFORNIA CODE OF REGULATIONS**

**AMENDMENT TO SECTIONS 80674.1, 80674.2 AND 80674.3  
PERTAINING TO  
FACULTY PARTICIPATION IN THE PUBLIC SCHOOLS**

**CHAPTER 5. APPROVED PROGRAMS**

**ARTICLE 3. Other Program Approval Procedures**

**FACULTY PARTICIPATION IN THE PUBLIC SCHOOLS**

80674.1 DEFINITIONS. As used in this article, the following terms shall have the meanings set forth below:

- (a) "Professional preparation program" refers to all programs of an accredited higher education institution which lead to a multiple subject, single subject, specialist, or administrative services credential.
- (b) "Direct instructional interaction" means instruction of an elementary or secondary school class, group, or individual, carried out alone or in a team arrangement with the regular classroom teacher.
- (c) "Course in teaching methods" means any course offered in an approved program at a higher education institution which focuses upon applied classroom instructional strategies and techniques for effective instruction of elementary and secondary pupils.

- (d) "Course in administrative methods" means any course offered in a Commission-approved program at a higher education institution which focuses upon applied strategies and techniques for effective administration of the public schools.
- (e) "Evaluation process" is the Commission's process by which teacher education programs at accredited higher education institutions are approved, placed on probation, or terminated as a result of being visited by a team of external evaluators. This team is composed of educators, including classroom teachers, and lay persons
- (f) "Probationary status" means the status assigned to an approved program of professional preparation which has been determined to be out-of-compliance with one or more Commission requirements on the basis of findings by a program evaluation process, but which is allowed to continue operation and recommend candidates for credentials. The term "Probationary Approval" does not apply to subject matter programs. The implementing institution of higher education/local education agency has no more than one year to correct the identified deficiencies and to regain "Standard Approval" or be subject to "Terminated Approval."
- (g) "Reports" are written reports requested by the Commission which document data about the faculty participation programs deemed to be worth collecting and sharing with institutions of higher education and others interested in teacher education.
- (h) "Commission: means the Commission on Teacher Credentialing, referenced in Section 44210 of the Education Code.

Authority cited: Sections 44225(b) and 44228, Education Code.  
 Reference: Sections 44227.5 and 44203(d), Education Code.

80674.2 TIME PERIODS AND REQUIREMENTS FOR FACULTY MEMBERS REQUIRED TO PARTICIPATE IN THE PUBLIC SCHOOLS

- (a) For purposes of implementation of these rules the initial three-year period to determine required participation pursuant to this section and section 80674.3 shall commence on October 2, 1985 for educational methods faculty and October 1, 1987 for education administration methods faculty.
- (b) Each faculty member who has taught at least one course in teaching methods and/or administrative methods (*See Note*) in professional preparation programs during the preceding three-year period shall actively participate in the public schools in activities provided in Section 80674.3 of these rules.
- (c) Each faculty member affected by these provisions shall participate for a minimum of thirty (30) clock hours each three-year period.
- (d) Each successive three-year period of required participation for an individual faculty member affected by these rules shall not be required to commence before thirty-six (36) months has elapsed from the initial date of the preceding three-year period of participation.

*(NOTE)*

*According to Education Code §44227.5 (d) the Commission shall exempt from this requirement faculty members whose primary assignments are in departments or schools other than education.*

Authority cited: Section 44225(b), Education Code.  
Reference: Section 44227.5, Education Code.

80674.3 ACTIVE FACULTY PARTICIPATION IN THE PUBLIC SCHOOLS

Active participation shall be involvement in a public elementary or secondary school and/or district office in a competency area related to the faculty member's assignment in the professional preparation program.

Acceptable activities for meeting the requirement for active participation by faculty members affected by this statute are those activities which enhance the professional development of the faculty member through direct involvement in public schools and classrooms and/or the administrative functions of the public schools. Such involvement shall consist of either (a) or (b):

(a) For faculty members whose assignment is to teach one or more courses in teaching methods such involvement shall include:

(1) Direct instructional interaction with students in a classroom setting during the regular school day for a minimum of one-half the time assigned for each faculty member to participate in the public schools.

(2) The other half of the assigned time may also include the following activities within, the context of the classroom, for a maximum of one-half the time assigned for each faculty member to participate in the public schools:

(A) Inservice education/staff development for school personnel and faculty.

(B) Curriculum development.

(C) Research grants and/or pilot projects related to the schools.

(D) Educational service to school districts and/or county offices.

(E) Clinical supervision of student teachers and/or inservice of classroom teachers.

- (b) For faculty members whose assignment is to teach one or more courses relating to administrative methods, such involvement shall include participation in the administrative and instructional functions of the public schools and may include
- (1) Direct interaction with students, teachers and administrators during the regular school day.
    - (A) Administrative service to school districts and/or county offices.
    - (B) Other educational service to school districts and/or county offices.
    - (C) Direct instructional interaction with students in a classroom setting during the regular school day.
    - (D) Inservice education/staff development for school personnel and faculty.
    - (E) Research grants and/or pilot projects related to the schools.
    - (F) Curriculum development.
  - (2) Supervision of administrative fieldwork or internships may count for a maximum of one-half the time assigned for each faculty member to participate in the public schools.

Authority cited: Section 44225(b), Education Code.  
Reference: Section 44227.5, Education Code

**COMMISSION ON TEACHER CREDENTIALING**

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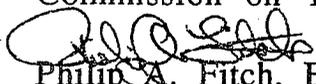
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OFFICE OF THE EXECUTIVE SECRETARY

April 20, 1992

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

FROM:  Philip A. Fitch, Executive Secretary

SUBJECT: Fingerprint Cards Processed by the FBI

The Commission has recently been notified of a change in policy concerning the resubmission of fingerprint cards rejected by the FBI.

Since 1988, the FBI has required that when an individual submits reprints, he or she must include the rejected fingerprint card as proof of payment of the processing fee. Because applicants for credentials often fail to return the rejected cards despite the notice we staple to the card, the Commission has been taking the precaution of photocopying the FBI card before we return it to the applicant so that we can verify that payment has been made. *Effective immediately*, the FBI will no longer accept that photocopy as proof of payment. *If the original card is not returned with the reprints, the applicant must submit an additional processing fee of twenty-three dollars (\$23).*

As a result of this policy change by the FBI, the Commission has changed its procedures. Now, instead of returning the rejected card to the applicant and keeping the photocopy, we are keeping the rejected card and sending the photocopy to the applicant when reprints are needed. This way we can provide proof of payment and do not have to request additional fees from applicants.

Unfortunately, we continue to receive reprints for FBI fingerprint cards that were rejected during the past several months before we were notified of the change and began holding rejected cards. Many of these reprints are being submitted to us without the original card forcing us to reject

them again for the processing fee. It is important to remember that this fee is not new, the rejected card did include the following tag:

<p style="text-align: center;"><b>IMPORTANT</b></p> <p style="text-align: center;">YOU MUST RETURN THIS CARD(S)</p> <p style="text-align: center;">WITH YOUR REPRINTS</p> <p><input checked="" type="checkbox"/> IF YOU DO NOT RETURN THE FBI CARD, YOU MUST ENCLOSE A CHECK OR MONEY ORDER FOR \$23.</p> <p>M-1</p>
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What is new is that the photocopy we kept just in case the card was not returned as requested is no longer acceptable in lieu of the actual rejected fingerprint card. Applicants who were caught in the change and lost or destroyed their rejected cards, will be asked to submit an additional \$23 FBI processing fee.

If you have any questions, please contact our Information Services Office between 12:30 and 4:30 any workday afternoon. Thank you.