STATE OF CALIFORNIA
COMMISSION ON TEACHER CREDENTIALING
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PETE WILSON, Governor

OFFICE OF THE EXECUTIVE DIRECTOR

93-9322

DATE: September 17, 1993

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

FROM: Philip A. Fitch, Ed.D.
Executive Director

SUBJECT: Proposed Amendment of Sections 80024.1 through 80024.4 and 80024.6, 80025, 80026, 80027, and 80430 Addition of Sections 80023 through 80023.2, 80026.1, 80026.4 through 80026.6, and 80120 through 80124 and Deletion of Section 80023 of Title 5, California Code of Regulations, Pertaining to Emergency Permits and Credential Waivers

Notice of Public Hearing is Hereby Given:

In accordance with Commission policy, proposed Title 5 Regulations are being distributed prior to the public hearing. The public hearing is scheduled on:

November 4, 1993
1:30 p.m.
Clarion Hotel
700 16th Street
Sacramento, California

Statement of Reasons

Summary of Existing Laws and Regulations

Education Code Section 44225(m) requires the Commission to review requests from school districts, institutions of higher education, private schools and individuals to waive laws or regulations governing teacher preparation and licensing. In addition, Section 44225(m) repeals, on June 30, 1993, the existing authority of the State Board to issue general waivers in educator preparation and licensing. The addition of Sections 80120-80124 to Title 5 will enable to Commission to address the statutory mandate for review of waiver requests.

Previously Education Section 44254 authorized the Commission to establish regulations for the requirements and authorizations of emergency credentials. This provision was replaced by Education Code Section 44300, enacted by Chapter 1355 (Statutes of 1988, "The Bergeson Act"). Section 44300 authorizes the Commission to establish regulations for the issuance or renewal of emergency teaching or specialist permits. Amendments and additions to Sections 80023-80027 of Title 5 will allow the Commission to implement the new requirements for emergency permits enacted by Education Code Section 44300.

Education Code Section 44225(g) requires the Commission to establish alternative methods for entry into the teaching profession. The addition of Section 80026.4, and amendments to Section 80430 of Title 5 will allow the Commission to address this legislative mandate by creating two new alternatives for entry into teaching.

Purpose/Effect of Proposed Action

Education Code Section 44225(q) provides that Commission will propose appropriate rules and regulations to implement the Teacher Credentialing Law of 1988 (The Bergeson Act). Education Code Section 44225(d) requires the Commission to "establish standards for the issuance and renewal of credentials, certificates, and permits; subdivision (g) of Section 44225 requires the Commission to "establish alternative methods for entry into the teaching profession" and subdivision (m) of Section 44225 requires the Commission "to review requests for credential waivers". There are no references in Title 5 to procedures for Commission review of any such waiver request. Although Title 5 does specify procedures for the issuance and renewal of emergency permits, current regulations do not make reference to the statutory revisions enacted by Chapter 1355 of 1988. Although Title 5 does make reference to direct application for credentials for persons prepared out of state, it does not provide a similar alternative route to certification for those prepared in California.

The Commission is proposing to amend Title 5, California Code of Regulations to establish procedures for review of requests from local education agencies and others for credential waivers, to revise procedures for issuing and renewing of emergency permits, consistent with the provisions enacted by The Bergeson Act, and to offer two new routes for entry into the teaching profession. The specific purposes of the proposed Title 5 changes are to: (1) enable the Commission on Teacher Credentialing to implement the statutory requirements of Chapter 1355 (1988) pertaining to credential waivers and emergency permits; (2) streamline the existing emergency permit procedures; (3) eliminate the duplication between procedures governing emergency permits and waivers; (4) reduce regulatory requirements and paperwork on local education agencies; (5) encourage more persons holding credential exemptions to progress toward full certification; and (6) create new alternative routes to certification for teacher credential candidates.

The Commission proposal is based upon recommendations of its Task Force on Waivers and Emergency Permits, which is comprised of representatives of classroom teachers, site and district administrators, school board

(f) Emergency Specialist Instruction Permit for Teaching the Severely Handicapped.
(g) Emergency Specialist Instruction Permit for Teaching the Physically Handicapped.
(h) Emergency Specialist Instruction Permit for Teaching the Communication Handicapped.
(i) Emergency Specialist Instruction Permit for Teaching the Visually Handicapped.
(j) Emergency Clinical or Rehabilitative Services Permit in Language, Speech and Hearing, including the Special Class Authorization.
(k) Emergency Library Media Teacher Services Permit.

NOTE: Authority Cited: Section 44225(g), Education Code. Reference: Sections 44225, subdivisions (d) and (g), and 44300 Education Code.

(Insert New Section 80023.1 as follows:)

80023.1. General Provisions Governing Emergency Permits.

The provisions of this section shall apply to all emergency permits specified in Section 80023.

(a) Terms that are used in Sections 80023 through 80027, inclusive, are defined as follows:
  (1) The terms "employing agency" and "local education agency" mean the school district, county office of education, or school operating under the direction of a California state agency, which submits an emergency permit application to the Commission in order to employ the applicant.
  (2) "Applicant" is the individual for whom an emergency permit application is submitted.
  (3) "Regionally accredited college or university" means an institution of postsecondary education accredited by a regional accrediting body recognized by the Council on Postsecondary Accreditation and the United States Department of Education. In California the regional accrediting body is the Western Association of Schools and Colleges (WASC).
  (4) "Related credential" refers to the credential(s) that provide the same authorization as a particular emergency permit.
(b) The following entities may submit emergency permit applications. Each application shall be submitted to the Commission on behalf of the applicant.
  (1) Public school districts in California.
  (2) County offices of education or county superintendents of schools in California.
  (3) Schools that operate under the direction of a California state agency, including publicly-subsidized private schools.
(c) Emergency permits are valid for the length of time specified as follows:

(1) An emergency permit issued between July 1 and the following January 31 shall expire on June 30 following the date of issuance.

(2) An emergency permit issued between February 1 and June 30 shall expire on January 31 following the date of issuance.

(d) Teaching or service authorized by an emergency permit shall be restricted to schools operated by the employing agency that requested the permit.

NOTE: Authority Cited: Section 44225(g), Education Code. Reference: Sections 44225, subdivisions (d) and (g), and 44300 Education Code.

(Insert New 80023.2 as follows:)

80023.2. General Requirements for the Issuance of Emergency Permits.

The following requirements apply to the initial issuance of any emergency permit.

(a) The applicant must possess a baccalaureate or higher degree from a regionally accredited college or university.

(b) The applicant must verify passage of the California Basic Educational Skills Test (CBEST), unless he or she holds a valid California teaching credential issued on the basis of a baccalaureate degree and professional preparation, including student teaching.

(c) The applicant must satisfy all requirements for the permit being requested as provided in Title 5, California Code of Regulations, Section 80024.1 through 80024.6.

(d) The employing agency must annually submit a Declaration of Need for Fully Qualified Educators that satisfies the provisions of Section 80026, unless the employing agency has an approved Plan to Develop Fully Qualified Educators as described in Section 80026.4 that provides for submission of such notice less frequently.

(e) If the applicant does not already have fingerprint clearance on file with the Commission, the permit application must include two fingerprint cards and the Character and Identification Clearance Form (41-CIC), and fees. No permit will be issued until the clearance process is completed.

(f) Issuance of an emergency permit also requires the submission of a complete application packet, including Form 41-4 and an Employment Statement, payment of the fee(s) required by Section 80487, and other documents required by the Commission to verify completion of all requirements for the emergency permit.

NOTE: Authority Cited: Section 44225(g), Education Code. Reference: Sections 44225, subdivisions (d) and (g), and 44300 Education Code.

(Modify 80024.1, 80024.2, 80024.3, 80024.4, 80024.5 and 80025 as follows to conform with new emergency permit regulations by

80026(b) and(c) *Description of Efforts to Recruit and Assign Certified Personnel.*
Education Code Section 44300 established a new requirement that employing agencies briefly describe efforts to recruit, certify, assign and develop fully qualified personnel. The proposed regulations incorporate this new statutory requirement.

80026(e). *Adoption of Declaration of Need at a Public Board Meeting.*
Education Code Section 44300 requires that the Declaration of Need be adopted by the governing board at a regularly-scheduled public meeting, or by a county superintendent following a public announcement. The proposed Title 5 regulations incorporate this statutory requirement.

80026.1. *Provision of Information to Applicants.*
Education Code Section 44300 establishes new requirements for emergency permit holders and the agencies that employ them. The proposed Title 5 regulations requires local education agencies to inform emergency permit applicants that the agency will provide the orientation, guidance and assistance mandated by law, the name or the position of the individual to provide such assistance, and the requirements for renewal of an emergency permit.

80026.4 *Optional Plan to Develop Fully Qualified Educators.*
The task force wants to encourage alternative routes to certification for credential candidates. Therefore, the proposed Title 5 regulations authorize any employing agency to submit a plan for recommending candidates for certification, for support and assisting emergency teachers, or for providing staff development activities that qualify for renewal of the emergency permit after the first year. These amendments address the requirement in Education Code Section 44225(g), that the Commission "establish alternative methods for entry into teaching".

80026.5 *Provision of Orientation, Guidance and Assistance to Permit Holders.*
Education Code Section 44300 requires employing agencies to provide an orientation to teaching for first-time emergency permit holders, and to assign an experienced educator to guide and assist the emergency permit teacher. The proposed Title 5 regulations incorporate this new statutory requirement.

80026.6 *Renewal of Permits: Alternative Route.*
Education Code Section 44225(g) requires the Commission to establish alternative routes for entry into teaching. Consistent with this new statutory requirement on the Commission, the proposed Title 5 amendments authorize applicants for the first renewal of an emergency permit to substitute ninety hours of professional develop activities completed under a local district plan for 6 units of collegiate course work.

80430 *Direct Application for Credential.*
Current regulations authorize persons who completed their preparation out of state to apply directly to the Commission for a

credential. A primary purpose of the proposed Title 5 regulations is to decrease the number of persons serving on credential exemptions and increase the number of fully certified educators. Rather than continuing to place competent people on waivers, the task force recommended extending the opportunity for direct credential applications to candidates prepared in California. The proposed Title 5 amendment creates an alternative route to entry into teaching by allowing these individuals to apply directly to the Commission for a credential based upon preparation equivalent to that required by California statutes and regulations.

80120 *Categories of Waivers.*
Education Code Section 44225(m) requires the Commission to review requests from local agencies and others for credential waivers. The proposed Title 5 regulations provide guidance to those applying for waivers by identifying various categories of waivers, along with the purposes for which credential waivers may be granted.

80121 *General Provisions Governing Waivers: Definitions.*
Education Code Section 44225(m) specifies entities and individuals eligible to apply for waivers. The proposed Title 5 regulations reiterate those eligible to apply for waivers and identify various types of waivers that may be granted.

80122 *General Requirements for the Granting of Waivers.*
This section of the proposed Title 5 regulations specifies the information that shall be included in a waiver application in order to provide guidance to those applying for a waiver.

80123 *Requirements for Specified Categories of Waivers.*
The task force has recommended decentralizing the waiver review process. This proposed Title 5 regulation authorizes employing agencies to grant "short-term waivers" (of one semester or less) without prior approval by the Commission on a one-time basis for any individual, provided that information regarding any such waiver is included in existing assignment monitoring reports.

80124 *Renewal of Waivers.*
The task force wants to encourage those serving on credential waivers for longer than one year to progress to competence in their assignments. This proposed Title 5 regulations specifies that requests for the issuance or renewal of waivers to temporarily exempt geographically isolated regions, shall include a plan to develop fully qualified educators, or a brief explanation as to why such a plan is not feasible.

Documents Relied Upon in Making Determination to Change These Regulations

The following reports were relied upon by the Commission's Statewide Task Force on Waivers and Emergency Permits in preparing the proposed regulations:

(1) "Success For Beginning Teachers: The California New Teacher Project", California Commission on Teacher Credentialing, California Department of Education, March, 1992.

(2) "Final Report: 1991-92 Credential/Employment Waivers", Instructional Services and Teaching Support Division, State Department of Education, 1992.

(3) "Options For The Assignment Of Teachers To Teach Specific Subjects Under Existing Regulations and Education Code Provisions", Commission on Teacher Credentialing Information Bulletin, 1993.

(4) "Existing Regulations Governing The Assignment of Teachers", Commission on Teacher Credentialing Information Bulletin, 1993.

(5) "Education Code Sections Covered by the Commission's Waiver Authority", Commission on Teacher Credentialing, 1993.

(6) "A Summary of the Data on Special Education Teacher Shortages in California: 1984-85 to 1991-92", San Diego State University, 1992.

(7) "Typical Sequence of Events in the Development of General Authority Credentialing Waivers: State Department of Education Staff Procedures", State Department of Education, 1992.

(8) "Typical Sequence of Events in the Development of General Authority Credentialing Waivers: Commission on Teacher Credentialing Staff", Commission on Teacher Credentialing, 1993.

(9) "Waivers Issued Under General Waiver Authority", Commission on Teacher Credentialing, 1993.

(10) "Waivers Issued Under Specific Waiver Authority: Special Education -- Current System", Commission on Teacher Credentialing, 1993.

(11) "Types of Ryan Credentials: Regular Education", Commission on Teacher Credentialing, 1993.

(12) "Types of Ryan Credentials: Special Education", Commission on Teacher Credentialing, 1993.

(13) "Types of Emergency Teaching Permits -- Regular Education", Commission on Teacher Credentialing, 1993.

(14) "Types of Emergency Permits -- Special Education", Commission on Teacher Credentialing, 1993.

(15) "Update on the Commission's Task Force on Waivers and Emergency Permits", Commission on Teacher Credentialing, February 18, 1993.

Written Comment Period

Any interested person, or his or her authorized representative, may submit written comments on the proposed actions. The written comment period closes at 5:00 p.m. on November 3, 1993.

Any written comments received 14 days prior to the public hearing 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 and presented to the full Commission at the hearing.

Submission of Written Comments

A response form is attached for your use when submitting written comments to the Commission. Please send it to the Commission at 1812 9th Street, Sacramento, CA 95814-7000, so it is received at least one day prior to the date of the public hearing.

Public Hearing

Oral comments on the proposed action will be taken at the public hearing. We would appreciate 14 days advance notice in order to schedule sufficient time on the agenda. Please contact Dr. Philip A. Fitch at (916) 445-0184 regarding this.

Any person wishing to submit written comments at the public hearing may do so. It is requested, but not required, that persons submitting such comments provide twenty-five copies. All written statements submitted at the hearing will, however, be given full consideration regardless of the number of copies submitted.

Modification of Proposed Actions

If the Commission proposes to modify the actions hereby proposed, the modifications (other than nonsubstantial or solely grammatical modifications) will be made available for public comment for at least 15 days before they are adopted.

Contact Person/Further Information

Inquiries concerning the proposed action may be directed to Linda Bond, telephone (916) 327-0586, and to Robert Salley, telephone (916) 322-6254. Upon request, a copy of the express terms of the proposed action and a copy of the initial statement of reasons will be made available. In addition, all the information upon which this proposal is based is available for inspection and copying.

Attachments

Attachment

Proposed Title 5 Regulations to Govern Emergency Permits

September 1993

Article 2. Credential Types, Authorizations and Requirements

(Delete existing Section 80023)

~~80023. Emergency Credentials.~~

~~The following general provisions apply to all Emergency Credentials:~~

~~(a) An Emergency Credential issued between July 1st and January 31st of the following year shall be issued for not more than one year and shall terminate on the June 30th following issuance of the credential. An Emergency Credential issued between February 1st and June 30th shall be issued for not more than one year and shall terminate on the January 31st following issuance of the credential.~~

~~(b) Any Emergency Credential issued must be in lieu of a regular credential authorized by the Education Code.~~

~~(c) The service authorized by all emergency credentials and permits, except the emergency permit for 30 day substitute teaching service, shall be rendered only in the school district that prepared and submitted the Statement of Need form. The service authorized by the Emergency Permit for 30 day substitute teaching service may be rendered in any classroom within a district that has a completed Statement of Need on file at the district office for the school year. The Statement of Need shall contain the information described in Section 80026, Subsections (a), excepting the approval of the county superintendent of schools for any district prepared Statement of Need, (c), and (e). Further, a county may complete and file a Statement of Need for county operated schools.~~

~~(d) Application for Emergency Credentials and Permits shall not be submitted prior to August 15th of the ensuing school year unless the authorization is for a summer school or year round school assignment.~~

~~(e) Commencing on February 1, 1983, the Commission shall not issue initially or renew an emergency credential other than the one year nonrenewable credential provided for in Education Code Section 44252(b)(3) for out of state applicants, unless the applicant has passed the California Basic Education Skills Test.~~

~~(f) For the emergency credentials described in Sections 80024.1, 80024.2, 80024.5 and 80025, the Declaration of Insufficiency shall state that, based on a factual report, the Board of Education finds there is an insufficient number of candidates for any or all of these emergency credentials who hold baccalaureate degrees. The declaration shall be made by the governing board of the employing district or county in the form of a motion adopted at a regularly scheduled public meeting of that board and entered into the minutes of that meeting. The factual report on which the declaration is based shall be submitted to the Commission office with each application requiring the declaration, along with the statement of need specified in Section 80026, and a copy of the actual declaration. The~~

~~factual report shall be submitted on a form provided by the Commission and shall include the following information:~~

~~(1) The approximate number of individuals that the district or county will need to employ on an emergency credential of the type or types specified in the declaration of insufficiency;~~

~~(2) The number of individuals who have contacted the district or county about employment and who may be available to fill the anticipated vacancies, reported according to the following criteria:~~

~~(A) Individuals who have a baccalaureate degree and a valid California teaching credential which does not specifically authorize the needed service, or~~

~~(B) Individuals who have a baccalaureate degree from a regionally accredited college or university, but do not have a valid California teaching credential, or~~

~~(C) Individuals who do not have a baccalaureate degree, but have completed a minimum of 90 semester units of collegiate work at a regionally accredited college or university.~~

~~(3) What the district or county has done and will continue to do to recruit appropriately credentialed personnel to fill the anticipated vacancies. In the event that an insufficient number of appropriately credentialed personnel are available, what the district or county will do to recruit individuals with other valid California teaching credentials, individuals with acceptable baccalaureate degrees, and, finally, individuals with a minimum of 90 semester units, in that order of priority.~~

~~(4) The anticipated duration of the emergency, how this duration was determined, and the actions the district or county intends to take to alleviate the emergency situation prior to the commencement of the following school year.~~

~~NOTE: Authority Cited: Sections 44225(b), 44252.5 and 44254, Education Code. Reference: Sections 44252 and 44254, Education Code. (Filed 7-29-83; effective thirtieth day thereafter; Register 83, No. 31).~~

(Insert new 80023)

80023. Types of Emergency Permits.

The following types of emergency permits are governed by the provisions of Sections 80023.1 through 80026.5, inclusive.

(a) Emergency Multiple Subject Teaching Permit.

(b) Emergency Multiple Subject Teaching Permit with a Bilingual Crosscultural Emphasis.

(c) Emergency Single Subject Teaching Permit with an authorization to teach one or more of the subjects identified in Education Code Section 44282.

(d) Emergency Single Subject Teaching Permit with a Bilingual Crosscultural Emphasis with an authority to teach one or more subjects identified in Education Code Section 44282.

(e) Emergency Specialist Instruction Permit for Teaching the Learning Handicapped.

members, parents and university educators. The Task Force recommended five primary changes in current procedures, which are proposed in the Title 5 changes:

1. Create two new alternatives for entry into the profession by allowing persons to apply directly to the Commission for a credential based upon preparation equivalent to California statutes and regulations, and by authorizing local education agencies to provide training for first-time emergency permit holders that will qualify for permit renewal.

2. Decrease paperwork requirements on local education agencies by eliminating the requirement that a "Statement of Need" for emergency permit teachers be submitted to the Commission with each and every application. Instead, provide that such a statement shall be submitted annually.

3. Encourage more of those serving on credential exemptions to progress toward full certification, for example, by making it easier for persons assigned to special education classrooms to obtain an emergency credential.

4. Address new statutory mandates enacted by Chapter 1355 of 1988, including requirements that certain categories of emergency permit holders receive an orientation to teaching, and support, assistance and training in their assignments.

5. Decentralize aspects of waiver review procedures, while strengthening waiver monitoring.

The rationale for the proposed Title 5 amendments and additions pertaining to Emergency Permits and Credential Waivers are summarized below by Title 5 section.

80023-80023.2 *General Provisions for the Issuance and Governance of Emergency Permits: Types of Permits Covered.*
Repeals the existing general provisions applying to emergency credentials because they are based on an Education Code Section that has been repealed. Inserts new sections to specify general provisions for the governance and issuance of emergency permits consistent with Education Code Section 44300, which is currently in effect.

80023-80027 (Except 80024.2) *Change Name of Authorization to Permit.*
Emergency credentials were re-named <u>permits</u> with the enactment of Education Code Section 44300, to denote that they are based on fewer requirements than credentials. The proposed changes strike each reference to emergency "credentials" and insert references to "<u>permits</u>", consistent with the statutory change enacted by Education Code Section 44300.

80023.2.-80024.6 (Except 80024.2) *Change Name of Statement of Need.*
At the recommendation of the statewide task force, this amendment changes the name of the "Statement of Need" to the "<u>Declaration of</u>

Need for Fully Qualified Educators". School boards are required by current law to adopt a statement concerning their need for qualified personnel. The task force believes that adoption of a "Declaration of Need for Fully Qualified Educators" offers a clear statement of what is required, with less offense, then adopting a "Statement of Need".

80024.1 *Remove Obsolete References.*
Until January 1, 1985, individuals could obtain an emergency credential based on 90 units of collegiate work. Existing Title 5 regulations still make reference to this date, which passed over eight years ago, and to credentials obtained with "less than a baccalaureate degree". Since these references are now obsolete, the proposed regulations remove this language.

80023.2 *Require passage of CBEST.*
In 1983, Education Code Section 44252(b) added the CBEST as a requirement for the issuance and renewal of any emergency credential. The proposed regulations include the CBEST requirement, clarifying the legal requirement for this document.

80024.3 *Remove Requirement for Special Education Experience or Course Work.*
Current Title 5 regulations establish a "threshold" of one year of special education teaching experience, or 6 units of course work, to obtain a special education emergency permit. The task force determined that while the intent of this "threshold" was to ensure that those assigned to special education classrooms had minimal qualifications, the opposite is true in practice. The "threshold", creates a barrier to obtaining an emergency permit and forces hundreds of teachers to obtain credential waivers. While emergency permits require regular progress toward full certification, waivers may not. Therefore, the task force proposes to amend Title 5 to remove the experience/course work "threshold."

80023.2-80026 (Except 80024.2) *Remove Requirement for Statement of Need.*
The function of the statement of need is to establish that there is an insufficient number of acceptable, fully credentialed teachers available for assignment to district classrooms. Current Title 5 regulations require the submission of a statement of need with each and every application for an emergency permit. The task force determined that this requirement places an unnecessary burden on local education agencies, and proposes that it be replaced with a requirement for an annual statement.

80023.2(e) *Clarify Requirement for Fingerprint Clearance.*
Current regulations require fingerprint clearance with each permit application. Since this creates an unnecessary regulatory burden, the proposed regulations require fingerprint clearance only if clearance is not already on file with the Commission.

80023.2(f) *Clarify Requirement for Fingerprint Fee.*
Existing regulations do not clearly specify that an additional fee is required for processing fingerprint cards. The proposed regulations clarify this requirement.

eliminating the requirement for a Statement of Need with each permit application, and update based on current law:)

80024.1. Emergency Multiple and Single Subject Teaching ~~Credentials~~ Permits.

(a) ~~Requirements~~ Each application for the initial issuance of the Emergency Multiple and Single Subject Teaching ~~Credentials~~ Permits must meet all of the following requirements:

(1) The applicant and the employing agency must meet the ~~following academic qualifications:~~ general requirements specified in Section 80023.2.

~~(A) Completion of a baccalaureate degree from a regionally accredited college or university;~~

~~(B) Or, until January 1, 1985, completion of at least 90 semester units of collegiate work from a regionally accredited college or university and submission of a declaration by the district or county board of education that there is an insufficient number of candidates for emergency credentials who hold baccalaureate degrees.~~

(2) The applicant must apply for entrance or be admitted to a regionally accredited college or university, or demonstrate intent to enroll within a reasonable period of time. ~~If the applicant qualifies for and selects the staff development option described in subsection (b)(2), a letter from the employer verifying such action will meet the requirement of this section.~~

(3) The applicant must ~~submit the Statement of Need described in Section 80026; a completed credential application form; the fee as specified in Section 80487; transcripts of the academic qualifications specified in (a)(1) of this section; a letter from the applicant demonstrating intent to enroll in a regionally accredited college or university within a reasonable period of time or a letter from the employer verifying that the employee qualifies for and has selected the staff development option; and personal identification on duplicate fingerprint cards~~ verify subject matter competence by one of the following:

(A) Possession of a valid California teaching credential that requires a baccalaureate degree and a professional preparation program including student teaching; or

(B) Completion of the appropriate subject matter examinations(s) approved by the Commission for the related credential; or

(C) Completion of the specified number of semester units, or equivalent quarter units, of appropriate course work taken at a regionally accredited college or university as follows:

1. For the Emergency Single Subject Teaching Permit, at least 18 semester units, or nine upper division or graduate semester units, or course work in the subject to be taught; or

2. For the Emergency Multiple Subject Teaching Permit, at least 10 semester units of course work in each of at

least four of the following subject areas or at least 10 semester units of course work in each of three subject areas and an additional 10 semester units in a combination of two of the remaining subject areas. The subject areas are as follows: language studies, history, literature, humanities, mathematics, the arts, science, physical education, social science, and human development; or

(D) Certification by the employing agency of all of the following:

1. the applicant has not had an opportunity to take the appropriate subject matter examinations(s); and
2. the applicant will take the appropriate subject matter examination(s) at its/their next regularly scheduled administration, and
3. the employing agency will discontinue employment of the applicant eight weeks after the date on which the test is administered if the applicant does not provide evidence of having passed the examination(s).

(b) ~~Requirements~~ Each application for renewal of the Emergency Multiple and Single Subject Teaching ~~Credentials~~ Permits must meet all of the following requirements:

(1) The applicant and the employing agency must meet the ~~following academic qualifications:~~ requirements for renewal of emergency permits specified in Section 80026.6.

~~(A) Completion of a baccalaureate degree from a regionally accredited college or university; or, until January 1, 1985;~~

~~(B) Or, until January 1, 1985, completion of at least 90 semester units of collegiate work from a regionally accredited college or university and submission of a declaration by the district or county board of education that there is an insufficient number of candidates for emergency credentials who hold baccalaureate degrees.~~

~~(2) Six semester units of collegiate work leading to a degree and/or credential. Applicants renewing an emergency single subject teaching credential, in areas designated by the Commission as a category of high need, and who have demonstrated subject matter competency, either by the possession of a degree with a major or minor in the authorized field or by passage of the relevant subject matter examination or proof of work experience of at least two years which utilized the skills and the knowledge of the authorized field, may substitute 120 hours of staff development, verified by the employing agency, for the six semester units of collegiate work. Such 120 hours must be an individualized program which may include supervised teaching and directed self evaluation of that teaching, directed observation of other classrooms, or planned participation in and evaluation of curriculum development projects, workshops or conferences. The employing district shall ensure that staff development programs, provided under these~~

~~provisions, shall address the skills of classroom management, educational program planning, and instructional strategies.~~

~~(3) The applicant must be admitted to a regionally accredited college or university or to a Commission approved program, or obtain a letter from the college or university showing good cause for non-admission other than academic disqualification. If the applicant qualified for and selects the staff development option described in subsection (b)(2), a letter from the employer verifying such action will meet the requirement of this section.~~

~~(4) The applicant must submit the Statement of Need described in Section 80026; a completed credential application form; the fee as specified in Section 80487; transcripts of the academic qualifications specified in (b)(1) of this section; transcripts of the completion of the coursework requirements or a letter from the employing agency verifying completion of the 120 hours of staff development specified in (b)(2) of this section; and letters or other verification of college admission as specified in (b)(3) of this section.~~

(c) Authorization.~~:~~

(1) The Emergency Multiple Subject Teaching ~~Credential~~ Permit authorizes the holder to teach in any self-contained classroom; preschool; kindergarten and grades 1-12, inclusive; or in classes organized primarily for adults.

(2) The Emergency Single Subject Teaching ~~Credential~~ Permit authorizes the holder to teach any subject in his or her authorized field(s) at any grade level; preschool; kindergarten and grades 1-12, inclusive; or in classes organized primarily for adults.

~~(d) For the purposes of this section:~~

~~(1) "Category of high need" means one or more statutory Single Subject categories in which the number of persons who are qualified and willing to accept teaching positions is less than the number of positions to be filled;~~

~~(2) "Proof of work experience" means either statement of the facts under penalty of perjury or documentary evidence from employers certifying experience;~~

~~(3) "Authorized field" means the subject matter which the credential holder is legally entitled to teach;~~

~~(4) "Relevant subject matter" means the one or more particular subject matters included in the authorized field and tested for by one or more examinations administered by the Commission or its authorized agent and designed to test the subject matter competence of persons to teach at the grade levels 7-12.~~

NOTE: Authority cited: Section 44225~~(b)~~(g), Education Code. Reference: ~~Section 44254~~ Sections 44225, subdivisions (d) and (g), and 44300 Education Code. ~~(Filed 6-27-84; effective thirtieth day thereafter; Register 84, No. 26).~~

(Note: Amendments to Section 80024.2 concerning emergency permits in bilingual education will be made as part of a larger effort to amend Title 5 regulations in this area).

80024.3 Emergency Specialist Instruction ~~Credentials~~ Permits for Teaching the ~~in~~ Learning Handicapped, the Severely Handicapped, the Physically Handicapped, the Communication Handicapped, and the Visually Handicapped.

(a) Requirements for the initial issuance of the Emergency ~~Credentials~~ Specialist Instruction Permit for Teaching the ~~in~~ Learning Handicapped, the Severely Handicapped, ~~and~~ the Physically Handicapped, the Communication Handicapped, and the Visually Handicapped ~~.~~ include all of the following:

(1) The applicant and the employing agency must meet the general requirements specified in Section 80023.2.

~~(1)~~(2) The applicant must possess a valid California teaching credential requiring a baccalaureate degree and teacher preparation, including student teaching, or must possess or show eligibility for an out-of-state credential in Special Education requiring a baccalaureate degree, and have completed a program approved by the responsible state licensing agency at a regionally accredited institution.

~~(2)~~(3) The applicant must apply for entrance or be admitted to a Commission-approved program for the appropriate Special Education Specialist Instruction or basic teaching credential(s), or demonstrate intent to enroll within a reasonable period of time.

~~(3) The applicant must have completed one of the following:~~

~~(A) At least one year of teaching experience within the past ten years in the area of specialization requested; or~~

~~(B) At least six semester hours of collegiate course work specifically appropriate to the credential in the area of specialization requested. For the Emergency Specialist Credentials in Communication Handicapped, or Visually Handicapped, the completed course work shall include training in communication systems or adaptive devices appropriate to the disability.~~

~~(4) The applicant must submit the Statement of Need described in Section 80026; a completed application form; a copy or other verification of the teaching credential specified in (a)(1) of this section; a letter from the applicant demonstrating intent to enroll within a reasonable period of time; letters, transcripts, or other verification of the requirements specified in (a)(3) of this section; the fee as specified in Section 80487; and personal identification on duplicated fingerprint cards, where not previously submitted.~~

~~(5)~~ (4) Emergency Specialist ~~Credentials~~ Permits in Communication Handicapped and Visually Handicapped will not be issued initially after July 1, ~~1994~~ 2000.

(b) Requirements for the renewal of the Emergency ~~Credentials in~~ Specialist Instruction Permit for Teaching the Learning Handicapped, the Severely Handicapped, ~~and~~ the Physically Handicapped, the Communication Handicapped, and the Visually Handicapped include all of the following:

(1) The applicant and the employing agency must meet the general requirements for renewal of emergency permits specified in Section 80026.6. ~~must be admitted to a Commission approved~~

~~program for the appropriate credential, or obtain a letter showing good cause for non-admission other than academic disqualification.~~

~~(2) The applicant must have completed six semester units of collegiate work leading to the appropriate credentials within the previous year.~~

~~(3) The applicant must submit the Statement of Need described in Section 80026; a completed credential application form; the fee as specified in Section 80487; letters or other verification of program admission as specified in (b)(1) of this section; and transcripts of the completion of the course work requirements specified in (b)(2) of this section.~~

(c) Authorization: The Emergency Specialist ~~Credential~~ Permit authorizes the same service as the related clear Specialist Credential.

NOTE: Authority cited: Section 44225~~(b)~~(g), Education Code. ~~Reference: Section 44254, Education Code.~~ Reference: Sections 44225, subdivisions (d) and (g), and 44300 Education Code. ~~(Filed 1-14-91; operative 1-14-91. Register 91, No. 7).~~

80024.4. Emergency Clinical or Rehabilitative Services ~~Credential~~ Permit in Language, Speech and Hearing, ~~I~~including the Special Class Authorization.

(a) Requirements for the initial issuance of the Emergency Clinical Rehabilitative Services ~~Credential~~ Permit in Language, Speech and Hearing, including the Special Class Authorization: include all of the following:

(1) The applicant and the employing agency must meet the general requirements as stated in Section 80023.2.

~~(1)~~ (2) The applicant must have either of the following:

(A) A Clinical Rehabilitative Services Credential in Language, Speech and Hearing; or

(B) A baccalaureate degree from an regionally accredited institution and organized program of at least two full years or 60 semester units, including a minimum of 75 hours of supervised clinical practice with school-age children, in a regionally accredited college or university, in the area of language, speech and hearing.

~~(2)~~ (3) The applicant must apply for entrance or be admitted to a Commission-approved program for the Clinical Rehabilitative Services Credential in Language, Speech and Hearing with the special class authorization, or demonstrate intent to enroll within a reasonable period of time.

~~(3) The applicant must submit the Statement of Need described in Section 80026; a completed credential application form; a copy of the credential or transcripts to verify collegiate work specified in (a)(1) of this section; a letter from the applicant demonstrating intent to enroll within a reasonable period of time; the fee as specified in Section 80487; and personal identification on duplicate fingerprint cards.~~

(4) The Emergency Clinical Rehabilitative Services ~~Credential~~ Permit in Language, Speech and Hearing, including the Special Class Authorization will not be issued initially after July 1, 1994 2000.

(b) Requirements for renewal of the Emergency Clinical Rehabilitative Services ~~Credential~~ Permit in Language, Speech and Hearing, including the Special Class Authorization. - include all of the following:

(1) The applicant and the employing agency must meet the requirements for renewal of emergency permits specified in Section 80026.6. ~~must be admitted to a Commission-approved program for the Clinical Rehabilitative Services Credential in Language, Speech and Hearing, or the Special Class Authorization, or obtain a letter showing good cause for non-admission other than academic disqualification.~~

~~(2) The applicant must have completed six semester units of collegiate work leading to the Clinical Rehabilitative Services Credential in Language, Speech and Hearing, or the Special Class Authorization within the previous year.~~

~~(3) The applicant must submit the Statement of Need described in Section 80026; a completed credential application form; letters or other verification of program admission as specified in (b)(1) of this section; and transcripts of the completion of the course work requirements specified in (b)(2) of this section; the fee as specified in Section 80487.~~

(c) Authorization. The Emergency Clinical Rehabilitative Services ~~Credential~~ Permit in Language, Speech and Hearing, including the Special Class Authorization, authorizes the holder to service as an itinerant speech clinician and to serve as the teacher in a class ~~organized~~ for students with severe language disorders.

NOTE: Authority cited: Section 44225~~(b)~~(g), Education Code. Reference: Sections ~~44254~~ 44225 subdivisions (d) and (g), 44268 and 44300 Education Code. ~~(Filed 1-14-91; operative 1-14-91 effective thirtieth day thereafter; Register 91, No 7).~~

80024.6 Emergency Library Media Teacher Permit.

(a) Requirements for the initial issuance of the Emergency Library Media Teacher Permit for persons holding a valid California Teaching Credential include all of the following:

(1) The applicant and the employing agency must meet the general requirements specified in Section 80023.2.

~~(1)~~(2) The applicant must possess a valid California Teaching Credential based on a baccalaureate degree and completion of a Commission-approved preparation program, including student teaching, or its equivalent.

~~(2)~~(3) The applicant who holds a valid California Teaching Credential as defined in ~~(1)~~ (2) must verify that the applicant has applied for entrance or has been admitted to a Commission-approved program for the Library Media Teacher Credential or intends to enroll in such a program within a reasonable period of time.

~~(3) The applicant must submit the Statement of Need described in section 80026. In addition, the applicant must comply with all requirements covering emergency credentials as stated in section 80023.~~

(b) Requirements for the initial issuance of the Emergency Library Media Teacher Permit for persons holding or eligible for a valid service credential from a state other than California include all of the following:

(1) The applicant and the employing agency must meet the general requirements specified in Section 80023.2.

~~(1)~~(2) The applicant must verify possession of or eligibility for an out-of-state credential or certificate authorizing service as a school librarian.

~~(2)~~ (3) The applicant with the out-of-state credential authorizing service as a school librarian must verify that he or she has applied for entrance or has been admitted to a Commission-approved program for the Library Media Teacher Services Credential or prerequisite teaching credential or intends to enroll in such a program within a reasonable period of time.

~~(3) The applicant must submit the Statement of Need described in Section 80026. In addition, the applicant must comply with all requirements covering emergency credentials as stated in Section 80023.~~

(c) Requirements for renewal of the Emergency Library Media Teacher Permit: include all of the following:

(1) The applicant and the employing agency must meet the general requirements for renewal of emergency permits specified in Section 80026.5. ~~must provide evidence that he or she has successfully completed six semester units of college work leading to the Library Media Teacher Credential and/or the California Teaching Credential within the previous year.~~

~~(2) The applicant must submit the Statement of Need described in section 80026. In addition, the applicant must comply with all requirements covering emergency credentials as stated in section 80023.~~

(d) Authorization. The Emergency Library Media Teacher Services Permit authorizes the same service as the clear Library Media Teacher Services Credential, as indicated in section 80053(d).

Note: Authority cited: Section 44225 subsections (b) and (g), Education Code. ~~Reference: Section 44225, Education Code.~~ Reference: Sections 44225, subdivisions (d) and (g), and 44300 Education Code.
~~(Filed 6-14-90; effective thirtieth day thereafter; Register 90, No. 33).~~

80025. Emergency Permit for 30-Day Substitute Teaching Service.

(a) Requirements for the issuance and reissuance of the Emergency Permit for 30-day Substitute Teaching Service. - include all of the following:

(1) Completion of a baccalaureate or higher degree from a regionally accredited college or university verified by official transcripts;

(2) Passage of the California Basic Educational Skills Test (CBEST) verified by official verification transcript;

(3) Submission to the Commission on Teacher Credentialing of a completed credential application form; the fee or fees as specified in Section 80487; and, unless clearance is already on file with the Commission, personal identification on duplicate fingerprint cards and the Application for Character and Identification Clearance.

(b) Authorization: ; The Emergency Permit for 30-day substitute teaching service authorizes the holder to serve as a substitute in any classroom; preschool, kindergarten and grades 1-12, inclusive; or in classes organized primarily for adults within each county in which the permit is registered. ~~However, the holder shall not serve as a substitute for more than 30 days for any one teacher during the school year.~~ provided the employing agency has a completed Statement of Need on file for the school year. The Statement of Need for 30-day Substitute Teachers must:

(1) describe the situation or circumstances that necessitate the use of an emergency permit holder, and

(2) state that either a credentialed person is not available, or that one or more credentialed persons are available, but do not meet the specified employment criteria established by the employing agency, and

(3) be prepared and signed by, as applicable, the superintendent of the employing school district, the superintendent of the employing county if the service will be rendered in county operated schools, or the head of the state agency under which the employing school operates.

(c) The emergency permit for 30-day substitute teaching service is valid for one year from the date of issuance and expires on the first of that month if issued on the first, and on the first of the following month if issued after the first. However, the holder shall not serve as a substitute for more than 30 days for any one teacher during the school year.

Note: Authority cited: Section 44225(q), Education Code. Reference: Sections 44225(e), 44252(a), 44252(b), 44300, 44332.5(b), 44339, 44340, and 44341, Education Code.

(Delete Section 80026)

~~80026. Statement of Need.~~

~~The Statement of Need shall:~~

~~(a) Be prepared and signed by the county superintendent of schools or be prepared and signed by the superintendent of schools of the district and approved by the county superintendent of schools or prepared and signed by the head of the State agency concerned, as the case may be, through whom the application is submitted.~~

~~(b) Specify the names of at least three California colleges or universities or placement agencies that were contacted within the past two weeks to obtain a qualified, credentialed person for the position designated.~~

~~(c) State either that a credentialed person is not available, or that one or more credentialed persons are available, but are not deemed qualified by the district, county superintendent of schools, or State agency, as applicable, to hold the position.~~

~~(d) State that the applicant, if granted the credential, will be employed in a specified position. The grade level and the subjects to be taught or the service to be rendered shall be specified.~~

~~(e) Describe the situation or circumstances that necessitates the use of an emergency credential holder in the position specified.~~

~~NOTE: Authority cited: Sections 44232, 44252, 44254, 44263, and 44342, Education Code. Reference: Section 44254, Education Code. (Filed 4-6-81; effective thirtieth day thereafter; Register 81, No. 15).~~

(Insert New Section 80026 as follows:)

80026. Declaration of Need for Fully Qualified Educators.

Submission of a Declaration of Need for Fully Qualified Educators by the employing agency shall be a prerequisite to the issuance of any emergency permit for that agency. The Declaration of Need for Fully Qualified Educators by an employing agency shall be valid for no more than twelve months, and shall expire on the June 30 following its submission to the Commission, unless the employing agency has an approved Plan to Develop Fully Qualified Educators which specifies a period of validity longer than twelve months. The Declaration of Need for Fully Qualified Educators shall be submitted to the Commission on a form to be provided by the Commission, and shall include all of the following information:

(a) The Title of Emergency Permit(s) That The Employing Agency Anticipates Will Be Requested. This shall include each subject to be listed on Emergency Single Subject Teaching Permits and the target language on an Emergency Multiple Subject or Single Subject Bilingual Crosscultural Language and Academic Development Emphasis Permit. The Declaration of Need for Fully Qualified Educators shall be valid only for the type(s) and subject(s) identified on the form.

(b) Efforts to Recruit Certificated Personnel. This shall include a brief description of efforts that the employing agency has undertaken to locate and recruit individuals who hold the needed credentials, such as dated copies of written announcements of its vacancy or vacancies which were mailed to college or university placement centers.

(c) Efforts by the Employing Agency to Certify, Assign and Develop Fully Qualified Personnel. The Declaration shall:

(1) identify the names of institutions of higher education co-sponsoring internships or other certification programs with the district or, if no such programs exist, briefly explain why; and

(2) indicate whether the employing agency has considered developing a "Plan to Develop Fully Qualified Educators" in cooperation with other education agencies in the region pursuant to Section 80026.4, or if not, briefly explain why.

(d) Stipulation of Insufficiency of Suitable Applicants. The employing agency shall certify that there is an insufficient number of certificated

persons who meet the employing agency's specified employment criteria to fill necessary positions.

(e) Adoption of the Declaration. The Declaration of Need for Fully Qualified Educators shall be adopted by the governing board of a school district, or by the superintendent of a county office of education or the administrator of a state school.

(1) A Declaration of Need for Fully Qualified Educators by a school district shall be adopted by the governing board in a regularly-scheduled, public meeting of the board. The entire Declaration of Need for Fully Qualified Educators shall be included in the board agenda, and shall not be adopted by the board as part of a consent calendar.

(2) A superintendent of a county office or state school shall publicly announce his or her intent to adopt a Declaration of Need for Fully Qualified Educators at least 72 hours prior to adopting the Statement. The adopted Statement shall be signed by the superintendent.

NOTE: Authority Cited: Section 44225(q), Education Code. Reference: Sections 44225, subdivisions (d) and (g), and 44300 Education Code.

80026.1. Information to Applicants.

The local education agency shall inform each applicant for an emergency permit of all of the following:

(a) that the employing agency will provide the orientation, guidance and assistance required by Section 80026.5.

(b) the name, or if providing the name is not feasible, the position, of the individual responsible for providing the guidance and assistance required by Section 80026.5;

(c) that, in order to renew an emergency permit, the applicant must be admitted to and enrolled in a Commission-approved preparation program, and must complete a minimum of six semester units, or nine quarter units, of course work for the related credential or, for the first renewal, be participating in a professional development program, and complete the equivalent as described in the employing agency's "Plan to Develop Fully Qualified Educators."

NOTE: Authority Cited: Section 44225(q), Education Code. Reference: Sections 44225, subdivisions (d) and (g), and 44300 Education Code.

80026.4 Plan to Develop Fully Qualified Educators.

(a) Any employing agency may submit a Plan to Develop Fully Qualified Educators to the Commission for approval. Such a Plan shall be developed by the employing agency, in collaboration with a county office of

education, regionally accredited college or university, Special Education Local Planning Area, or other public education entity in the region of the employing agency, as appropriate. The Plan shall describe efforts by the employing agency to:

(1) recommend to the Commission the certification of personnel who, by virtue of education, training or experience, have been judged by professional educators as competent to serve in an assignment, but are not yet certified to do so;

(2) support and assist persons who have training and experience in teaching, but neither training nor experience in the area to which they will be assigned; and

(3) provide development activities for persons who have neither training nor experience in teaching, for example, through university or district internships, technologically based learning, or intensive professional development programs.

(b) Any Plan To Develop Fully Qualified Educators may propose alternatives to enrollment in a Commission-approved preparation program for the first year of development of persons granted an emergency permit for the first time. Such alternatives shall be designed to provide ninety clock hours of professional development and to be equivalent to at least 6 units of course work offered to first-year emergency permit holders by a college or university with an preparation program approved by the Commission. Any such proposed alternatives shall include information on how the performance of applicants for the renewal of an emergency permit shall be demonstrated.

(c) Any Plan To Develop Fully Qualified Educators may propose ways for the employing agency to streamline or decentralize existing procedures for the issuance or renewal of any or all of the emergency permits listed in Section 80023 to allow the employing agency to devote more personnel or fiscal resources to supporting, assisting and developing fully qualified educators, and fewer resources to paperwork or other tasks associated with applying for emergency permits.

NOTE: Authority Cited: Section 44225(g), Education Code. Reference: Sections 44225, subdivisions (d) and (g), and 44300 Education Code.

80026.5 Orientation, Guidance and Assistance.

(a) Orientation to Teaching. The employing agency shall provide an orientation to teaching for emergency permit teachers. Each recipient of an emergency teaching permit that is issued after January 31, 1994 shall attend an orientation when he or she obtains an emergency teaching permit for the first time. The employing agency may vary the nature, content and duration of the orientation to match the amount of training and experience previously completed by emergency permit teachers.

(1) The orientation to teaching shall include, but not be limited to, an overview of all of the following topics:

(A) the curriculum that the emergency permit teacher is expected to teach;

(B) effective techniques of classroom instruction at the emergency permit teacher's assigned level: elementary or secondary; and

(C) effective techniques of classroom management at the emergency permit teacher's assigned level: elementary or secondary.

(2) To the extent reasonably feasible, the orientation to teaching shall occur before the emergency permit teacher begins his or her teaching assignment.

(b) Commencing July 1, 1994, the employing agency shall assign an experienced educator to guide and assist each emergency permit teacher. The experienced educator shall:

(1) be a certificated employee of the employing agency, or a certificated retiree of a California school district or county office of education; and

(2) have completed at least three years of full-time classroom teaching experience, or the equivalent.

NOTE: Authority Cited: Section 44225(g), Education Code. Reference: Sections 44225, subdivisions (d) and (g), and 44300 Education Code.

80026.6 Requirements for the Renewal of Emergency Permits.

(a) An application for the renewal of an emergency permit identified in Section 80023, Subsections (a) through (k), shall be submitted to the Commission by the employing agency, and shall include all of the following:

(1) A Credential Application (Form 41-4), including an Employment Statement.

(2) Payment of the fee required by Section 80487.

(3) Prior submission of a Declaration of Need for Fully Qualified Educators that satisfies the provisions of Section 80026.

(4) Verification that orientation, guidance and assistance have been provided as required in Section 80026.5.

(5) The following:

(A) admission to and enrollment in a Commission-approved preparation program, and

(B) completion of at least six semester units (or the equivalent quarter units) of coursework required for issuance of the related credential, or

(C) for the first renewal only, completion of ninety hours of professional development activities that are directly related to the subject or class authorized by the emergency permit if the applicant is employed by a employing agency with a Plan to Develop Fully Qualified Educators which has been approved by the Commission.

NOTE: Authority Cited: Section 44225(g), Education Code. Reference: Sections 44225, subdivisions (d) and (g), and 44300 Education Code.

(Maintain existing Section 80027 and modify)

80027. Limited ~~(Assignment)~~ Emergency Multiple or Single Subject Teaching ~~Credential~~ Permit.

(a) Requirements for the initial issuance of the Limited ~~(Assignment)~~ Emergency Multiple or Single Subject Teaching ~~Credential~~ Permit include all of the following:

(1) Applicant is currently employed by the local governing board requesting such assignment.

(2) Applicant holds a valid teaching credential based on a baccalaureate degree and completion of a professional preparation program, including student teaching.

(3) The application is accompanied by the appropriate Commission-approved form signed by the teacher and an appropriate school district official verifying consent of both parties; describing briefly the whole assignment which the ~~E~~emergency ~~credential~~ permit authorizes; explaining the situation or circumstances that necessitate the use of an emergency permit holder; stating that either a credentialed person is not available, or that one or more credentialed persons are available, but do not meet the specified employment criteria established for that position by the employing agency; and verifying prior approval of the assignment by the local governing board.

(4) Submission of ~~the statement of need described in Section 80026(a), (d) and (e),~~ a completed application form, ~~and~~ the fee as specified in Section 80487.

(b) Requirements for the ~~reissuance~~ renewal of the Limited ~~(Assignment)~~ Emergency Multiple or Single Subject Teaching ~~Credential~~ Permit. The provisions of this section shall govern the renewal of an Limited Assignment Emergency Multiple or Single Subject Teaching Permit as issued to a fully credentialed teacher who will be teaching outside of the area authorized by his or her credential. A renewed permit shall be valid for one year.

~~(1) Completion of one of the following:~~

~~(A) Six semester hours of collegiate coursework leading to the appropriate credential; or~~

~~(B) Employed teachers with a minimum of five years of teaching experience on a preliminary, clear or life teaching credential may be reissued the credential, on a one time basis, when all the following are met;~~

~~1. Completion of a Validation of Staff Development Statement, signed by the employing agency and the applicant, that includes a brief description of the content of the applicant's individual staff development program; a brief description of the means by which the employing agency validated the quality and appropriateness of the applicant's~~

~~individual staff development program; and a brief description of the manner in which the results of the applicant's staff development program were evaluated.~~

~~2. 90 hours of staff development that is directly related to the subject or class authorized by the Limited (Assignment) Emergency Teaching Credential.~~

~~(2) Submission of a completed application that includes verification of the requirements specified in Subsections (a)(1)(2) and (3) above; a statement of need described in Subsection 80026(a), (d) and (e); the fee as specified in Section 80487; and verification of completion of either (b)(1)(A) or (b)(1)(B) above.~~

~~(c) The Commission will evaluate the validation of Staff Development Statements received between the effective date of these proposed regulations and July 1, 1987, to determine the degree to which the individual staff development programs have achieved the desired results. Based on that evaluation the Commission will either continue, amend or delete Subsection 80027(b)(1)(B).~~

(1) An application for the renewal of an Limited Assignment Emergency Multiple or Single Subject Teaching Permit shall be submitted to the Commission by the employing agency, and shall include all of the following.

(A) A completed application form (41-4).

(B) Payment of the fee required by Section 80487.

(C) Verification of the completion of at least six semester units, or the equivalent quarter units, of course work required for issuance of the related credential.

(2) Validation of Professional Development Statement. The holder of an Limited Assignment Emergency Multiple or Single Subject Teaching Permit who has previously taught three or more years on a credential other than an emergency credential or permit may submit the following in lieu of the required 6 semester units:

(A) Verification that he or she has completed ninety hours of professional development activities that are directly related to the subject or class authorized by the Limited Assignment Emergency Multiple or Single Subject Teaching Permit; and

(B) Submission of a Validation of Professional Development Statement, signed by the employing agency and the permit holder, have that includes a brief description of the content of the teacher's professional development program, a brief description of the means by which the employing agency validated the quality and appropriateness of the teacher's professional development program, and a brief description of the manner in which the results of the teacher's professional development program were evaluated.

~~(d)~~(c) Authorization~~:~~. The Limited ~~(Assignment)~~ Emergency Multiple or Single Subject Teaching ~~Credential~~ Permit authorizes the holder to teach in the assignment described in the statement signed by the teacher and the appropriate school district official, and approved by the local governing board.

NOTE: Authority Cited: Sections 44225~~(b)~~(g), ~~and 44252~~, Education Code. ~~Reference: Section 44254, Education Code.~~ Reference: Sections 44225, subdivisions (d) and (g), and 44300 Education Code.

(Amend Section 80430 to provide for direct application based upon equivalent preparation.)

80430. Direct Application: When Permitted.

(a) ~~If a college or university dealing with an applicant pursuant to (a), (b), or (c) of Section 80472 refuses to recommend the applicant for the appropriate credential, it shall state its reasons for such refusal in writing to the applicant. The applicant shall thereafter have the right to apply for a credential directly to the Commission.~~ An applicant who can demonstrate preparation equivalent to that required by California statutes and regulations may submit an application to the Commission for a credential based upon equivalent preparation. The application shall include the following:

(1) the titles of credentials held by the applicant.

(2) a description and evidence of the education and specialized training of the applicant.

(3) if the applicant pursued part or all of his or her professional preparation program at a college or university with a Commission approved program, written explanation of refusal to recommend by the institution of higher education, including a statement that the applicant has exhausted all appeals through that institution.

(4) a description of the relevant experience of the applicant.

(5) any assessment of the applicant's performance deemed useful to review of the application, excluding standardized examinations for which California has not established passing standards.

(6) other evidence of education, training or performance deemed by the applicant to be useful in reviewing the application.

(7) a processing fee.

~~(b) The applicant shall submit to the Commission his or her application and other supporting documents, including a copy of the college or university's written reasons for refusal.~~

~~(c)~~(b) The Commission shall evaluate the materials submitted, consider the reasons for such refusal, and determine whether to issue the credential sought.

NOTE: Authority Cited: Section 44225(g), Education Code. Reference: Sections 44225, subdivisions (d) and (g), and 44300 Education Code.

Proposed Title 5 Regulations Governing Credential Waivers

Credential Waivers

80120. Categories of Waivers.

The following categories of waivers will be considered under the provisions of Education Code Section 44225 (m):

(a) Short-Term Waivers: Waivers to give local agencies one semester or less to address unanticipated, immediate, short-term organizational needs by assigning teachers who hold a basic credential to teach outside of their credential authorization, with the teacher's consent.

(b) Variable Term Waivers:

(1) Waivers to facilitate education reform or restructuring;

(2) Waivers to provide educators with additional time to complete a requirement;

(3) Waivers to temporarily exempt geographically isolated regions, which have severely limited ability to develop personnel, from specific state requirements for educator preparation, licensing or assignment; or

(4) Other temporary waivers granted at the discretion of the Commission.

NOTE: Authority Cited: Section 44225(g), Education Code. Reference: Section 44225, subdivisions (g) and (m), Education Code.

80121. General Provisions Governing Waivers.

(a) Definition of Terms. Terms that are used in Sections 80120 through 80124, inclusive, shall have the following meanings.

(1) The term "employing agency" means the school district, county office of education, private school or postsecondary institution that submits a waiver application.

(2) "Applicant" means the individual for whom a waiver application is submitted.

(3) "SELPA" means a Special Education Local Planning Area.

(4) A "short-term waiver" is a waiver with a term of one semester or less as described under Section 80120(a).

(5) A "variable term waiver" is a waiver with a term of one year or longer as specified by the Commission.

(b) Waiver Service Restrictions. Except as specified by the Commission, service authorized by a waiver shall be restricted to the employing agency that submitted the waiver application and the assignment specified on the waiver document.

(c) Authorization to Apply for Waivers. Each application for a variable term waiver shall be submitted to the Commission on behalf of the individual

or individuals identified in the application. The following may submit applications for variable term waivers:

(1) public school districts in California;
(2) county offices of education or county superintendents of schools in California;
(3) postsecondary institutions;
(4) private schools in California; and
(5) individuals.

NOTE: Authority Cited: Section 44225(q), Education Code. Reference: Section 44225, subdivisions (g) and (m), Education Code.

80122. General Requirements for the Granting of Waivers.

The following requirements apply to all waivers. The application for waivers shall include all of the following:

(a) Name of Employing Agency. The application shall identify the employing agency seeking a waiver.
(b) Section Number. The application shall cite the specific Education Code or Title 5 section number(s) for which a waiver is being requested. In the case of waivers for the purpose of reform or restructuring, the application may instead identify the plan under which the reform or restructuring will take place and, if applicable, the date when the plan was approved by the employing agency or the appropriate state agency, whichever came later.
(c) Purpose of the Waiver. The application shall summarize the purpose of the waiver request, including the language in the Education Code Section, or the provisions of Title 5, California Code of Regulations, for which the waiver is being requested.
(d) Proposed Solution and Justification. The application shall describe how the waiver request will remedy the situation, give the rationale for the request, and describe any negative effect(s) that are likely to occur if the request is not granted.
(e) Identification of Applicant or Applicants. The application shall identify, by name, date of birth and Social Security number, the applicant or applicants for whom the waiver is intended.
(f) If the applicant does not already have fingerprint clearance on file with the Commission, the application must include two fingerprint cards and the Character and Identification Clearance Form (41-CIC) and appropriate fees.
(g) Effective Date and Proposed Duration. The application shall specify the effective date of the waiver and the date when the waiver will cease to be needed.
(h) Signatures. The application shall include the signature of the district personnel administrator or superintendent or the county superintendent if service will be provided in a county-operated school.

NOTE: Authority Cited: Section 44225(g), Education Code. Reference: Section 44225, subdivisions (g) and (m), Education Code.

80123. Requirements for Specified Categories of Waivers.

(a) Local Approval of Short-Term Waivers. Employing agencies may grant a short-term waiver as described under Section 80120(a) without prior approval by the Commission, provided that a short-term waiver may be issued one time only for any individual, and one time only for a given class. The information required under Section 80122 for this type of waiver shall be forwarded to the County Office of Education pursuant to Education Code Section 44258.9. The Commission may rescind the authority of any employing agency to grant a short-term waiver upon a finding that the agency has intentionally violated any provision of Section 80120-80123, California Code of Regulations.

(b) Applications for Variable Term Waivers shall be submitted to the Commission by the employing agency or, if the applicant is not employed by an employing agency, by the individual, as follows.

(1) Waivers to provide educators additional time to complete a requirement shall, in addition to the requirements specified under Section 80122, provide the following:

(A) the credential requirement(s) that must be completed;

(B) a commitment by the applicant, in the form of a signature, to complete the requirement, with the proposed date by which the requirement is to be completed;

(C) the name and position of any person assigned to provide support and assistance to the applicant while he or she is serving on the waiver; and

(D) a commitment by the employing agency to support and assist the applicant, as feasible, in completing the credentialing requirement.

(2) Waivers to temporarily exempt, geographically isolated regions, with severely limited ability to develop personnel, from certain state requirements for educator preparation and licensing shall, in addition to the requirements specified under Section 80122, include a Plan to Develop Fully Qualified Educators pursuant to Section 80026.4 of Title 5, or a brief explanation as to why such a plan cannot be submitted.

(3) Applications for a waiver for the purpose of reform or restructuring shall meet the requirements set forth in Section 80122.

(4) Applications for other temporary waivers granted at the discretion of the Commission shall meet the requirements set forth in Section 80122.

NOTE: Authority Cited: Section 44225(g), Education Code. Reference: Section 44225, subdivisions (g) and (m), Education Code.

80124. Specific Requirements for the Renewal of Variable Term Waivers.

(a) Applications for the renewal of a variable term waiver shall meet the requirements of Section 80122.

(b) Applications for the Renewal of a Variable Term Waiver for the Purpose of Temporarily Exempting Educators in Geographically Isolated Regions shall include a Plan to Develop Fully Qualified Educators pursuant to Section 80026.4 of Title 5, or a brief explanation as to why such a plan cannot be submitted.

NOTE: Authority Cited: Section 44225(q), Education Code. Reference: Section 44225, subdivisions (g) and (m), Education Code.

STATE OF CALIFORNIA
PETE WILSON, Governor

COMMISSION ON TEACHER CREDENTIALING
Box 944270
Sacramento, California 94244-2700
(916) 445-7254

LICENSING AND PROFESSIONAL DEVELOPMENT DIVISION

Employment Statement
EMERGENCY MULTIPLE AND SINGLE SUBJECT TEACHING PERMITS

(Applications for emergency permits shall not be submitted prior to August 15th of the ensuing school year unless the authorization is for summer school or year-round school assignment. See reverse for requirements.)

To the Commission on Teacher Credentialing:

The County Superintendent of Schools (or, if submitted by a State Agency, the Head of the State Agency) has reviewed the information contained in this employment statement and certifies the following:

I. TO BE COMPLETED FOR EVERY EMERGENCY PERMIT.

1. This statement is submitted in support of an application for an EMERGENCY: (check one)
   - ☐ **Multiple Subject Teaching Permit**
   - ☐ **Single Subject Teaching Permit**

2. For the following applicant.

   Name _____ (LAST / FIRST / MIDDLE)

   Social Security Number _____

3. If granted the Emergency Permit, this person will be employed in the:

   Name of School _____

   Name of District _____ CDS Code _____

   Name of County (or State Agency, if applicable) _____ CDS Code _____

   _____

4. Subject to be listed on a Single Subject Teaching Permit: _____

5. Is this a summer school or year-round school assignment: (check one) ☐ Yes ☐ No

6. Subject matter verification for initial applicants:

   - ☐ NTE (and CAPA, if required) score & fee enclosed ☐ Transcript verifying required course work enclosed
   - ☐ Applicant has not had an opportunity to take the test, but will take it at the next administration. We will remove him or her from the classroom eight weeks after that administration unless we receive evidence of passing score of the exam.

II. I hereby certify under penalty of perjury that all of the information contained in this statement of need is true and correct.

District Superintendent: _____ (Name (print or type) / Signature / Date)

County Superintendent of Schools (or Head of State Agency, if applicable): _____ (Name (print or type) / Signature / Date)

NOTE: Service in the employ of a public school or school district requires the signature of both the district superintendent and the county superintendent of schools. Service in the employ of a county superintendent of schools office or private school requires the signature of the county superintendent of schools only. Service in the employ of a state agency requires the signature of the Head of the State Agency only.

STATE OF CALIFORNIA
PETE WILSON, Governor

COMMISSION ON TEACHER CREDENTIALING
Box 944270
Sacramento, California 94244-2700
(916) 445-7254

LICENSING AND PROFESSIONAL DEVELOPMENT DIVISION

Employment Statement
EMERGENCY MULTIPLE AND SINGLE SUBJECT BILINGUAL TEACHING PERMITS

(Applications for emergency permits shall not be submitted prior to August 15th of the ensuing school year unless the authorization is for summer school or year-round school assignment. See reverse for requirements.)

To the Commission on Teacher Credentialing:

The County Superintendent of Schools (or, if submitted by a State Agency, the Head of the State Agency) has reviewed the information contained in this employment statement and certifies the following:

I. TO BE COMPLETED FOR EVERY EMERGENCY PERMIT.

1. This statement is submitted in support of an application for an EMERGENCY:

   ☐ **Multiple Subject Bilingual Emphasis Teaching Permit**
   ☐ **Single Subject Bilingual Emphasis Teaching Permit**

2. For the following applicant:

   Name _____
   LAST FIRST MIDDLE

   Social Security Number _____

3. If granted the Emergency Permit, this person will be employed in the:

   Name of School _____

   Name of District _____ CDS Code _____

   Name of County (or State Agency, if applicable) _____ CDS Code _____

4. a. List subject(s) to be taught if departmentalized class, or designate if self-contained class. _____

   _____

   b. Specify the language, other than English, in which this person will teach: _____

   _____

   c. List grade(s) to be taught _____

5. Is this a summer school or year-round school assignment? (check one) ☐ Yes ☐ No

II. I hereby certify under penalty of perjury that all of the information contained in this statement of need is true and correct.

District Superintendent: _____
Name (print or type) Signature Date

County Superintendent of Schools (or Head of State Agency, if applicable): _____ _____
Name (print or type) Signature Date

NOTE: Service in the employ of a public school or school district requires the signature of both the district superintendent and the county superintendent of schools.
Service in the employ of a county superintendent of schools office or private school requires the signature of the county superintendent of schools only.
Service in the employ of a state agency requires the signature of the Head of the State Agency only.

STATE OF CALIFORNIA
COMMISSION ON TEACHER CREDENTIALING
Box 944270
Sacramento, California 94244-2700
916) 445-7254

LICENSING AND PROFESSIONAL DEVELOPMENT DIVISION

VERIFICATION OF COMPLETION OF APPROPRIATE COURSE WORK AND/OR ADMITTANCE TO PROGRAM

INSTRUCTIONS TO THE INSTITUTION:
Please fill in the applicant's name and **check the box that applies,** then sign this form and return it to the applicant so it can be attached to his or her application for reissuance of the Emergency Permit.

The verification of admission to a credential program and completion of units toward the credential should be verified by the person designated by the Dean or head of the Education Department to sign recommendations and waiver statements for credential purposes.

_____
(Print or type Name of Applicant)

A. [ ] I certify that the above-named individual **has been admitted** to the:

_____credential program.

and has completed the SIX SEMESTER UNITS (nine quarter units) of course work required for renewal of the emergency credential as indicated on the reverse of this form. Continuing education units, in-service units (unless semester or quarter units are awarded by a regionally accredited college or university), and professional development seminars cannot be used to fulfill the 6 semester or 9 quarter unit renewal requirement. Official transcripts are enclosed.

B. [ ] **We have been unable to admit** this person to our credential program for the following reason(s), but verify that SIX SEMESTER UNITS (nine quarter units) of course work accepted by this institution toward the appropriate credential have been completed. Official transcripts are enclosed.

REASON:_____

_____

_____

_____

Signature _____
Name (Print or Type) _____
Title _____
Institution _____
Date _____

CL-469 8/93

STATE OF CALIFORNIA PETE WILSON, Governor
COMMISSION ON TEACHER CREDENTIALING
1812 Ninth Street
Sacramento, California 95814-7000

Attn: Philip A. Fitch, Ed.D.
Executive Director

Title: **Emergency Permits and Waivers**
Section Nos.: Contained within 80023 through 80430

Response to the 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, please return this response form to the Commission office at the above address by 5 pm on November 3, 1993, in order that the material can be presented at the November 4, 1993 public hearing.

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. and/or

4. ☐ Organizational opinion representing:_____
(Circle One) School District, County Schools, College, University, Professional Organization, Other

5. ☐ I shall be at the public hearing, place my name on the list for making a presentation to the Commission.

6. ☐ No, I will not make a presentation to the Commission at the public hearing.

Name: _____ Date: _____

Printed Name of Signatory: _____

Title: _____ Phone: _____

Employer/Organization: _____

Proposed Title 5 Regulations to Govern Emergency Permits

September 17, 1993

ERRATA SHEET
(Corrections Are Underlined)

1. On page 2, Section 80023. Types of Emergency Permits

The first sentence should read as follows:

The following types of emergency permits are governed by the provisions of Sections 80023.1 through 80026.6, except for Section 80025.

2. On pages 5 and 6, Section 80024.1. Emergency Multiple and Single Subject Teaching Permits.

Subdivision (a): The first sentence should read as follows:

(a) Each application for the initial issuance of an Emergency Multiple or Single Subject Teaching Permit must meet all of the following requirements:...

Subdivision (a)(3)(B) should read as follows:

(B) Passage of the appropriate subject matter examination(s) approved by the Commission for the related credential; or ...

Subdivision (a)(3)(C) should read as follows:

(C) Successful completion of the specified number of semester units, or equivalent quarter units, of appropriate course work taken at a regionally accredited college or university as follows:

1. For the Emergency Single Subject Teaching Permit, at least 18 semester units, or nine upper division or graduate semester units of course work in the subject to be taught; or...

Subdivision (b) should read as follows:

(b) To renew an Emergency Multiple or Single Subject Teaching Permit the applicant and the employing agency must meet the requirements for renewal of emergency permits specified in Section 80026.6.

3. On page 10, Section 80024.4. Emergency Clinical or Rehabilitative Services Permit in Language, Speech and Hearing, including the Special Class Authorization.

Subdivision (c): (Eliminate the strike through of the word "organized")

4. On page 13, Section 80026. Declaration of Need for Fully Qualified Educators.

Subdivision (a) should read as follows:

(a) The Title of Emergency Permit(s) That The Employing Agency Anticipates Will Be Requested. This shall include each subject to be listed on Emergency Single Subject Teaching Permits and the target language on an Emergency Multiple Subject or Single Subject Teaching Permit with a Bilingual Crosscultural Emphasis. The Declaration of Need for Fully Qualified Educators shall be valid only for the permits requested and the subject(s) identified on the form.

5. On page 19, Section 80430. Direct Application: When Permitted.

The first two lines of Subdivision (a) should read as follows:

(a) If a college or university dealing with an applicant refuses to recommend the applicant for the appropriate credential, it shall state its reasons for such refusal in writing to the applicant. An applicant who can demonstrate preparation equivalent to that required by California statutes and regulations may thereafter submit an application to the Commission for a credential based upon equivalent preparation. The application shall include the following:...

Subdivision (b) should read as follows:

(b) The Commission shall evaluate the materials submitted, consider the reasons for refusal by a college or university and determine whether to issue the credential sought.

SUBJECTS TO BE LISTED ON EMERGENCY PERMITS

Please identify subjects needed with a check mark.

Agriculture	History
Art	Home Economics
Business	Industrial & Technology Education
English	Life Science
Foreign Language French_____ German _____ Spanish _____ Other (Specify)_____	Math
	Music
	Physical Education
	Physical Science
	Social Science
Government	Health Science

TARGET LANGUAGE(S) TO BE LISTED ON BILINGUAL CROSSCULTURAL LANGUAGE AND ACADEMIC DEVELOPMENT EMPHASIS PERMITS

SINGLE SUBJECT	MULTIPLE SUBJECT
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

B. ADDITIONAL RECRUITMENT METHODS:

III. EFFORTS TO CERTIFY, ASSIGN AND DEVELOP FULLY QUALIFIED PERSONNEL

Have your considered developing a "Plan to Develop Fully Qualified Educators" in cooperation with other education agencies in the region pursuant to Section 80026.4? ☐ Yes ☐ No

If no, please explain why.

---

a. Have you established one or more Commission-approved internship programs, including a District Intern program? ☐ Yes ☐ No

If yes, list each IHE that co-sponsors one of these programs.

---

b. If no, please state reasons why internship programs have not been established.

State of California
COMMISSION ON TEACHER CREDENTIALING
Box 944270 (1812 9th Street)
Sacramento, CA 94244-2700
(916) 445-7254

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Name of District:_____

Name of County _____

State Agency_____

The governing board of the school district adopted a declaration on _____ certifying that:

1. There are no credentialed persons available for these positions, or there is an insufficient number of certificated persons who meet our specified employment criteria.

2. The adopted board declaration shall remain in force until June 30, 19____ .

In the case of the County Office of Education, (Private School or State Agency) the County Superintendent (or Director of State Agency) certifies that:

1. There are no credentialed persons available for these positions, or there is an insufficient number of certificated persons who meet our specified employment criteria.

2. The adopted board Declaration shall remain in force until June 30, 19____ .

Name:_____

Title _____
(Superintendent or Designee)

Date _____

I. AREAS OF NEED FOR FULLY QUALIFIED EDUCATORS

Please include each subject to be listed on Emergency Single Subject Teaching Permits and the target language on an Emergency Bilingual Crosscultural Language and Academic Development Emphasis Permit. The Declaration of Need for Fully Qualified Educators shall be valid only for the type(s) and subjects(s) identified on this form.

TYPE	Anticipated Number Needed
Multiple Subject	
Single Subject (Indicate each subject to be requested on reverse of this form)	
MS BL/CC (List target language on reverse of this form)	
SS BL/CC (List target language on reverse of this form)	
Special Education: CH LH PH SH VH	_____ _____ _____ _____ _____
Clinical Rehabilitative Services	
Library Media Teacher	

II. EFFORTS TO RECRUIT CERTIFICATED PERSONNEL

Please include a brief description of efforts that the employing agency has undertaken to locate and recruit individuals who hold the needed credentials, such as dated copies of written announcements of its vacancy or vacancies which were mailed to college or university placement centers.

A. AGENCIES CONTACTED

	1	2	3
NAME			
MOST RECENT DATES OF CONTACT:			

APPLICATION FOR EMERGENCY PERMIT AUTHORIZING PUBLIC SCHOOL SERVICE

(For Privacy Act Notification See Instructions)

Please do not remove carbon

Commission Use Only: Fee Information	
APP	FP
NTE	CAPA

Fee Stamp

County/District/Institution Use Only: Filing Date

Mail to: STATE OF CALIFORNIA
COMMISSION ON TEACHER CREDENTIALING
BOX 944270 (1812 9th Street)
SACRAMENTO, CALIFORNIA 94244-2700

☐ Appeal: CTC or RGA _____

☐ Route to _____

1. PERSONAL INFORMATION (Type or print using black ink)

Social Security Number: _____ _____ _____

Date of Birth _____ (Month / Day / Year)

Applicant's Full Legal Name: _____ (First / Middle and/or Maiden / Last)

Home Phone ( ) _____ _____

Mailing Address: _____ (Street Address)

Work Phone ( ) _____ _____

_____ (City / State / ZIP Code)

Current California County of Public School Employment

Former Name(s) (Including First, Last or Maiden) _____

County/District Use Only: CDS Code _____
(County and district codes only; do not include school code)

2. TYPE OF APPLICATION (check one)

☐ First Permit (see instructions about fingerprint cards) ☐ New type of Permit

☐ Reissuance (see section #6 on application form)

3. TITLE OF PERMIT

Check the appropriate box and complete the other information (e.g., Authorized Field) when applicable. Complete a separate application form for each permit for which you wish to apply.

TEACHING PERMIT

☐ Multiple Subject *(Self-contained classrooms)*
Bilingual Emphasis Language _____ (If applicable)

☐ Single Subject *(Departmentalized classes)*
Authorized Field(s) _____
Bilingual Emphasis Language _____ (If applicable)

☐ Specialist Instruction ☐ Special Education ☐ Bilingual
Authorized Field(s) _____

☐ Limited Assignment Authorized Field(s) _____

SERVICES PERMITS

☐ Library Media

☐ Clinical or Rehabilitative Authorized Field _____

Commission Use Only: Bar Coded Label

Form 41-EPA (6-93)

4. **EDUCATION**

List all colleges and universities attended. Use an extra sheet of paper if needed. A complete set of official transcripts must accompany the initial application for each permit. For renewals, include official transcripts of renewal course work only. Official transcripts have the raised seal of the institution or the registrar's signature in ink.

Name of Institution	Location (If other than US or Canada, see Instructions for Section 5.)	Dates of Attendance		Degree and Subject/Major	Date Granted
		From	To		

5. EXAMINATIONS

If you took an examination to qualify for THIS ISSUANCE of this permit, indicate which examination and enclose the original score report or verification transcript. Include the test development and administration fee when applicable, refer to fee schedule.

☐ CBEST

☐ NTE/CAPA/MSAT TITLE _____ DATE _____

6. **REISSUANCE** (TO BE COMPLETED BY THE EMPLOYER FOR EVERY REISSUANCE OF AN EMERGENCY PERMIT.)

1. ☐ The individual has been oriented to teaching in a process that included the topics described in Section 80026.5(1).
2. ☐ The permit holder is being provided guidance & assistance by an experienced educator as described in Section 80026.5(c)
3. ☐ a. Transcript showing completion of six semester units (9 quarter units) of appropriate course work is included. (CL-469 also must be included.)

   ☐ b. The district has an approved Plan to Develop Fully Qualified Educators. Verification of completion of 120 clock hours of appropriate staff development is included.

7. **PERSONAL AND PROFESSIONAL FITNESS** (MUST BE COMPLETED EACH TIME YOU APPLY.)

Answer the questions below by checking "yes" or "no." If you answer "yes" to either question, you must submit a full explanation using a separate sheet of paper. NOTE: If your answer to either question is "yes", your application will be referred to staff working with the Committee of Credentials for evaluation of your fitness to teach, or fitness or competence to perform other duties which would be authorized by the permit.

a. Are you now the subject of any inquiry, review, or investigation by a teacher licensing agency in connection with any alleged misconduct; is any disciplinary action now pending against you in any school district or before any teacher licensing agency or court in California or any other state; is any adverse action now pending against any credential you hold, including but not limited to any Certification of Clearance, permit, credential, license or other document authorizing public school service or teaching, before any teacher licensing agency or court in California or any other state?

☐ Yes ☐ No

b. Have you ever had any credential, including but not limited to any Certificate of Clearance, permit, credential, license or other document authorizing public school service or teaching, suspended, revoked, voided, denied and/or otherwise rejected *for cause* in California or any other state or place; have you ever had any application for a credential, including but not limited to any Certificate of Clearance, permit, credential, license or other document authorizing public school service or teaching, denied and/or rejected *for cause* in California or any other state or place, have you resigned from, been dismissed from, or otherwise left public school employment, to avoid dismissal in California or any other state or place?

☐ Yes ☐ No

8. **OATH AND AFFIDAVIT** (MUST BE COMPLETED EACH TIME YOU APPLY.)

I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of California, and the laws of the United States and the State of California. I hereby certify (or declare) under penalty of perjury that all the foregoing statements in this application are true and correct.

Date _____ City _____ County _____ State _____

SIGNATURE OF APPLICANT _____

(Sign your full legal name as printed at the top of page 1.)

State of California
COMMISSION ON TEACHER CREDENTIALING
Box 944270 (1812 9th Street)
Sacramento, CA 94244-2700
(916) 445-7254

INSTITUTION OF HIGHER EDUCATION WAIVER REQUEST FORM

1. IHE Name and Address	Contact Person Telephone Number ( )

2. Name of applicant _____ Social Security Number _____

List current California credentials held and expiration date for each.

_____ _____

_____ _____

_____ _____

3. Requirement to be waived: _____

Please give justification for waiver request.

4. **Institution's Evaluation.** Please indicate if the requirements listed below have been completed to the institution's satisfaction.

Multiple/Single Subject Teaching Credential:

Baccalaureate or higher degree	☐ Yes	☐ No
Professional Preparation Program	☐ Yes	☐ No
Student Teaching Component	☐ Yes	☐ No
Subject Matter Waiver or Examination (Circle One)	☐ Yes	☐ No
Subject _____		
Reading Methods	☐ Yes	☐ No
U.S. Constitution	☐ Yes	☐ No
Health Education	☐ Yes	☐ No
Special Education	☐ Yes	☐ No
Computer Education	☐ Yes	☐ No
Fifth Year	☐ Yes	☐ No

All other types of credentials: The above named applicant has completed all of this institution's approved-program requirements for the credential being considered for appeal EXCEPT:

5. **Education and Specialized Training.** List all colleges and universities attended. Use an extra sheet of paper if needed. A complete set of transcripts must accompany the waiver request.

Name of Institution	Location	Dates of Attendance	Degree Earned	Date Granted

Describe any specialized training below. Proof of such training must accompany the waiver request.

6. **Relevant Experience.** Verification must accompany the waiver request, must be on letterhead paper, and must include the following information:

a. type of experience (teaching / administrative / other service / children's center / vocational);
b. whether the experience was paid or volunteer;
c. whether the experience was full- or part-time and, if part-time, the number of hours worked per day, week or month, as appropriate;
d. grade level of the teaching or service experience;
e. beginning and ending dates of employment;
f. title of individual who wrote and signed the letter;
g. the date the letter was written.

7. **Performance Assessments.** Include any assessment of the applicant's performance, such as portfolios, deemed useful to review of the application.

State of California
COMMISSION ON TEACHER CREDENTIALING
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Sacramento, CA 94244-2700
(916) 445-7254

VARIABLE TERM WAIVER REQUEST FORM

The Commission reviews requests for waivers from school districts, county offices of education, private schools, post secondary institutions and individual applicants. Applications for Variable Term Waivers shall be submitted to the Commission by the employing agency or, if the applicant is not employed by an employing agency, by the individual. Institutions of Higher Education should submit waiver requests on waiver form WV-3. The Commission may grant a waiver upon its finding that professional preparation equivalent to that prescribed under the provision or provisions to be waived will be completed by the credential candidate or candidates affected. Applications for variable term waivers may include a request that the waiver remain in place for a term of one or more years. The primary purpose of allowing waivers for more than one year will be to implement a local education reform or restructuring plan.

1. Employing Agency or Individual	CDS Code	Contact Person Telephone Number ( )

2. Section to be waived:_____. Type text of the pertinent sentence of the law.

3. Purpose of waiver. Include name(s) of candidate(s) as appropriate.

4. Proposed Solution and Justification. Describe how waiver request will remedy the situation, give rationale for request and describe any negative effect(s) that are likely to occur if the request is not granted.

5. Name of candidate(s) — Social Security Number(s)

1. _____ _____

2. _____ _____

3. _____ _____

6. **Effective period of waiver and proposed duration.**

_____/_____/_____ to _____/_____/_____

7. List current California credentials held and expiration date for each.

_____ _____

_____ _____

_____ _____

8. **FOR REISSUANCE**

Has the individual(s) served on any previous waivers granted for this same authorization?

☐ Yes ☐ No

a. If yes, list school year(s) _____

b. Were conditions placed on the waiver which required completion of college/university course work applicable towards the credential authorization for which the waiver was granted?

☐ Yes ☐ No

c. If yes, list the number of semester units completed while the individual(s) served on waiver (attach transcript). _____

9. DISTRICT CERTIFICATION. Must be signed with each waiver request.

I certify under penalty of perjury that the information provided in this request is correct and complete.

Signature_____

(Superintendent or Designee)

Title:_____

Date:_____

10. TO BE COMPLETED BY CANDIDATE. Must be signed with each waiver request.

I understand that if I continue on this waiver for more than one year I must pursue a course of study to obtain full certification in the authorization listed in this waiver request.

Signature_____

Date:_____

NOTE: If waiver request is for more than one candidate, please include an attachment containing each candidate's commitment to pursue a course of study for full certification.

State of California
COMMISSION ON TEACHER CREDENTIALING
Box 944270 (1812 9th Street)
Sacramento, CA 94244-2700
(916) 445-7254

LOCAL APPROVAL OF SHORT-TERM WAIVER
(To be kept on file in the District)

Employing agencies may grant a short-term waiver as described under Sections 80120-80123 without prior approval by the Commission provided that a short-term waiver may be issued one time only for any individual and one time only for a given classroom. The information required under Section 80122 for this type of waiver shall be forwarded to the County Office of Education pursuant to Education Code Section 442258.9. The Commission may rescind the authority of any employing agency to grant a short-term waiver upon a finding that the agency has intentionally violated any provision of Section 80120-80123 California Code or Regulations. Short-term waivers are valid for no more than one semester. Each County Office of Education should include information on short-term waivers in their annual Assignment Monitoring Report.

1. Employing Agency	CDS Code	Contact Person Telephone Number ( )

2. Section to be waived:_____. Type text of pertinent sentence of the law.

3. **Purpose of waiver.** Include name(s) of candidate(s) as appropriate.

4. **Proposed Solution and Justification.** Describe how waiver request will remedy the situation, give rationale for request and describe any negative effect(s) that are likely to occur if the request is not granted.

5. **Name of candidate(s)** **Social Security Number(s)**

1. _____ _____
2. _____ _____
3. _____ _____

6. **Effective period of waiver.**

_____/_____/_____ to _____/_____/_____

7. **List current California credentials held and expiration date for each.**

_____ _____

_____ _____

_____ _____

8. **District Certification**

No other Short-Term Waiver has been approved for the individual(s) listed in this document.

I certify under penalty of perjury that the information provided in this document is correct and complete.

Signature: _____
(Superintendent or designee)

Title: _____

Date: _____

STATE OF CALIFORNIA
COMMISSION ON TEACHER CREDENTIALING
Box 944270
Sacramento, California 94244-2700
(916) 445-7254

PETE WILSON, Governor

LICENSING AND PROFESSIONAL DEVELOPMENT DIVISION

Employment Statement
EMERGENCY CLINICAL REHABILITATIVE SERVICES PERMIT

(Applications for emergency permits shall not be submitted prior to August 15th of the ensuing school year unless the authorization is for summer school or year-round school assignment. See reverse for requirements.)

To the Commission on Teacher Credentialing:

The County Superintendent of Schools (or, if submitted by a State Agency, the Head of the State Agency) has reviewed the information contained in this employment statement and certifies the following:

I. TO BE COMPLETED FOR EVERY EMERGENCY PERMIT.

1. This statement is submitted in support of an application for an EMERGENCY:

   Clinical Rehabilitative Services Permit in Language, Speech and Hearing, including the Special Class Authorization

2. For the following applicant:

   Name _____
   LAST FIRST MIDDLE

   Social Security Number _____

3. If granted the Emergency Permit, this person will be employed in the:

   Name of School _____

   Name of District _____ CDS Code _____

   Name of County (or State Agency, if applicable) _____ CDS Code _____

4. Is this a summer school or year-round school assignment? (check one) ☐ Yes ☐ No

II. I hereby certify under penalty of perjury that all of the information contained in this statement of need is true and correct.

District Superintendent: _____
Name (print or type) Signature Date

County Superintendent of Schools (or Head of State Agency, if applicable): _____
Name (print or type) Signature Date

NOTE: Service in the employ of a public school or school district requires the signature of both the district superintendent and the county superintendent of schools.
Service in the employ of a county superintendent of schools office or private school requires the signature of the county superintendent of schools only.
Service in the employ of a state agency requires the signature of the Head of the State Agency only.

STATE OF CALIFORNIA
COMMISSION ON TEACHER CREDENTIALING
Box 944270
(916) 445-7254
Sacramento, California 94244-2700

PETE WILSON, Governor

LICENSING AND PROFESSIONAL DEVELOPMENT DIVISION

Employment Statement
EMERGENCY SPECIALIST PERMITS

(Applications for emergency permits shall not be submitted prior to August 15th of the ensuing school year unless the authorization is for summer school or year-round school assignment.) (See reverse for requirements.)

To the Commission on Teacher Credentialing:

The County Superintendent of Schools (or, if submitted by a State Agency, the Head of the State Agency) has reviewed the information contained in this employment statement and certifies the following:

I. TO BE COMPLETED FOR EVERY EMERGENCY PERMIT.

1. This statement is submitted in support of an application for an EMERGENCY: (check one)
   ☐ **Special Education Teaching Permit**

   Communication Handicapped ☐ **Learning Handicapped** ☐ **Physical Handicapped** ☐

   Severely Handicapped ☐ **Visually Handicapped** ☐

2. For the following applicant:

   Name _____ (LAST) _____ (FIRST) _____ (MIDDLE)

   Social Security Number _____

3. If granted the Emergency Permit, this person will be employed in the:

   Name of School _____

   Name of District _____ CDS Code _____

   Name of County (or State Agency, if applicable) _____ CDS Code _____

4. If granted the Emergency Permit, this person will be employed to teach:
   List subject(s) to be taught if departmentalized class, or designate if self-contained class.

   _____

   _____

5. **Is this a summer school or year-round school assignment?** (check one) ☐ Yes ☐ No

II. I hereby certify under penalty of perjury that all of the information contained in this statement of need is true and correct.

District Superintendent: _____ (Name (print or type)) _____ (Signature) _____ (Date)

County Superintendent of Schools (or Head of State Agency, if applicable): _____ (Name (print or type)) _____ (Signature) _____ (Date)

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STATE OF CALIFORNIA
PETE WILSON, Governor

COMMISSION ON TEACHER CREDENTIALING
Box 944270
Sacramento, California 94244-2700
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LICENSING AND PROFESSIONAL DEVELOPMENT DIVISION

Employment Statement
(Including Consent-Board Approval)
LIMITED (ASSIGNMENT) EMERGENCY TEACHING PERMIT

(Applications for Emergency permits shall not be submitted prior to August 15th of the ensuing school year unless the authorization is for summer school or year-round school assignment. See reverse for requirements.)

To the Commission on Teacher Credentialing:

The County Superintendent of Schools (or, if submitted by a State Agency, the Head of the State Agency) has reviewed the information contained in this Employment Statement and certifies the following:

1. This Employment Statement and Consent-Board Approval Form is submitted in support of an application for a Limited (Assignment) Emergency Teaching Permit.

2. The person, whose credential application this Employment Statement and Consent-Board Approval Form is submitted in support is:

   Name of Applicant _____
   (Print or type) Last First Middle

   Social Security No.: _____

3. This person is currently employed and will continue to be employed in the:

   Name of school _____

   Name of district _____ CDS Code _____

   Name of county (or state agency, if applicable) _____ CDS Code _____

4. (Brief description of assignment) The assignment which is to be covered by the Limited (Assignment) Emergency Teaching Permit, if granted, includes the following

   a. List subject(s) to be taught if departmentalized classes, or designate if self-contained class:

   _____

   _____

   b. List grade(s) to be taught: _____

   c. Specify portion of school day (periods or percentage of time) to be taught: _____

5. Is this a summer school or year-round school assignment? (Check one) [ ] Yes [ ] No

6. The situation or circumstances that necessitates the use of an Emergency credential holder are described below (use and attach additional sheet, if necessary)

   _____

   _____

CONSENT-BOARD APPROVAL

I hereby consent to the teaching assignment as described in Section 4 of this form.

Teacher to be assigned: _____
Name (print or type) Signature Date

I hereby consent to the assignment of the above named teacher as described in Section 4 of this form. Further, I hereby certify that all of the information contained in this form is true and correct, and that prior approval of the assignment described in Section 4 of this form has been granted by the local governing board.

District Superintendent: _____
Name (print or type) Signature Date

County Superintendent of Schools (or Head of State Agency, if applicable): _____
Name (print or type) Signature Date

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STATE OF CALIFORNIA
COMMISSION ON TEACHER CREDENTIALING
Box 944270
(916) 445-7254
Sacramento, California 94244-2700

LICENSING AND PROFESSIONAL DEVELOPMENT DIVISION

Employment Statement
LIBRARY MEDIA TEACHER SERVICES PERMIT

(Applications for emergency permits shall not be submitted prior to August 15th of the ensuing school year unless the authorization is for summer school or year-round school assignment. See reverse for requirements.)

To the Commission on Teacher Credentialing:

The county superintendent of schools (or, if submitted by a state agency, the head of the state agency) has reviewed the information contained in this employment statement and certifies the following:

I. TO BE COMPLETED FOR EVERY EMERGENCY PERMIT.

1. This statement is submitted in support of an application for an EMERGENCY:

Library Media Teacher Services Permit

2. For the following applicant:

Name _____
LAST FIRST MIDDLE

Social Security No. _____

3. If granted the Emergency Credential, this person will be employed in the:

Name of School _____

Name of District _____ CDS Code _____

Name of County (Or State Agency, If Applicable) _____ CDS Code _____

4. Is this a summer school or year-round school assignment? (check one) ☐ Yes ☐ No

II. I hereby certify under penalty of perjury that all of the information contained in this statement of need is true and correct.

District Superintendent: _____
Name (print or type) Signature Date

County Superintendent of Schools (or Head of State Agency, if applicable): _____
Name (print or type) Signature Date

NOTE: Service in the employ of a school or school district requires the signature of both the district superintendent and the county superintendent of schools.
Service in the employ of a county superintendent of schools office or private school requires the signature of the county superintendent of schools only.
Service in the employ of a state agency requires the signature of the head of the state agency only.