

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

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OFFICE OF THE EXECUTIVE DIRECTOR

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

From: Sam W. Swofford, Ed.D., Executive Director

Subject: Credentials that Authorize Day-to-Day Substitute Teaching

The California Commission on Teacher Credentialing issues an Emergency Permit for 30-Day Substitute Teaching which authorizes the holder to substitute teach in any classroom, preschool through adult classes, but for no more than 30 days per year in the classroom of a single teacher. A baccalaureate degree and passage of the California Basic Educational Skills Test (CBEST) are required for the Emergency 30-Day Substitute Teaching Permit and the permit may be renewed without completion of any additional requirements. The permit may be used statewide and is valid for one calendar year.

Other types of teaching credentials have been determined to authorize the holder to perform day-to-day substitute teaching. Commission policy has consistently held that teaching credentials established under the 1970 Ryan Act and previous credential statutes that require a baccalaureate degree and a professional teacher preparation program authorize day-to-day substitute teaching because the holder has met a higher standard than that which is required to serve as a day to day substitute.

Within the past year, at the request of school districts and county offices of education, the Commission distributed coded correspondence to clarify that a long-term Emergency Multiple or Single Subject Teaching Permit also authorizes the individual to perform day-to-day substitute teaching. After the teaching service authorized by the permit is completed, the permit holder may serve as a day-to-day substitute for the remaining valid period of the permit. This is an assignment option available to employers if they choose to use it.

Service as a day-to-day substitute on an Emergency Multiple or Single Subject Teaching Permit is not restricted to the school district listed on the document, but is restricted to service in a district in the county listed on the document. No release is required from the original district before the teacher may be employed in the new district within the county. Day-to-day substitute teaching on the long-term emergency permit must be with the consent of the holder and an employing district. Should the individual wish to serve as a day-to-day substitute in another county, he or she would have to submit an application and appropriate fee for an Emergency 30-Day Substitute Teaching Permit even though their long-term Emergency Multiple or Single Subject Permit may still be valid. The individual is not restricted to the subject area listed on the permit.

At its March 1997 meeting, to assist school districts in addressing the substitute teacher shortage which was exacerbated by the implementation of the Class Size Reduction initiative, the Commission adopted the following policy:

The holder of a credential issued by the Commission for which the requirements are equal to or greater than those required for an Emergency Permit for 30-Day Substitute Teaching shall authorize the holder to serve as a day-to-day substitute teacher. The holder must consent to such an assignment if the subjects to which he or she is assigned are outside the authorization of the base credential. The assignment to substitute in subjects not authorized by the credential will be restricted to no more than 30 days per year in the classroom of a single teacher. Certificated employees who hold credentials issued prior to the CBEST statute will not be held to that requirement for the purpose of substitute teaching so long as the requirements completed for the credential included a baccalaureate degree and a professional preparation program. Certificated individuals who have not served on their credentials in the public schools within 39 months prior to seeking employment shall be held to the CBEST requirement under Education Code Section 44830.

In accordance with this new policy and previous practice, the following **Ryan Teaching and Services Credentials** authorize the holder to serve as a day-to-day substitute teacher:

- Multiple Subject
- Single Subject
- Specialist Instruction in Special Education
- Designated Subjects Adult Education in Academic Subjects
- Administrative Services
- Clinical Rehabilitative Services
 - Language, Speech and Hearing
 - Audiology
 - Orientation and Mobility
- Librarianship
- Pupil Personnel Services:
 - Basic Pupil Personnel Services
 - School Counseling
 - School Social Work
 - School Psychology.

The following **General Teaching and Services Credentials** authorize the holder to serve as a day-to-day substitute teacher:

- Kindergarten-Primary
- Elementary
- Junior High
- Secondary
- Child Welfare & Supervision of Attendance
- Health and Development
- Librarianship
- Pupil Personnel Services:
 - Basic
 - Basic plus Psychology
 - Basic plus Psychometry
- School Psychologist
- School Psychometrist

The following **Standard Teaching and Services Credentials** authorize the holder to serve as a day-to-day substitute teacher:

- Early Childhood Education
- Elementary
- Secondary
- Junior College (with authorization for grades 11-14 only)
- Restricted Special Education:
 - Deaf-Blind
 - Deaf & Severely Hard of Hearing
 - Educable Mentally Retarded
 - Orthopedically Handicapped, including the Cerebral Palsied
 - Speech and Hearing Therapy
 - Trainable Mentally Retarded
 - Visually Handicapped
- Designated Subjects Teaching
 - Business Education
 - Vocational Agriculture
- Health Services
- Pupil Personnel Service

The following **Special Teaching Credentials** authorize the holder to serve as a day-to-day substitute teacher:

- Special Secondary:
 - Art
 - Vocational Agriculture
 - Business Education
 - Homemaking Education
 - Industrial Arts Education
 - Lip Reading
 - Music
 - Limited in Agriculture
 - Limited in Music
 - Partially Sighted Child
 - Physical Education
 - Speech Arts
 - Correction of Speech Defects
 - Vocational Class B
 - Mentally Retarded
- Exceptional Child:
 - Deaf or Hard of Hearing

Questions

If you have questions, please contact the Information Services Office at (916) 445-7256 weekday afternoons from 12:30 to 4:30 p.m. or e-mail the Commission at credentials@ctc.ca.gov.