



CODED CORRESPONDENCE

DATE: July 23, 2009	NUMBER: 09-15
TO: All Individuals and Groups Interested in the Activities of the Commission on Teacher Credentialing	FROM: Dale A. Janssen Executive Director Commission on Teacher Credentialing
SUBJECT: Approval of Amendments to Title 5 Regulations Pertaining to General and Special Education Limited Assignment Teaching Permits (5 Cal Code Regulations §§80027 and 80027.1)	

Summary:

The amendments and additions to Title 5 of the California Code of Regulations pertaining to General and Special Education Limited Assignment Teaching Permits have been approved by the Office of Administrative Law. The regulations, which may be found starting on page 6, have an immediate effective date of July 3, 2009. A separate correspondence will be distributed on the addition of regulations concerning Added Authorizations in Special Education which were included in the same regulatory package.

Key Provisions:

General Education Multiple and Single Subject Limited Assignment Teaching Permits
The Commission has issued a Limited Assignment Multiple and Single Subject Teaching Permit for general education teaching assignments for many years. To distinguish this permit from the new Special Education Limited Assignment Teaching Permit, the name is changed to General Education Multiple and Single Subject Limited Assignment Teaching Permit.

Initial Issuance

Submission of the application packet for a General Education Multiple or Single Subject Limited Assignment Teaching Permit is a joint effort between the local employing agency and the applicant to submit all required materials to the Commission for initial issuance or renewal of the permit. For initial issuance, an individual must be currently employed by the local employing agency and hold a valid prerequisite general education teaching credential. The employing agency must have a current Declaration of Need (DON) on file at the Commission and assign an experienced educator in the subject

area(s) of the limited assignment permit if the teacher does not have permanent status. A completed application and appropriate fee are required and the application packet is submitted through the employing agency. There is a restriction of three years for a teacher to serve on a General Education Limited Assignment Permit in a specific subject area.

The experienced educator provides assistance and guidance to the permit holder. The experienced educator must have three years of teaching experience within each subject area requested by the non-permanent status teacher as determined by the employing agency. For example, if the permit is requested in English, the experienced educator must have three years of teaching experience in English. If requested in English and social science, the experienced educator must have a minimum of three years of teaching experience in both English and social science. However, the local employing agency may assign more than one experienced educator to meet this requirement.

Renewal Requirements

To renew a General Education Limited Assignment Teaching Permit, current employment and the appropriate prerequisite are required for the applicant and the employing agency must have a current DON on file and continue to assign an experienced educator, as appropriate. A completed application and appropriate fee are required and the application packet is submitted through the employing agency.

The renewal requirement is expanded to allow either completion of coursework or passage of examinations. If more than one subject is requested, the individual must meet the coursework or examination renewal requirement for each subject. To use the examination option, the individual must take all examinations appropriate to the type of permit requested (multiple or single subject) and must pass two sections. The number of examination sections required to meet subject-matter competence for Multiple and Single Teaching Subject Credentials varies from two to four sections. If one or more sections have been previously passed, the individual must pass the remaining one or two sections, as appropriate. See examples below.

If an individual has not passed any of the three required multiple subject examination sections prior to issuance of the initial limited assignment permit, all three sections must be taken and two sections passed for the first renewal of the permit. The individual must then take and pass the final multiple subject examination section to meet the subject-matter competence for a preliminary credential during the second year of the limited assignment permit.

Passage of four examination sections is required to meet the subject-matter competence for a single subject credential in English. If an individual has passed one of the four required sections prior to issuance of a limited assignment permit, the remaining three sections must be taken and two sections passed for the first renewal of the permit. The individual must take and pass the one remaining English

examination section to meet subject-matter competence for a preliminary credential during the second year of the limited assignment permit.

One renewal option, the validation of professional development plan, was deleted from the regulations. Individuals issued a Multiple or Single Subject Limited Assignment Permit with an issuance date prior to July 3, 2009, may use this option to renew their permit. Holders of General Education Limited Assignment Permits with an issuance date on or after July 3, 2009 will not be able to use the professional development plan as a renewal option.

Special Education Limited Assignment Teaching Permit

The Special Education Limited Assignment Teaching Permit has similar requirements to the General Education Limited Assignment Teaching Permit. The permit may be issued in any of the current Education Specialist Teaching Credential specialty areas. An individual holding this permit may be assigned to serve outside the specialty area of their special education credential while they are completing the coursework for an Added Authorization in Special Education. See the Reference section for a link to the correspondence for information on the added authorization.

Initial Issuance

For initial issuance, the teacher must be currently employed and hold an appropriate prerequisite special education credential including currently issued Education Specialist and previously issued special education credentials. The Speech-Language Pathology or Clinical or Rehabilitative Services Credential is also an appropriate prerequisite only if the credential includes a Special Class Authorization. A completed application and appropriate fee are required and the application packet is submitted through the employing agency.

The employing agency must have a current DON on file at the Commission and assign an experienced educator with three years of teaching experience in the special education specialty area requested for the limited assignment if the permit holder does not have permanent status. The DON has been updated to include the new limited assignment permit. There is a restriction of three years for a teacher to serve on a Special Education Limited Assignment Permit in a specific specialty area.

One major difference from the General Education Limited Assignment Permit is for initial issuance of the Special Education Limited Assignment Permit, a minimum of three semester units or one year of experience in the specialty area(s) requested is required.

Renewal Requirements

For renewal, current employment and the appropriate special education prerequisite credential are required for the applicant. The employing agency must have a current DON on file and continue to assign an experienced educator, as appropriate. A completed application and appropriate fee are required and the application packet is submitted

though the employing agency. Six semester units of coursework appropriate to each special education specialty area are required for renewal. There is no examination option to renew the Special Education Limited Assignment Permit.

Currently, the Education Specialist Short-Term Staff Permit (STSP) is the only route for a credentialed special education teacher to earn a document to serve in another special education area. This remains an option but the STSP may only be issued once while the Special Education Limited Assignment Permit may be issued for a total of three years in a specialty area.

Important Date:

Provisions related to this correspondence became effective on July 3, 2009.

Background:

The Limited Assignment Teaching Permit process was designed to allow fully credentialed general education teachers to teach outside of their authorized area while completing the requirement to earn an additional authorization. A Limited Assignment Teaching Permit is issued at the request of a local employing agency to fill a staffing vacancy or need. In addition, it allows flexibility for local employing agencies, especially in rural and remote areas of the state, to assign an individual to teach in more than one subject area.

A Special Education Limited Assignment Teaching Permit is designed for use in special education for the same purpose as the current Limited Assignment Teaching Permit is used for general education assignments. Creating a Special Education Limited Assignment Permit allows individuals the opportunity and the time to complete the coursework necessary to enroll in a special education internship program or to earn an Added Authorization in Special Education. In addition, it allows flexibility for the local employing agencies to assign a teacher to serve students in more than one special education specialty area.

Source:

5 California Code of Regulations sections 80027 and 80027.1.

References:

General Education Limited Assignment Teaching Permits Information Leaflet:
<http://www.ctc.ca.gov/credentials/leaflets/cl828.pdf>

Special Education Limited Assignment Teaching Permits Information Leaflet:
<http://www.ctc.ca.gov/credentials/leaflets/cl889.pdf>

Declaration of Need:

<http://www.ctc.ca.gov/credentials/cig/CIG-LEAFLETS/CIG-LEAFLETS/cl1500.pdf>

Coded 09-16: Adding Authorization in Special Education:
<http://www.ctc.ca.gov/notices/coded/2009/0916.pdf>

Contact Information:

Commission's Information Services Unit by telephone at 1-888-921-2682, Monday through Friday between 1:00 pm to 4:45 pm or by email at credentials@ctc.ca.gov.

5 California Code of Regulations Section 80027 Pertaining to the General Education Limited Assignment Multiple or Single Subject Teaching Permits and Section 80027.1 Pertaining to the Special Education Limited Assignment Teaching Permit

§80027. General Education Limited Assignment Multiple or Single Subject Teaching Permit.

(a) Requirements for the initial issuance of General Education Limited Assignment Multiple or Single Subject Teaching Permits include all of the following:

- (1) If an employing agency elects to request a General Education Limited Assignment Teaching Permit, the employing agency must submit a Declaration of Need for Fully Qualified Educators that satisfies the provisions of Section 80026.
- (2) Applicant is currently employed by the local governing board requesting such assignment.
- (3) Applicant holds a valid California general education teaching credential based on a baccalaureate degree and a professional teacher preparation program, including student teaching or the equivalent.
- (4) If an employing agency elects to assign an applicant who has not obtained permanent status as defined in Education Code 44929.21 or 44929.22 or 44929.23, the employing agency shall assign an experienced educator in the subject area of the General Education Limited Assignment Multiple or Single Subject Teaching Permit who has completed 3 years of full-time general education elementary or secondary classroom teaching experience in the subject area(s) requested. If more than one subject area is requested, the experienced educator(s) must have a minimum of three years of teaching experience in each area requested. The local employing agency may assign more than one experienced educator to the permit holder to meet this requirement.
- (5) The General Education Limited Assignment Single Subject Teaching Permit may be issued in the subject areas listed in Education Code Section 44257 and the General Education Limited Assignment Multiple Subject Teaching Permit may be issued in the subject area of General Subjects.
- (6) If an employing agency elects to request a General Education Limited Assignment Teaching Permit, the employing agency must keep on file a written statement verifying consent of the teacher to serve on the General Education Limited Assignment Multiple or Single Subject Teaching Permit.
- (7) For initial issuance of a General Education Limited Assignment Multiple or Single Subject Permit, the employing agency may assist the applicant in submitting the following to the Commission:
 - (A) A completed Application for Credential Authorizing Public School Service (form 41-4, rev. 9/08) available on the Commission's website and hereby

incorporated by reference, together with its related Instruction and Information Sheet (rev. 9/08) and Form 41-ECC (Explanation of Criminal Conviction or Pending Criminal Charge) (rev. 7/08), and

(B) The fee as specified in Section 80487(a)(1).

(b) Requirements for the renewal of General Education Limited Assignment Multiple or Single Subject Teaching Permit if an employing agency elects to request the renewal of the permit.

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

(2) Applicant holds a valid California general education teaching credential based on a baccalaureate degree and a professional teacher preparation program, including student teaching or the equivalent.

(3) For the renewal of a General Education Limited Assignment Multiple or Single Subject Teaching Permit, the employing agency may assist the applicant in submitting the following to the Commission:

(A) A completed Application for Credential Authorizing Public School Service (form 41-4, rev. 9/08) available on the Commission's website and hereby incorporated by reference, together with its related Instruction and Information Sheet (rev. 9/08) and Form 41-ECC (Explanation of Criminal Conviction or Pending Criminal Charge) (rev. 7/08).

(B) The fee as specified in Section 80487(a)(1).

(C) Verification of the completion of one of the following:

1. At least six semester units, or the equivalent quarter units, of course work required for issuance of the related credential or

2. Take all sections of the examination appropriate to the type of permit requested, multiple or single subject, as provided in Education Code sections 44280, 44281 and 44282 and pass two sections. If one or more sections have been previously passed, the individual must pass the one or two sections of the examination, as appropriate.

(4) If an employing agency elects to request a General Education Limited Assignment Teaching Permit, the employing agency must submit a Declaration of Need for Fully Qualified Educators that satisfies the provisions of Section 80026.

(5) An individual may renew a General Education Limited Assignment Multiple or Single Subject Teaching Permit in any one specific subject only twice during his or her lifetime.

- (6) If an employing agency elects to request a General Education Limited Assignment Teaching Permit, the employing agency must keep on file a written statement verifying consent of the teacher to serve on the General Education Limited Assignment Multiple or Single Subject Teaching Permit.

(c) Authorization:

- (1) A General Education Limited Assignment Multiple Subject Teaching Permit authorizes the same service as a Multiple Subject Teaching Credential in the authorized field listed on the permit.
- (2) A General Education Limited Assignment Single Subject Teaching Permit authorizes the same service as a Single Subject Teaching Credential in the authorized field(s) listed on the permit.

- (d) The General Education Limited Assignment Multiple or Single Subject Teaching Permit is valid for one calendar year from the first day of the month immediately following the date of issuance but is limited to the expiration date of the prerequisite teaching credential held.

- (1) A permit issued for less than one calendar year may be extended for the remainder of the calendar year as long as the prerequisite teaching credential has been renewed. An application and fee as found in (b)(3)(A) and (B) must be submitted. Verification of requirements as found in (b)(3)(C) are not required to extend the permit for the remainder of the calendar year.

Note: Authority cited: Sections 44225(d), (g) and (q) and 44300, Education Code.
Reference: Sections 44280, 44281, 44282, and 44300, Education Code.

§80027.1. Special Education Limited Assignment Teaching Permit.

- (a) Requirements for the initial issuance of a Special Education Limited Assignment Teaching Permit include all of the following if an employing agency elects to request the permit:

- (1) If an employing agency elects to request a Special Education Limited Assignment Teaching Permit, the employing agency must submit a Declaration of Need for Fully Qualified Educators that satisfies the provisions of Section 80026.
- (2) Applicant is currently employed by the local governing board requesting such assignment.
- (3) Applicant holds a valid California special education teaching credential based on a baccalaureate degree and a professional preparation program, including student teaching or the equivalent or a services credential with a special class authorization listed in sections 80047 through 80047.9.
- (4) If an employing agency elects to assign an applicant who has not obtained permanent status as defined in Education Code 44929.21 or 44929.22 or

44929.23 the employing agency shall assign an experienced educator in the subject area of the Special Education Limited Assignment Teaching Permit who has completed three years of full-time special education teaching experience in the special education specialty area(s) requested. If more than one specialty area is requested for the permit, the experienced educator(s) must have a minimum of three years of teaching experience in each area requested. The local employing agency may assign more than one experienced educator to the permit holder to meet this requirement.

- (5) The Special Education Limited Assignment Teaching Permit may be issued in the special education specialty area aligned with the preliminary and clear Education Specialist Instruction Credentials.
- (6) If an employing agency elects to request a Special Education Limited Assignment Teaching Permit, the employing agency must keep on file a written statement verifying consent of the teacher to serve on the Special Education Limited Assignment Teaching Permit.
- (7) For initial issuance of a Special Education Limited Assignment Teaching Permit, the employing agency may assist the applicant in submitting the following to the Commission:
 - (A) A completed Application for Credential Authorizing Public School Service (form 41-4, rev. 9/08) available on the Commission's website and hereby incorporated by reference, together with its related Instruction and Information Sheet (rev. 9/08) and Form 41-ECC (Explanation of Criminal Conviction or Pending Criminal Charge) (rev. 7/08).
 - (B) The fee as specified in Section 80487(a)(1).
 - (C) One of the following:
 1. Three semester, or the equivalent quarter, units of course work in each special education specialty area requested, or
 2. One year of successful full-time classroom experience, or the equivalent in part-time experience, working with special education students in each of the special education specialty area requested and has received a favorable evaluation or recommendation by the local employing agency.
- (b) Requirements for the renewal of a Special Education Limited Assignment Teaching Permit if an employing agency elects to request the permit.
 - (1) Applicant is currently employed by the local governing board requesting such assignment.

- (2) Applicant holds a valid California special education teaching credential based on a baccalaureate degree and a professional preparation program, including student teaching or the equivalent or a services credentials with a special class authorization listed in sections 80047 through 80047.9.
 - (3) For renewal of a Special Education Limited Assignment Teaching Permit, the employing agency may assist the applicant in submitting the following to the Commission:
 - (A) A completed Application for Credential Authorizing Public School Service (form 41-4, rev. 9/08) available on the Commission's website and hereby incorporated by reference, together with its related Instruction and Information Sheet (rev. 9/08) and Form 41-ECC (Explanation of Criminal Conviction or Pending Criminal Charge) (rev. 7/08).
 - (B) The fee as specified in Section 80487(a)(1).
 - (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.
 - (4) If an employing agency elects to request a Special Education Limited Assignment Teaching Permit, the employing agency must submit a Declaration of Need for Fully Qualified Educators that satisfies the provisions of Section 80026.
 - (5) An individual may renew a Special Education Limited Assignment Teaching Permit in any one special education specialty area only twice during his or her lifetime.
 - (6) If an employing agency elects to request a Special Education Limited Assignment Teaching Permit, the employing agency must keep on file a written statement verifying consent of the teacher to serve on the Special Education Limited Assignment Teaching Permit.
- (c) Authorization:
- (1) A Special Education Limited Assignment Teaching Permit authorizes the same service as an Education Specialist Teaching Instruction Credential.
- (d) The Special Education Limited Assignment Teaching Permit shall be valid for one calendar year and expires one calendar year from the first day of the month immediately following the date of issuance but is limited to the expiration date of the prerequisite credential held.
- (1) A permit issued for less than one calendar year may be extended for the remainder of the calendar year as long as the prerequisite credential has been renewed. An application and fee as found in (b)(3)(A) and (B) must be submitted.

Verification of requirements as found in (b)(3)(C) are not required to extend the permit for the remainder of the calendar year.

Note: Authority cited: Sections 44225(d), (g), (l) and (q) and 44300, Education Code.
Reference: Sections 44225(b) and (e) and 44300, Education Code.