

**CALIFORNIA COMMISSION ON TEACHER CREDENTIALING**

Box 944270 (1900 Capitol Avenue)  
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(916) 445-7254  
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OFFICE OF THE EXECUTIVE DIRECTOR

Date: February 7, 2003 03-0004

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

From: Dr. Sam W. Swofford, Executive Director

Subject: Last Date to Register SB 1969 Certificates of Completion of Staff Development

Effective January 1, 2003, school districts and county offices of education are no longer authorized to issue Certificates of Completion of Staff Development based on SB 1969 (Statutes of 1994, Chapter 1178) staff development training. Education Code Section 44253.10 allowed individuals who were enrolled in or who had completed SB 1969 staff development training prior to January 1, 2002 until January 1, 2003 to apply to either a school district or county office of education for a Certificate of Completion. The same section of the Education Code requires the issuing entity to register the Certificate with the Commission within 90 days of issuance.

The time period to allow individuals to complete the SB 1969 training ended on January 1, 2003. County offices of education and school districts must submit any Certificates of Completion to the Commission no later than June 30, 2003. After that date the Commission will no longer register Certificates of Completion based on SB 1969 staff training. Attached is the form required to submit the SB 1969 Certificates of Completion.

Replacing the SB 1969 training are SB 395 Commission-approved Staff Development Programs for Teachers of English Learners. Please see Coded Correspondence 02-0020 to see a list of the programs approved to offer this staff development.

If you have any questions, please contact the Commission's Information Services Unit toll-free at (888) 921-2682 or (916) 445-7254 between 8 a.m. and 5 p.m., weekdays or e-mail at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov).



State Of California  
 California Commission On Teacher Credentialing  
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 1900 Capitol Avenue  
 Sacramento, CA 94244-2700

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**REQUEST TO FILE  
 CERTIFICATE OF COMPLETION OF STAFF DEVELOPMENT**

Please attach this form to each Certificate of Completion of Staff Development in Specially Designed Academic Instruction Delivered in English and/or English Language Development in a Self-Contained Classroom issued pursuant to Education code Section 44253.10 and provide the information requested below. The fee for filing a Certificate is twelve dollars (\$12). The Certificate must be filed with the California Commission on Teacher Credentialing within 90 days of the issuance date.

ISSUING DISTRICT OR COUNTY \_\_\_\_\_

CDS Code \_\_\_\_\_

AGENCY or IHE THAT PROVIDED TRAINING \_\_\_\_\_

CDS Code \_\_\_\_\_

DATE CERTIFICATE ISSUED \_\_\_\_\_

**INDIVIDUAL RECEIVING CERTIFICATE**

Full Name \_\_\_\_\_

Former Names \_\_\_\_\_

Social Security Number (Optional) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip code \_\_\_\_\_

**AUTHORIZATION**

- Specially Designed Academic Instruction Delivered in English (holder completed 45 hours of staff development or 3 semester/4 quarter units in SDAIE) and English Language Development in a departmentalized classroom.
- English Language Development in a Self-Contained Classroom (holder completed 45 hours of staff development or 3 semester/4 quarter units in ELD within three years of the SDAIE training).
- Specially Designed Academic Instruction Delivered in English AND English Language Development in a Self-Contained Classroom (holder completed 9 years of teaching experience, AND completed 45 hours of staff development or 3 semester/4 quarter units in a combination of SDAIE and ELD).

The social security number, if given, is used only to distinguish between individuals with the same name and/or to access records. Auth: Education Code §44253.10.

Support \_\_\_\_\_