

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

Box 944270 (1900 Capitol Avenue)
Sacramento, California 94244-2700
(916) 445-7254 or (888) 921-2682
www.ctc.ca.gov



OFFICE OF THE EXECUTIVE DIRECTOR

Date: June 16, 2005 **Number:** 05-0011

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

From: Dr. Sam W. Swofford, Executive Director

Subject: Approval of Addition to California Code of Regulations, Title 5 Sections 80021 and 80021.1, Pertaining to Short-Term Staff Permits and Provisional Staff Permits

The Office of Administrative Law approved the addition of Title 5 Sections 80021 and 80021.1 pertaining to Multiple Subject, Single Subject and Education Specialist Short-Term Staff Permits and Provisional Internship Permits on June 4, 2005. The attached regulations outline the requirements and authorizations for the new permits. The new permits will be effective July 1, 2005 and will replace the current Emergency Multiple Subject, Single Subject and Education Specialist Permits.

Background

The Commission currently issues emergency permits at the request of employing agencies that are unable to sufficiently recruit fully credentialed teachers. Emergency permits are valid for one year and authorize the holder to provide the same service as a full teaching credential. To employ an individual on an emergency permit, the employing agency must have a valid Declaration of Need for Fully Qualified Educators (DON) on file with the Commission during the valid period of the permit. The DON is a form submitted annually to the Commission by county offices of education, public school districts, statewide agencies or non-public schools/agencies that provides the employing agency's estimated number of emergency permits that will be requested during the school year. Employing agencies must certify recruitment practices and estimate staffing on the Declaration of Need form. The DON is the employing agencies proof to the Commission that there is a need to hire individuals that are not fully credentialed.

On December 4, 2003, the Commission took action to discontinue the issuance of multiple subject, single subject and education specialist emergency permits with the understanding that there would be a continuing need for a document that addressed unanticipated staffing needs. With the assistance of stakeholders representing districts, county offices of education, colleges, universities and professional organizations, it was determined that there are two distinct types of staffing needs. One document is needed to meet immediate teacher vacancies and another to staff classrooms when, after a diligent search, no appropriately credentialed teacher could be found. Thus, the Commission developed the Short-Term Staff Permit (STSP) and the Provisional Internship Permit (PIP). The STSP is intended to immediately staff classrooms based on

unforeseen circumstances and the PIP is intended to staff classrooms when the employer has conducted a diligent search yet is unable to recruit a credentialed teacher. These new permits may be issued for a total of three years combined. Within this time period, an individual should complete the subject matter competence requirement to qualify for an internship document or preliminary credential.

The Commission adopted the following timeline to discontinue the issuance of emergency multiple subject, single subject and education specialist permits and implement the short-term staff and provisional internship permits:

July 1, 2004	July 1, 2005	July 1, 2006
<p>Allow initial issuance and continue renewal issuance of emergency permits with statement that permits may be reissued one time and all reissued permits will expire 6/30/06.</p>	<p>Allow initial issuance of and continue renewal issuance of emergency permits throughout the school year, however the permits will expire on 6/30/06. Allow initial issuance of the Short-Term Staff Permit and Provisional Internship Permit.</p>	<p>Issuance only of Short-Term Staff Permit and Provisional Internship Permit.</p>

Short-Term Staff Permit

The short-term staff permit can be requested by an employing agency when there is an acute staffing need. Examples of reasons that justify the need to request a short-term staff permit are: teacher of record is unable to finish the school year due to approved leave/illness, enrollment adjustments or as a bridge document when an individual has completed subject matter competency but is unable to enroll in a teacher preparation program.

Candidate Requirements

- Bachelor's or higher degree
- Passage of the California Basic Educational Skills Test (CBEST)
- Specific course work or experience, explained in detail on the Short-Term Staff Permit Information Leaflet <http://www.ctc.ca.gov/credentials/leaflets/cl858.html>

Employing Agency Requirements

- Local recruitment for the STSP position requested, provided on the Verification of Requirements for the STSP form CL-859. This form is available to employing agencies on the Credential Information Guide.
- Permit holder was provided with orientation to the curriculum, techniques of instruction and classroom management and a mentor teacher, provided on the Verification of Requirements for the STSP form CL-859. This form is available to employing agencies on the Credential Information Guide.
- Justification for the STSP signed by the employing agency's Superintendent or designee or the state certified non-public school director, provided on the Verification of Requirements for the STSP form CL-859. This form is available to employing agencies on the Credential Information Guide.

The STSP will be restricted to the employing agency requesting the permit and can be issued for one year provided it expires at the end of the employing agency's school year. The Declaration of Need form that is required by employers to request an emergency permit is not needed when applying for a STSP. The permit cannot be renewed and is available to a candidate only once in a lifetime. Also, the STSP will not be issued to an individual that held five emergency permits.

Provisional Internship Permit

This permit is available when the employing agency knows that there will be a teacher vacancy yet is unable to recruit a suitable candidate. The expectations of the employer and the employee are higher since this individual will be the teacher of record and should be on a credential track. The focus of the document is meeting subject matter competency. Once a candidate completes subject matter competency, the candidate can be employed on a document such as an Individualized Internship Certificate or a University or District Intern Credential.

Candidate Requirements

- Bachelor's or higher degree
- Passage of the California Basic Educational Skills Test (CBEST)
- Specific course work or experience, explained in detail on the Provisional Internship Permit Information Leaflet <http://www.ctc.ca.gov/credentials/leaflets/cl856.html>

Employing Agency Requirements

- A diligent search was conducted for a suitable credentialed teacher or qualified internship teacher. Recruitment efforts must include but are not limited to distributing job announcements, contacting college and university placement centers and advertising in print or electronic media. Documentation of the required recruitment efforts must be included with each application submitted to the Commission.
- The permit holder will be provided with orientation, guidance and assistance as specified in Title 5 Section 80026.5, found on page 9, and provided on the Verification of Requirements for the PIP form CL-857. This form is available to employing agencies on the Credential Information Guide.
- Assist the individual in developing a personalized plan (kept on file at the local level) through an agency defined assessment leading to completion of subject matter competence, provided on the Verification of Requirements for the PIP form CL-857. This form is available to employing agencies on the Credential Information Guide.
- Counsel the permit holder to enroll in subject matter training, such as workshop or seminar formats and site-based courses with training in test-taking strategies, and inform the individual of the steps to earn a credential and enroll in an internship program, provided on the Verification of Requirements for the PIP form CL-857. This form is available to employing agencies on the Credential Information Guide.

Public Notice Requirement

Provisional Internship Permit requests must include verification that a notice of intent to employ the applicant in the identified position was made public. The public notice must include the following information:

1. The name of the applicant,
2. The assignment in which the applicant will be employed including subject(s), grade level(s) and school site, and

3. A statement that the applicant will be employed on the basis of a provisional internship permit

Public school districts must include a copy of the agenda item presented to the governing board of the district. The agenda item must be presented in a public meeting as an action item and include the information above for each individual for whom the permit will be requested. The permit request must include a signed statement from the superintendent, or his/her designee, that the item was acted upon favorably. To assure that each permit request received individual review and approval by the governing board, the agenda item may not be part of the consent agenda. All permit requests must be presented to the district's governing board as an action item. If the agenda item was not presented as an action item the application will be returned to the employing agency.

Each request for a PIP received from a county office of education, statewide agency or nonpublic school/agency or charter school must include a dated copy of the notice, which includes the information described above, that was posted in public view at least 72 hours before the position was filled. The request must include a signed statement from the superintendent or administrator confirming there were no objections to the permit. If objections were received, the nature of the objection and the name of the person or organization that lodged the objection must be sent with the permit application.

Due to the public notice requirement, employing agencies are not required to include PIP documents on the annual Declaration of Need form. The permit will be restricted to the employing agency and may be issued in two one-year increments if the individual takes all the subject matter exams listed on document and does not pass. Only two provisional internship documents of any kind may be issued to an individual (i.e. two multiple subject PIPs or one single subject PIP and one education specialist PIP, etc.) The permit will not be issued to an individual who was issued five emergency permits.

Other Emergency Permits

The Commission will continue to issue and/or reissue Emergency Crosscultural, Language and Academic Development (CLAD), Bilingual, Crosscultural, Language and Academic Development (BCLAD) and Resource Specialist Permits, as well as Clinical or Rehabilitative Services (reissue only) and Library Media Teacher Services Permits until further notice. It is important to note that the changes to the emergency permits and the addition of the STSP and PIP do not affect the issuance of Limited Assignment Teaching Permits.

Declaration of Need

Employers that hire individuals on the basis of Emergency Multiple Subject, Single Subject, or Education Specialist Instruction Permits for the 2005-2006 school year and/or on the basis of an Emergency CLAD, BCLAD, Resource Specialist Teaching Permit or Library Media or Clinical or Rehabilitative Services Permit must have a valid Declaration of Need form on file with the Commission. The current Declaration of Need form (CL-500) may be found on the Credential Information Guide. Charter schools are exempt from the Declaration of Need requirements. The Declaration of Need form will not need to include Short Term Staff or Provisional Internship Permit requests. A revised Declaration of Need will be available in April 2006 that will reflect that only the Emergency CLAD, BCLAD, Resource Specialist, Library Media and Clinical or Rehabilitative Permits may be requested. All Limited Assignment Teaching Permit requests will also need to be reported on the Declaration of Need for the 2005-2006 school year and beyond.

Credential Waivers

Credential waivers are available at an employing agency's request when no credentialed teacher and no emergency permit or PIP teacher can be found for the position. Waivers may be initially issued and reissued, if renewal requirements were met, for the 2005-2006 school year and beyond.

Transition

Holders of emergency multiple, single, and education specialist permits that transition to the new STSP and PIP will not need to submit verification of renewal requirements on the CL-469 form. The employing agency must submit documentation of the new STSP and PIP requirements (i.e. verification of recruitment, orientation, guidance, public notice, etc.) with an application and processing fee.

As noted previously in this correspondence, individuals that have been issued five emergency permits may not be issued the new STSP and/or PIP. Those that have held four emergency permits may be issued two PIPs (if verification of the employing agency requirements is provided). Individuals issued three or fewer emergency permits may qualify for one STSP and two PIPs. Applicants who have met subject matter competence cannot earn a provisional internship permit. Individuals that have completed subject matter competence may qualify for the one time short-term staff permit if they are unable to enroll in an internship program.

Questions

If you have questions regarding Short Term Staff or Provisional Internship Permits please go the Credential Information Section on the Commission's web site at www.ctc.ca.gov. You may also contact the Commission's Information Services Unit at (888) 921-2682 or (916) 445-7254 between 12:00 noon and 4:45 p.m., Monday through Friday or by e-mail at credentials@ctc.ca.gov. *Note-- Temporary E-mail and Telephone Service for June 2005: E-mail will be unavailable during the month of June and will resume July 5, 2005. Telephone service hours will be Monday, Tuesday, Thursday and Friday from 12:00 p.m.- 4:45 p.m. (no service on Wednesday). Full telephone service will resume on July 5, 2005.*

References

Short-Term Staff Permit Information Leaflet

<http://www.ctc.ca.gov/credentials/leaflets/cl858.html>

Provisional Internship Permit Information Leaflet

<http://www.ctc.ca.gov/credentials/leaflets/cl856.html>

Title 5 Sections 80021 and 80021.1 Pertaining To Multiple Subject, Single Subject or Education Specialist Short-Term Staff Permit and Multiple Subject, Single Subject or Education Specialist Provisional Internship Permit

Section 80021 – Multiple Subject, Single Subject or Education Specialist Short-Term Staff Permit

Employing agencies shall request the Multiple Subject, Single Subject or Education Specialist Short-Term Staff Permit when there is an acute staffing need.

(a) The employing agencies shall demonstrate that applicants for the Short-Term Staff Permit have completed all of the following requirements:

(1) Possession of a baccalaureate or higher degree from a regionally accredited college or university.

(2) Verification of passage of the California Basic Education Skills Test (CBEST).

(3) Successful completion of the specified number of semester units, or equivalent quarter units, of appropriate non-remedial course work taken at a regionally accredited college or university with a grade of “C” or higher, “Pass”, or “Credit” as found in (A), (B) and (C) below. Non-remedial coursework for the purposes of this section shall be defined as coursework that is applicable toward a bachelor’s degree or a higher degree at a regionally accredited college or university.

(A) For the Single Subject Short-Term Staff Permit, at least 18 semester units of course work in the subject to be listed.

(B) For the Multiple Subject Short-Term Staff 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 of course work 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.

(C) For the Education Specialist Short-Term Staff Permit either (A) or (B) above or verify a minimum of three years of successful full-time classroom experience, or the equivalent in part-time experience, working with special education students or verify a minimum of nine semester units of course work in special education or in a combination of special education and regular education that are appropriate to special education or regular education teaching credential.

(4) The employing agency shall verify or submit the following to the Commission:

(A) That it has conducted a local recruitment for the Short-Term Staff Permit being requested.

(B) That it has provided permit holders with orientation to the curriculum and to techniques of instruction and classroom management and assigned a mentor teacher for the term of the Short-Term Staff Permit.

(C) Written justification for the Short-Term Staff Permit signed by the employing agency’s Superintendent or designee. In the case of a state certified non-public school, the director of the school must sign the justification.

(b) The Short-Term Staff Permit shall be issued for no more than one-year, provided that it shall expire at the end of the employing agency’s school year and shall not be issued more than once to an individual.

- (c) Individuals who were issued an emergency permit pursuant to Education Code Section 44300 that was reissued four times do not qualify for the Short-Term Staff permit.
- (d) Use of the Short-Term Staff Permit shall be restricted to the employing agency requesting the permit.
- (e) The Short-Term Staff Permit shall authorize the following:
- (1) A Multiple Subject Short-Term Staff Permit authorizes the same service as a Multiple Subject Teaching Credential.
 - (2) A Single Subject Short-Term Staff Permit authorizes the same service as a Single Subject Teaching Credential.
 - (3) An Education Specialist Short-Term Staff Permit authorizes the same service as an Education Specialist Teaching Credential.
- (f) Definitions:
- (1) The term “employing agencies” as used in this section shall mean:
 - (A) Public school districts in California.
 - (B) County offices of education or county superintendents of schools in California.
 - (C) Schools that operate under the direction of a California state agency.
 - (D) Nonpublic, nonsectarian schools and agencies as defined in Education Code Sections 56365 and 56366.
 - (E) Charter Schools as defined in Education Code Section 47600.
 - (2) The term “acute staffing as used in this section shall mean when an employing agency needs to fill a classroom immediately based on an unforeseen need.

Note: Authority cited: Section 44225(a) Education Code. Reference: Sections 44225(b), 44225(d) and 44225(l)

Section 80021.1 Multiple Subject, Single Subject or Education Specialist Provisional Internship Permit

Employing agencies shall request the Multiple Subject, Single Subject or Education Specialist Provisional Internship Permit when a suitable credentialed teacher cannot be found after a diligent search.

- (a) The employing agencies shall demonstrate that applicants for a Provisional Internship Permit have completed the following requirements:
- (1) Possession of a baccalaureate or higher degree from a regionally accredited college or university.
 - (2) Verification of passage of the California Basic Education Skills Test (CBEST).
 - (3) Successful completion of the specified number of semester units, or equivalent quarter units, of appropriate non-remedial course work taken at a regionally accredited college or university with a grade of “C” or higher, “Pass”, or “Credit” as found in (A), (B) and (C) below. Non-remedial coursework for the purposes of this section shall be defined as coursework that is applicable toward a bachelor’s degree or a higher degree at a regionally accredited college or university.
 - (A) For the Single Subject Provisional Internship Permit, at least 18 semester units of course work in the subject to be listed: or
 - (B) For the Multiple Subject Provisional Internship 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 of course work 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.

(C) For the Education Specialist Provisional Internship Permit, either (A) or (B) above or verify a minimum of three years of successful full-time classroom experience, or the equivalent in part-time experience, working with special education students or verify a minimum of nine semester units of course work in special education or in a combination of special education and regular education that are appropriate to special education or regular education teaching credential.

(4) The employing agencies shall verify or submit all of the following to the Commission with each request:

(A) That a diligent search has been conducted for a suitable credentialed teacher or suitable qualified internship teacher as evidenced by documentation of that search.

(B) That orientation, guidance and assistance to permit holders, as specified in Section 80026.5, will be provided.

(C) That the employing agency will assist the permit holder in developing a personalized plan through an agency defined assessment that would lead to subject matter competence that is related to the Provisional Internship Permit.

(D) That the employing agency will assist the permit holder to seek and enroll in subject-matter training, such as workshop or seminar formats and site-based courses along with training in test-taking strategies and will assist permit holders in meeting the credential subject-matter competence requirement that is related to the Provisional Internship Permit.

(E) Verification that a notice of intent to employ the applicant in the identified position has been made public as follows:

(i) If the permit is being submitted by a public school district, it must include a copy of the agenda item presented to the governing board of the district in a public meeting with a signed statement from the superintendent, or his or her designee, that the item was acted upon favorably. The agenda item must state the name of the applicant, the assignment in which the applicant will be employed including the name of the school, subject(s) and grade level(s) that he or she will be teaching and that the applicant will be employed on the basis of a Provisional Internship Permit.

(ii) If the permit is being submitted by a county office of education, state operated school, or nonpublic, nonsectarian school or agency, it must include a dated copy of the notice that was posted at least 72 hours before the position was filled and a signed statement from the superintendent or administrator or his or her designee that there were no objections to the permit. The notice must state the name of the applicant, the assignment in which the applicant will be employed including the subject(s) and grade level(s) that he or she will be teaching and that the applicant will be employed on the basis of a Provisional Internship Permit.

(F) Verification that the candidate has been apprised of steps to earn a credential and enroll in an internship program.

(b) The Provisional Internship Permit shall be issued in one-year increments for no more than two years. A permit may not be renewed for a second year unless the permit holder has taken all of the subject matter examinations that are listed on the Provisional Internship Permit.

(c) Individuals who were issued an emergency permit pursuant to Education Code section 44300 that was reissued four times do not qualify for Provisional Internship permit.

- (d) Use of the Provisional Internship Permit shall be restricted to the employing agency requesting the permit.
- (e) The Provisional Internship permits shall authorize the following:
- (1) A Multiple Subject Provisional Internship Permit authorizes the same service as a Multiple Subject Teaching Credential.
 - (2) A Single Subject Provisional Internship Permit authorizes the same service as a Single Subject Teaching Credential.
 - (3) An Education Specialist Provisional Internship Permit authorizes the same service as an Education Specialist Teaching Credential.
- (f) Definitions:
- (1) The term "Employing agencies" as used in this section shall mean:
 - (A) Public school districts in California.
 - (B) County offices of education or county superintendents of schools in California.
 - (C) Schools that operate under the direction of a California state agency.
 - (D) Nonpublic, nonsectarian schools and agencies as defined in Education Code Sections 56365 and 56366.
 - (E) Charter Schools as defined in Education Code Section 47600.
 - (2) The term "diligent search" as used in this section shall include, but is not limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media.

Note: Authority cited: Section 44225(a) Education Code. Reference: Sections 44225(b), 44225(d) and 44225(l)

Title 5 Section 80026.5. Orientation, Guidance and Assistance.

(a) Orientation, guidance and Assistance to Holders of the Emergency Teaching Permit. The employing agency shall provide an orientation to teaching for the holders of the emergency teaching permits specified in Section 80023. 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 holders.

(1) The orientation to teaching shall include, but not be limited to, an overview of all 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: preschool, elementary, middle, secondary, or adult education; 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 holder of an emergency teaching permit specified in Section 80023. The experienced educator shall:

- (1) be a certified 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.

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