

**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: Dale A. Janssen, Interim Executive Director

Subject: Implementation of Senate Bill 1209 For Out-of-State Prepared Multiple and Single Subject Teachers

Senate Bill 1209 (Chapter 517, Statutes of 2006) was signed by the Governor on September 28, 2006. SB 1209 changes the options for earning a teaching credential for out-of-state prepared teachers. This correspondence addresses out-of-state prepared teachers who wish to earn multiple subject and single subject teaching credentials in California.

Separate correspondences will be issued for out-of-state prepared teachers who wish to earn the education specialist teaching credential and for transition options for holders of multiple subject, single subject and education specialist credentials based on out-of-state programs with an issuance date prior to January 1, 2007.

These changes are not applicable to candidates prepared outside the United States.

**Multiple or Single Subject Credential for Out-of-State Prepared Teachers**

There are currently five options for out-of-state prepared teachers to earn a multiple or single subject teaching credential. Under the provisions of SB 1209, there are now three routes. The three new routes are:

- 1) Holder of an out-of-state credential with less than two years of out-of-state teaching experience,
- 2) Holder of an out-of-state credential with two or more years of out-of-state teaching experience, or
- 3) Holder of National Board Certification (see the section on National Board Certification for additional information on this route).

**Minimum Requirements for Preliminary Credential for Routes One and Two**

Effective for credential applications with an issuance date on or after January 1, 2007, the Commission will issue a five-year preliminary multiple subject or single subject teaching credential to a teacher who meets all of the following minimum requirements:

- Holds a teaching credential in a state other than California in a subject area that corresponds with a California-issued subject area based on completion of a baccalaureate degree and a teacher preparation program or alternative program,
- Basic skills requirement, and
- California requirements for fingerprint and character and identification clearance (information may be found in the Resource Section of the correspondence).

### **Documentation**

Sections below provide detailed information on the minimum requirements for the preliminary credential.

#### *Out-of-State Credential*

An individual must have earned a valid corresponding elementary or secondary teaching credential based upon an out-of-state teacher preparation program. A photocopy of both sides (as appropriate) of the out-of-state document must be submitted with the application packet. The Commission may no longer accept a letter from another state's education agency verifying that an individual qualified for, but was not issued, a credential.

Middle school credentials from other states may be used either for the multiple subject or single subject credential. If applying for a single subject credential based on an out-of-state middle school credential, verification of a bachelor's degree or higher or thirty-two semester (32) units in the subject area will be required. See the Subject-Matter Competence Section of this correspondence for additional information.

#### *Alternative Teacher Preparation Programs*

SB 1209 requires an individual to hold a credential from another state based on completion of a teacher preparation program or an approved alternative program. The alternative program must result in a state-issued credential in the area of multiple subject or single subject.

#### *Basic Skills Requirement*

Since 1983, the California Basic Educational Skills Test (CBEST) has been the only option for meeting the state requirement for basic skills proficiency. SB 1209 allows six options for meeting the basic skills requirement:

- Passage of CBEST;
- Passage of a basic skills examination from another state;
- Available Soon – Passage of the revised CSET: Multiple Subjects examination (CSET: Multiple Subjects Plus Writing Skills) which will include an assessment of writing skills (Passing score to be set by the Commission by July 1, 2007)
- Available Soon -- Passage of the ACT Plus Writing examination (Passing score to be set by the Superintendent of Public Instruction by July 31, 2007);
- Available Soon – Passage of the GRE (Graduate Record) examination (Passing score to be set by the Superintendent of Public Instruction by July 31, 2007); and
- Available Soon – Passage of the SAT Reasoning examination (Passing score to be set by the Superintendent of Public Instruction by July 31, 2007).

See Coded Correspondence 06-0021 issued December 15, 2006 for additional information.

Effective January 1, 2007, a basic skills examination from another state will be accepted. There is no recency requirement for the date by which the out-of-state examination was passed. A photocopy of the score report/letter from the state testing company verifying a passing score must be submitted with the application packet.

There is a major change concerning out-of-state prepared teachers and the basic skills requirement. If the out-of-state prepared applicant is not employed in California, he/she must satisfy the basic skills requirement before the five-year preliminary credential may be issued. Prior to SB 1209 a candidate would be issued a credential prior to passage of basic skills. This provision of the bill may be changed through clean-up legislation in the coming session. Without verification of employment in California, the multiple or single subject credential cannot be issued unless verification of the basic skills requirement is submitted with the application packet. If the application packet does not include all the required materials, it will be returned to the applicant.

If the out-of-state prepared applicant is employed by a local employing agency, the applicant must complete the basic skills requirement during the first year of their preliminary credential. Verification of employment will be made by the employer completing the issuance date information in the upper right hand corner on the application form. Included in the box should be the name of the employing agency, the requested issuance date of the credential, and the signature of the credential analyst/personnel official filing the application.

### *Teaching Experience*

Teachers with corresponding out-of-state credentials will be eligible for a preliminary credential based on the requirements stated above. The number of years of teaching experience will determine the requirements for earning a clear credential. Verification of teaching experience should be submitted with the application for the preliminary credential to determine the requirements for the clear credential. The current three and five-year teaching experience options have been replaced with a two-year experience route. The teaching experience must be full-time teaching; no part-time or a combination of teaching and other school employment will be accepted. The teaching experience no longer needs to be aligned with the type of certification requested. Therefore for the multiple and single subject credential, the experience may be at either the elementary, middle or secondary level (preschool, K-12) or in the area of special or general education.

The teaching experience may also be a combination of more than one level or type of teaching assignment such as one year of elementary general education and one year of secondary special education. Adult and vocational education experience is not acceptable. If requesting more than one subject area, only a total of two years of teaching experience is required; not two years for each subject area. Teaching experience in California is not acceptable as these are routes for out-of-state prepared teachers.

All teaching experience must be gained in public or regionally accredited private schools in states or U.S. Territories other than California. The experience must be verified by the superintendent, assistant superintendent, or director of personnel on official letterhead where

the applicant was employed. Evaluation ratings must be satisfactory or better. Original evaluations of the teacher's performance for at least two years of teaching must be submitted. The previous requirement that one of the evaluations be completed in the last two years of teaching has been deleted along with the four specific areas of teacher effectiveness on the performance evaluations and the letter of authenticity.

#### *Subject-Matter Competence*

The out-of-state credential authorization must correspond to a California subject area in order for the Commission to issue a multiple or single subject credential. If the credential is in a subject area that does not correspond with an area that may be listed on a California credential, the candidate must have completed thirty-two (32) semester units of course work in the California subject area. If the subject matter course work has not been completed, a preliminary credential will be issued but the applicant will be required to meet California subject-matter requirements before the clear credential may be issued.

The list of available California subject areas and the subject areas that align with them may be found in Appendix A.

### **Clear Credential Requirements for Routes One and Two**

To simplify the options to earn a clear teaching credential and to ensure that teachers are prepared to educate students who are English learners, SB 1209 requires the following:

*For teachers with less than two years of out-of-state teaching experience:*

- Complete a Commission-approved Professional Teacher Induction Program, and
- Earn a California authorization to teach English learners (completed in California or another state).

*For teachers with two or more years of out-of-state teaching experience:*

- Complete 150 hours of professional activities OR a Master's degree or higher in a field related to the credential or an equivalent number of units from a regionally accredited university, and
- Earn a California authorization to teach English learners (completed in California or another state).

The legislation directs the Commission to issue a clear credential instead of a preliminary credential if the candidate meets all of these requirements based on course work completed out-of-state when first applying for a credential in California. Specifics on these requirements are detailed below.

#### *Commission-Approved Induction Program*

A Commission-approved Professional Teacher Induction Program is a program of situated learning for the preliminary credentialed teacher. Individuals may contact their employing agency concerning enrollment in the induction program.

### *Master's Degree or Equivalent*

The master's degree must have been obtained from, or course work completed at, a regionally-accredited college or university in California or another state. The equivalent course work must consist of thirty (30) semester units beyond the bachelor's degree in a defined field of study designed to improve the teacher's competence and skills. This may include:

- Additional subject-matter preparation including, but not limited to, pursuit of a master's or higher degree,
- Completion of an approved program for an advanced or specialized credential,
- In-service training for which college or university credit is given, or
- Study undertaken to complete an approved program of professional preparation.

Regardless of whether the master's degree or equivalent was completed in California or another state, the individual may submit the application directly to the Commission. A recommendation from a California institution is not required for the master's degree or equivalent completed in California. Official transcripts verifying completion of the master's degree or the thirty (30) semester units must be submitted with the application packet.

### *150 Clock-Hours of Activities*

The 150 clock-hours of activities must contribute to the individual's teaching competence, performance, effectiveness, and must assist the applicant in meeting or exceeding standards for professional preparation established by the Commission. The activities are described on the Commission's *Requirements to Obtain a Professional Clear Single or Multiple Subject Teaching Credential or Education Specialist Instruction Credential (CL-820)* leaflet and must be documented on the *Verification of Completion of 150 Clock-Hours* form (CL-820A). The form requires verification by the employer's director of curriculum and instruction in the subject area listed on the credential.

### *English Learner Authorization*

To earn a clear multiple or single subject credential, the individual must hold a California English learner authorization completed either in California or another state. The English learner authorization must be a full authorization; it cannot be an emergency authorization.

California English learner authorizations include the CLAD and BCLAD Certificate. The Certificate of Completion of Staff Development is also appropriate. However, there are specific experience requirements for earning the Staff Development Certificate so this may not be a route for out-of-state prepared teachers. See the Commission's leaflet on the Certificate (CL-824) for additional information that may be found in the Resource Section.

## **National Board Certification**

There are no changes to the option to obtain a multiple or single subject credential based on National Board Certification. The National Board issues documents for science in only in the broad area without a specific area(s) of science listed on the document. Individuals will need to submit a photocopy of their out-of-state credential with a corresponding specific science subject area or official transcripts verifying thirty-two (32) units of a specific science area aligned with California science subject areas.

Teachers who are certified by the National Board for Professional Teaching Standards will be issued a clear teaching credential in the subject area in which they have received National Board Certification. Individuals meeting this option are exempt from the basic skills requirement and all other credential requirements.

An English learner authorization is not included on multiple and single subject credentials issued based on National Board Certification. An individual will need to earn a separate English learner authorization such as the CLAD Certificate if providing instructional services to English learners.

### **Application Packet Requirements**

*For Preliminary Credential for Routes One and Two, as applicable:*

Individuals may apply directly to the Commission for a preliminary teaching credential by submitting the following:

1. Completed *Application for Credential Authorizing Public School Service* (form 41-4) and full application processing fee,
2. California requirements for fingerprint and character and identification clearance,
3. Basic Skills requirement (photocopy of CBEST examination or out-of-state basic skills examination score report, or, when available, photocopy of the CSET: Multiple Subjects Plus Writing Skills, ACT, GRE or SAT score reports),

*Note: If applying through a California local employing agency, the basic skills requirement does not have to be verified for the preliminary credential.*

4. Photocopy of out-of-state certification (front and back, if applicable),
5. Official transcripts verifying requirements, as applicable:
  - a. bachelor's degree and teacher preparation program, and
6. For route two, verification of teaching experience and performance evaluations.

*For Clear Credential for Routes One and Two, as applicable:*

Individuals may apply directly to the Commission for a clear teaching credential by submitting the following:

1. Completed *Application for Credential Authorizing Public School Service* (form 41-4) and full application processing fee,
2. Basic Skills requirement (currently photocopy of CBEST examination or out-of-state basic skills examination score report, or, when available, photocopy of the CSET: Multiple Subjects Plus Writing Skills, ACT, GRE or SAT score reports) if requirement not met for preliminary credential,
3. Official transcripts verifying requirements, as applicable:
  - a. master's degree or equivalent,
4. Verification of examination passed such as subject matter, as applicable, and
5. Form CL-820A (*Verification of Completion of 150 Clock-Hours*) verifying 150 clock-hours of activities or form 41-Induction (*Recommendation on Basis of Induction Program*) for verification of completion of induction.

**Note: If applying for a clear credential without first holding a preliminary credential, review both the preliminary and clear application requirements. If required to complete induction, application must be submitted through a Commission-approved induction sponsor.**

*For Route Three – National Board Certification:*

Individuals may apply directly to the Commission for a clear teaching credential by submitting the following:

1. Completed *Application for Credential Authorizing Public School Service* (form 41-4) and full application processing fee,
2. California requirements for fingerprint and character and identification clearance, and
3. Photocopy of their out-of-state credential with a corresponding specific science subject area or official transcripts verifying thirty-two (32) units of a specific science area aligned with California science subject areas, and
4. Photocopy of National Board Certification.

### **Resources**

Basic Skills Requirement: <http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf>

Fingerprints for Character and Identification Clearance:

<http://www.ctc.ca.gov/credentials/leaflets/cl271.pdf>

Certificate of Completion of Staff Development:

<http://www.ctc.ca.gov/credentials/leaflets/cl824.pdf>

### **Questions**

For further questions about requirements for out-of-state prepared teachers, contact the Commission's Information Services Unit at 1-888-921-2682, Monday through Friday between 1:00 PM to 4:45 PM or by email at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov).

## Appendix A

### *Single Subject*

**Agriculture:** agribusiness, animal science, agriculture mechanics, agriculture science, forestry, plant science, landscaping, crop science, dairy science, natural resources management, horticulture, or soil science

**Art:** art history, art appreciation, or studio art

**Business:** accounting, business management, economics (business), business administration, finance or marketing

**English:** composition, drama, journalism, speech, theatre arts, debate, forensics, or literature

**Health Science:** child development, nutrition, health science, human sexuality, or public health

**Home Economics:** child development, foods, nutrition, child development, interior design or clothing

**Industrial and Technology Education:** photography, radio and television, industrial technology, computer education/science or industrial design

**Language Other than English:** French, German, Spanish, or any language other than English including American Sign Language

**Mathematics:** algebra, calculus, statistics, probability, or mathematics

**Music:** instrumental or vocal music

**Physical Education:** dance, kinesiology or physical education

**Science: Biological Sciences:** biology, marine biology, anatomy, ecology, environmental science, genetics, zoology, physiology, life science or botany

**Science: Chemistry:** chemistry or biochemistry

**Science: Geoscience:** astronomy, earth science, ecology, oceanography, meteorology, or geology

**Science: Physics:** physics or thermodynamics

**Social Science:** anthropology, economics (social science), psychology, sociology, geography, government, political science, or history

### *Multiple Subject*

Elementary

Self-Contained