



CODED CORRESPONDENCE

DATE: December 4, 2007	NUMBER: 07-16
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: Timelines for the Sunset of the Certificate of Completion of Staff Development (CCSD) for Specific Credential Holders	

Summary:

The Commission's authority to issue a Certificate of Completion of Staff Development (CCSD) to specific credential holders will sunset on January 1, 2008. The CCSD allows individuals to complete a staff development program to earn an authorization to serve English learners. Timelines have been established for a smooth transition to implement the sunset date to allow individuals currently completing a CCSD program to complete the staff development, deliver appropriate materials to the approved programs, and submit applications to the Commission for processing.

Key Provisions:

The sunset date of January 1, 2008, applies to credential holders of multiple subject, single subject, education specialist, and other previously issued elementary, secondary and special education credentials. The sunset date for the CCSD does not include individuals who hold a designated subjects vocational/career technical education credential or special subject teaching credential or holders of service credentials with a special class authorization. (See Education Code §44253.11.)

To assist stakeholders, timelines have been established for the processing of applications for the CCSD that are aligned with the sunset date of January 1, 2008. A complete list may be found in the Important Dates section of this correspondence.

After January 1, 2008, approved staff development programs will only offer the staff development to holders of designated subjects vocational/career technical education and special subject teaching credentials or holders of service credentials with a special class authorization. The collection of evidence for the final assessment, most commonly referred to as the portfolio, must be submitted to one of the approved CCSD programs by

April 1, 2008. Although the requirements for the CCSD must be completed by January 1, 2008; the transition dates allow individuals time to gather their information for review by an approved CCSD program provider and submit applications to the Commission.

Applications for the CCSD must be received at the Commission (receipt date, not the filing date listed on the application form) by December 31, 2008. The latest filing date that will be accepted on the application form is December 31, 2008, as that is the date applications must be received at the Commission and it is also the latest issuance date that will be allowed on a CCSD document under this process.

Individuals currently enrolled in and completing the staff development in a Commission-approved CCSD program may continue to serve English learners until December 31, 2008, per the allowance in Education Code §44253.10(e). This is also appropriate for individuals finishing their portfolio. This will cover the time period that the application for the CCSD is in process at the Commission.

Important Dates:

All dates below apply only to holders of documents other than the designated subjects vocational/career technical education and special subject teaching credentials or holders of service credentials with a special class authorization.

January 1, 2008: Final date to complete the appropriate staff development

April 1, 2008: Collection of evidence for the final assessment must be submitted to one of the approved CCSD program

December 31, 2008: Last date an individual may be assigned on the basis of enrollment in the CCSD program or finishing their portfolio for the CCSD

December 31, 2008: Latest filing date or issuance date

December 31, 2008: Applications **MUST BE** received at the Commission (receipt date); applications for the CCSD **WILL NOT** be accepted after this date

Background:

Assembly Bill 2913 (Chap. 169, Stats. 2004) extended the deadline for teachers to complete a Commission-approved staff development program for English learners from January 1, 2005 to January 1, 2008. None of the other provisions required to earn a Certificate of Completion were changed in the legislation, including the permanent status date, number of clock hours of staff development, or the authorization. The fourteen agencies and professional organizations that offered the staff development continued to be the only ones approved. No extension to the sunset date has been added to statute.

Senate Bill 1292 (Chap. 752, Stats. 2006) was signed by the Governor on September 29, 2006. The bill added Section 44253.11 to the Education Code, which authorizes teachers with designated subjects vocational/career technical education and special subject teaching credentials or holders of service credentials with a special class authorization to



be assigned to provide Specially Designed Academic Instruction delivered in English (SDAIE) to English learners based on completion of a staff development program. There is no sunset date for holders of the designated subjects vocational/career technical education and special subject teaching credentials or holders of service credentials with a special class authorization. New guidelines for the CCSD per SB 1292 will be distributed when they are finalized by the Commission.

Based on the content of the staff development completed and the basic credential held, the CCSD authorizes the holder to provide instruction to English learners. For specific details concerning the authorization, see the information leaflet listed in the Reference section of this correspondence.

Source:

Education Code §44253.10 and 44253.11

Reference:

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

Contact Information:

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