

COMMISSION FOR TEACHER PREPARATION AND LICENSING

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April 22, 1975

74-7506

TO: All County and District Superintendents of Schools,
Directors of Regional Occupation Programs and
Deans or Directors of Teacher Preparation Institutions

FROM: Peter L. LoPresti, Executive Secretary *pl*

SUBJECT: Addendum to the Manual for Developing, Evaluation and
Approving Professional Preparation Program Plans for
the Designated Subjects Teaching Credential

The Commission has adopted criteria for the submission and review of personalized in-service training programs submitted by Local Education Agencies. A copy of the criteria is attached. Please add this criteria to the subject manual. This criteria will be used by the Commission in reviewing Designated Subjects Teaching Credential Programs submitted by Local Education Agencies.

The subject manual will be revised and a copy of the revision will be sent to you at a later date. To expedite the process of development and review of the subject programs, we are sending you this addendum prior to the revision of the subject manual.

The Commission has also adopted the following policy:

"Each program submitted by a Local Education Agency for the Designated Subjects Teaching Credential must be a complete program."

As an example:

A Local Education Agency submitting a Designated Subjects Teaching Credential Program must address all the guideline elements in the designated subjects manual, under both 1.0 and 2.0. However, the program may be designed to prepare credential candidates for one field, such as vocational trade and technical, or it may be designed for any combination of fields within the purview of designated subjects.

Designated subjects includes, but is not limited to: Adult Education, Vocational Trade and Technical, Vocational Business Education, Vocational Homemaking, Vocational Agriculture, Driver Education and Driver Training, Military Drill, Reserve Officer Training Corps and Aviation.

Attachment

C R I T E R I A

For the Submission and Review of
Personalized In-Service Training Programs
Submitted by Local Education Agencies
For the Designated Subjects Teaching Credential

Note: For the purpose of this document, the following definition applies:

Subject areas include, but are not limited to: Trade and Industrial, Health Education, Adult Education, Driver Education and Driver Training, Vocational Agriculture, Vocational Business Education, and Vocational Home Economics Education.

Each program submitted shall describe each criteria statement:

1. The Local Education Agency has and/or shall make provisions to have a faculty and staff component and qualified to conduct the personalized in-service training component. A staff with all or some of its members qualified in each of the following criteria shall be required:
 - A. Knowledge of subject area
 - B. Teaching experience in subject area
 - C. Supervisory experience in the educational and/or occupational field
 - D. Occupational experience in subject area
2. The Local Education Agency has adequate resources and supportive services available to implement its proposed program. The Local Education Agency must specify resources and supportive services available.
3. The Local Education Agency has made provisions for involving advisory groups and/or consultant(s) in the processes of program development, implementation, evaluation, and revision.
 - A. Identify the advisory groups and/or consultant(s) and processes in which they are involved.
 - B. Advisory groups shall include, but not be limited to: lay, non-educator members of the community, credential candidates, public school personnel and college or university personnel.
4. The Local Education Agency shall describe the means by which the understandings and competencies of the personalized in-service training components will be achieved by the candidate for each subject area. The Local Education Agency's plan shall be a competency-based curriculum and may be described in numerous ways, such as:

Criteria (Cont'd)
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- A. Matrix, diagram, modularized system, etc.
 - B. Graphical display
 - C. Modular concept
 - D. Performance objectives, etc.
5. The Local Education Agency shall describe the system for evaluating, counseling and advising credential candidates. The system shall identify:
- A. Staff responsibility
 - B. Frequency of review
 - C. How review will be conducted
 - D. The process for final review and evaluation
 - E. Final review and evaluation of candidates to determine successful completion of the program and eligibility for the professional credential
6. The Local Education Agency shall describe the system for evaluation and improvement of the total program. The system shall identify:
- A. Follow-up survey to include suggested improvements from credential recipients.
 - B. Utilization of advisory committee/consultant(s).