

## COMMISSION FOR TEACHER PREPARATION AND LICENSING

OFFICE OF THE EXECUTIVE SECRETARY

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No. 76-7706

November 22, 1976

TO: All Individuals and Groups Interested in the Activities  
of the Commission for Teacher Preparation and Licensing

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

SUBJECT: Title 5 Regulations - Issuance of Preliminary Designated  
Subjects Credentials for Adult Education Until June 30, 1977

The Commission for Teacher Preparation and Licensing has approved and adopted the following regulations in Title 5 of the California Administrative Code relating to Issuance of Preliminary Designated Subjects Credentials for Adult Education until June 30, 1977. These regulations have also been approved by the California State Board of Education.

Adopts new Section 5923.7 as follows:

Section 5923.7. Issuance of Preliminary Designated Subjects Credentials for Adult Education Until June 30, 1977. Issuance of Preliminary Designated Subjects Credential authorizing teaching in classes organized primarily for adults:

(a) Until June 30, 1977 and not thereafter a preliminary designated subjects credential may be issued for not more than five years under the following conditions in addition to the provisions of Sections 5923.4 and 5923.5.

(1) The applicant is recommended by a local education agency as defined in Section 5923, which certifies the following:

(A) The applicant will be employed in a specified full-time or part-time capacity.

(B) The applicant meets the minimum requirements for education and experience as defined in Section 5923.2(a) or (b).

(2) The recommending local education agency stipulates it will make available the program of personalized in-service training specified in Section 5923.2(a)(4) for the applicant to whom a credential is issued for full-time service.

(3) The recommending local education agency stipulates it will make available the program of personalized in-service training specified in Section 5923.2(b)(2) for the applicant to whom a credential is issued for part-time service.

(b) The credential issued in accordance with (a) above shall authorize the holder to teach the subject or subjects specified on the credential in classes organized primarily for adults except that the holder of a part-time credential may teach for no more than 160 clock hours per academic semester or its equivalent.

PROCEDURES FOR SUBMISSION OF CREDENTIAL APPLICATIONS  
PURSUANT TO THESE REGULATIONS

Much of the information necessary for the submission of individual credential recommendations to the Commission for Teacher Preparation and Licensing by local education agencies can be supplied by use of the regular credential form ("Application for Credential Authorizing Public School Service," Form 41-4). Specifically, the following requested information can be conveyed in the manner indicated:

1. Recommendation for specific credential authorization: See Page 1, Sections 2 and 3 of Form 41-4.
2. Verification of work experience: See Page 2, Section 7, of Form 41-4.
3. Verification of collegiate subject matter preparation: See Page 4, "D" of Form 41-4.
4. Personalized in-service training:
  - (a) For a local education agency (LEA) without a Commission-approved Designated Subjects program:

The LEA must indicate what arrangements have been or will be made with local education agencies (LEA's) with Commission-approved Designated Subjects programs to provide the required personalized in-service training for the applicant.
  - (b) For a local education agency (LEA) with a Commission-approved Designated Subjects program: The signature of the authorized LEA official on Form 41-4 will suffice as evidence of meeting this requirement.
5. Certification of employment: The local education agency must submit a specification that the individual to whom the credential is to be issued will be employed in a given teaching assignment, with effective date of employment to be cited.

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5923. Designated Subjects Teaching Credential. An application for the Designated Subjects Teaching Credential shall be submitted through a local education agency on forms provided by the Commission for Teacher Preparation and Licensing. The Local Education Agency is defined as follows:

- (1) A California public school district;
- (2) A California county superintendent of schools;
- (3) A California regional occupation program or center;
- (4) A California State Agency;
- (5) A California approved teacher preparation institution.

NOTE: Authority cited: Sections 13114(a) and (b), 13125.2, and 13177, Education Code.  
Reference: Section 13132, Education Code.  
History: 1. New Sections 5921.5 through 5921.5 filed 11-4-74; effective thirtieth day thereafter (Register 74, No. 45).  
2. Renumbering of Sections 5921-5921.5 to Sections 5923-5923.5 filed 12-17-74 as an emergency; effective upon filing (Register 74, No. 51).  
3. Renumbering of Sections 5921-5921.5 to Sections 5923-5923.5 filed 4-15-75 as an emergency; designated effective 4-16-75 (Register 75, No. 16).  
4. Certificate of Compliance filed 6-20-75 as to 4-15-75 filing (Register 75, No. 25).

5923.1. Prerequisite to Issuance of Credential. (a) A local education agency desiring to develop a program for the Designated Subjects Teaching Credential shall file with the Commission for Teacher Preparation and Licensing a program approval review document. The document shall contain all the following:

- (1) A transmittal letter from the Chief Administrative Officer of the local education agency acknowledging his approval of the program.
- (2) Program goals.
- (3) A brief description of the program to include the name of the cooperating institution or agency, program plans and personnel selection procedure, personalized in-service training plans and time blocks. Sequences of experiences for the various types of teachers should be outlined. A local education agency may endorse a program or programs offered by an approved teacher preparation institution. In such case, the approved teacher preparation institution may submit the program design.
- (4) Means by which the program goals are to be achieved.
- (5) Evaluation design and means.
- (6) Plans for future program revision and development.

(b) The Commission will approve programs after the review of the Program Approval Review Document, when such document reflects that the program submitted by the local education agency meets the intent of these guidelines. Programs will be audited by the Commission to determine if the guidelines are being followed. Individualized programs will be approved and the preliminary designated subjects teaching credential granted when the approved program plan has been or is being followed or when a justification for deviance from the program plan is submitted with the application.

5923.2. Specific Requirements. The specific requirements for the Designated Subjects Teaching Credential pursuant to Education Code Section 13132 are all of the requirements of either (a) or (b):

- (a) Full-Time Teaching. All of the following:
  - (1) Possession of a high school diploma or the passage of an equivalent examination as designated by the Commission.
  - (2) Adequate, successful and recent experience in the technical skill, trade, vocation or non-vocational subject named on the credential with a minimum equivalent to five years experience. One year of the required experience shall be within the three-year period immediately preceding the issuance of the credential. Work experience is defined as paid work experience or its equivalent, except that there shall be no equivalency for paid work experience for instructors of apprenticeship classes.

QUALIFYING EXPERIENCE SHALL BE ONE OF THE FOLLOWING

Education and/or Training	Years of Work Experience Required
High School Diploma or equivalent	+5 years

or  
One Year of Occupational Preparation  
Appropriate or Related to Teaching Field..... +4 years

or  
Two Years of Occupational Preparation  
Appropriate or Related to Teaching Field..... +3 years

or  
Three Years of Occupational Preparation  
Appropriate or Related to Teaching Field..... +2 years

or  
Baccalaureate Degree with a major in or related to Teaching Field..... +2 years

or  
Completion of an apprentice indentureship or similar program in accordance with industry and labor standards. There shall be no academic equivalency for paid work experience for instructors of apprenticeship classes ..... +2 years

or  
For nonvocational subjects in classes organized primarily for adults and for driver education and driver training, a bachelor's degree including a minimum of twelve semester hours of course work related to the subject to be taught, provided that this paragraph shall not be construed to limit the amount or type of qualifying experience which shall be required for driver education and driver training..... +0 years

(3) An examination approved by the Commission may be required to demonstrate satisfactory evidence that the skills and knowledge of the course or skill to be taught are possessed by the candidate. When an occupation, profession, or activity requires a State or Federal license, or registration which requires an examination to perform the duties required, the possession of such license or registration may be accepted as evidence of subject matter proficiency.

(4) The local education agency shall arrange for a program of personalized in-service training which will develop in candidates understandings and demonstrable competencies to include a minimum of nine semester units, or 135 clock hours, or the equivalent. The following components shall be included in a personalized in-service training program submitted for Commission approval:

Provision for the development of understandings and competencies including, but not limited to, the following:

- (A) Knowledge of cultural differences in students and communities.
- (B) The learning process.
- (C) Instructional techniques.
- (D) Curriculum and Media.
- (E) Instructional evaluation.
- (F) Supervised field experiences.
- (G) Principles and practices.
- (H) Scope and function.
- (I) Counseling and Guidance.
- (J) Community and occupational relationships.
- (K) Special needs of students.
- (L) Student work experience programs.
- (M) Intracurricular student leadership development.
- (N) Organized activities designed to improve the candidate's academic or occupational deficiencies.
- (O) Evaluation of student achievement.

(5) For driver education and driver training classes, the credential applicant shall have a satisfactory driving record, for the three years immediately preceding receipt of his credential application.

(6) Satisfactory completion of two semester units of work on the provisions and principles of the U.S. Constitution as required in Section 13166 of the Education Code, where a candidate has neither passed an examination dealing with this subject as specified in Section 13166 of the Education Code nor has obtained a preliminary credential pending completion of the examination requirement specified in Section 13125.3 of the Education Code.

(b) Part-Time Teaching. All of the following:

- (1) The education, experience, and examination described in (1), (2), (3), (5), and (6) of Section (a).

(2) A program of personalized in-service training, arranged for by the local education agency, which will develop in candidates understandings and demonstrable competencies to include a minimum of four semester units, or sixty clock hours, or the equivalent. The personalized in-service training program shall be submitted to the Commission for approval and need not include all, nor is it limited to, the elements described in (4), Section (a) of 5923.2.

- History:* 1. Amendment of subsection (b) filed 12-17-74 as an emergency; effective upon filing (Register 74, No. 51).  
2. Amendment filed 4-15-75 as an emergency; designated effective 4-15-75 (Register 75, No. 16).  
3. Amendment filed 7-3-75; effective thirtieth day thereafter (Register 75, No. 27).

**5923.3. Authorization for Service. (a) Full-Time.** The credential issued pursuant to subsection (a) of Section 5923.2 shall authorize the holder to teach in the subject or trade in which the applicant has demonstrated competency and at such grade level as approved by the Commission and designated on the credential in kindergarten and grades one through twelve, including classes for adults.

**(b) Part-Time.** The credential issued pursuant to subsection (b) of Section 5923.2 shall authorize the holder to teach in the subject or trade in which the applicant has demonstrated competency and at such grade level as approved by the Commission and designated on the credential, under an assignment of not more than one-half of a full-time teaching assignment in kindergarten and grades one through twelve, including classes for adults.

- History:* 1. Amendment filed 12-17-74 as an emergency; effective upon filing (Register 74, No. 51).  
2. Amendment filed 4-15-75 as an emergency; designated effective 4-15-75 (Register 75, No. 16).

**5923.4. Preliminary Credential for Full-Time Service. (a)** A preliminary credential shall be issued for not more than five years to an applicant who has fulfilled all of the following requirements:

- (1) The education, experience, and examination described in Section 5923.2(a); (1), (2), and (3).
- (2) Recommendation by an official of a local education agency whose program for this credential has been approved by the Commission for Teacher Preparation and Licensing.

**(b)** Upon completion of the personalized in-service training program and upon satisfying the commission that he is otherwise qualified, the holder of the preliminary credential or other applicant shall be issued a designated subjects teaching credential for full-time service.

**(c)** The designated subjects teaching credential for full-time service shall be issued for five years.

- History:* 1. Amendment filed 12-17-74 as an emergency; effective upon filing (Register 74, No. 51).  
2. Amendment filed 4-15-75 as an emergency; designated effective 4-16-75 (Register 75, No. 16).

TITLE 5 CREDENTIALS AND INSTITUTIONS PREPARING D-262.6.1

CANDIDATES FOR CREDENTIALS

(Register 75, No. 27-7-575)

5923.5. Preliminary Credential for Part-Time Service. (a) A preliminary credential shall be issued for not more than five years to an applicant who has fulfilled all of the following requirements:

(1) The education, experience and examination described in Section 5923.2(a); (1), (2), and (3).

(2) Recommendation by an official of a local education agency whose program for this credential has been approved by the Commission for Teacher Preparation and Licensing.

(b) Upon completion of the personalized in-service training program and upon satisfying the commission that he is otherwise qualified, the holder of the preliminary credential or other applicant shall be issued a designated subjects teaching credential for part-time service.

(c) The designated subjects teaching credential for part-time service shall be issued for five years.

*History:* 1. Amendment filed 12-17-74 as an emergency; effective upon filing (Register 74, No. 51).

2. Amendment filed 4-15-75 as an emergency; designated effective 4-16-75 (Register 75, No. 16).

5924. Eminence Credential. "Eminence" shall be interpreted to mean:

(a) the possession of knowledge and skill in an area which the school district wishes to offer in any of its schools.

(b) distinguished superiority as compared with others in attainments, and