

COMMISSION ON TEACHER CREDENTIALING

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OFFICE OF THE EXECUTIVE SECRETARY

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DATE: May 26, 1988

TO: District Superintendents
County Superintendents
Deans of Education
Directors of Teacher Education

FROM: *Rich Mastain*
Richard K. Mastain, Executive Secretary

SUBJECT: Professional Growth Requirements for New Teachers

As I am sure that you know the Education Reform Act of 1983 requires all teachers who are granted their first clear teaching credentials after August 31, 1985 must complete professional growth and service requirements to renew their credentials. In 1985 the Commission on Teacher Credentialing published the California Professional Growth Manual to serve as a guide to all credential holders who are required to complete these requirements. The Manual was sent to every school district, county office, and teacher education program. To date, more than 30,000 manuals have been distributed to credential holders, districts, counties, and universities.

Based on the comments received and questions asked by credential holders and district administrators, the Commission has made some minor revisions in the Manual. A copy of the revised Manual is enclosed. Most of the changes are technical in nature, such as to clarify particular sentences or to explain particular passages. Two of the most important clarifications in the revised Manual relate to the submission of the Professional Plan and Record and provisions for providing Professional Growth Advisors for substitute and other part-time employees. A new section has been added on page 18 to address those credential holders who complete the growth and service requirements early in the credential cycle. Page 24 clarifies the responsibilities of employing agencies to provide Professional Growth Advisors for credential holders they employ. The Commission defines the word "employ" to include all persons who are paid by the district for services rendered in a position requiring a teaching or services credential. This includes part-time and substitute teachers.

Each person who is required to complete Professional Growth and Service Requirements will receive a copy of the California Professional Growth Manual. The credential document, itself, also contains a statement of the renewal requirements.

If you have any questions regarding credential requirements please contact the Licensing Branch at the Commission Office or telephone (916) 445-7254.