

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

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OFFICE OF THE EXECUTIVE DIRECTOR

96-9622

November 25, 1996

TO: All Individuals and Groups Interested in the Activities of the California Commission on Teacher Credentialing

FROM: Sam W. Swofford, Executive Director

SUBJECT: Filing District- and County-Issued Certificates of Completion of Staff Development in SDAIE or ELD with the Commission

This coded correspondence comes to announce a change in the Education Code that will affect county offices of education and school districts that issue Certificates of Completion of Staff Development either in Specially Designed Academic Instruction delivered in English (SDAIE) or in English Language Development (ELD) in a self-contained classroom. It also explains pending amendments to the California Code of Regulations, Title 5, that will implement the statutory changes.

BACKGROUND

Certificates of Completion of Staff Development either in SDAIE or in ELD in a self-contained classroom were created by Senate Bill 1969 which passed during the 1994 Legislative session. Assembly Bill 1041 (Alpert), which will become effective on January 1, 1997, establishes the legal authority for the Commission to maintain a file of these Certificates and charge a fee to cover the costs of providing this service. At its November meeting, the Commission reviewed proposed amendments to Title 5 §80487 to establish a fee of twelve dollars (\$12) and asked that a public hearing be scheduled. The anticipated public hearing date is February 6, 1997. A formal notice of the public hearing will be mailed as soon as the proposed regulations have been filed with the Office of Administrative Law.

FILING CERTIFICATES ISSUED ON OR AFTER 1-1-97

Effective 1-1-97, Education Code §44253.10 will require each county office of education or school district that issues a Certificate of Completion of Staff Development to forward a copy of that Certificate to the Commission within 90 days following issuance. Because the Title 5 regulations that will implement this provision of the law will not be in place until the spring and because it will take several months for the Commission staff to program the credential automation system to accept these Certificates for filing, the Commission is asking counties and districts to do the following:

- Review the proposed Title 5 regulations (copy attached). They seek to establish a fee of twelve dollars (\$12) for filing each Certificate of Completion of Staff

Development. The twelve dollar filing fee will also cover the cost of any duplicates requested by the holder. Comments may be sent to the Commission office on the response form provided with the public hearing announcement.

- Retain a copy of every Certificate of Completion of Staff Development issued on or after 1-1-97 until notified by the Commission office to submit them. The Commission cannot accept them sooner because, until the regulations are approved, the amount of the fee is not certain.
- Complete a copy of the *Request to File Certificate of Completion of Staff Development* (form 41-CCSD; draft attached) for each Certificate and attach the copy of the Certificate to the form. You may use the draft of form 41-CCSD. This form provides the Commission with the information that it will need to process the Certificates efficiently and to store the data so that duplicates can be issued, questions answered by the Information Services Office, and proper credit given toward the CLAD Certificate should the holder wish to apply. Much of the information requested on this form does not appear on the Certificate itself, such as the holder's social security number, date of birth, and mailing address. This information is needed to identify the holder in the Commission's computer and to send confirmation that the Certificate has been filed.
- Submit the Certificates, request forms, and fees to the Commission upon receipt of official notice that the regulations have been approved. Education Code §44253.10(f)(3) also allows a county office of education or school district to charge the teacher a fee to cover its actual costs for issuing and filing Certificates. Since the delay in submitting the fees to the Commission may cause a problem, the issuing agency may want to collect the Commission's proposed fee along with its own fee at the time the Certificates are issued, deposit them so that there are no checks made payable to the Commission to become "stale dated", and issue a single check for each batch of twenty Certificates submitted to the Commission once the regulations are approved.

CERTIFICATES ISSUED BEFORE 1-1-97

Certificates issued prior to 1-1-97 do not need to be submitted to the Commission office for filing. However, as a courtesy, the Commission will accept copies of Certificates issued prior to 1-1-97 under the following conditions: 1) submission of the Certificate is completely voluntary on the parts of both the holder and the issuing agency, and 2) the copy is submitted by the issuing agency in the same manner as copies of Certificates issued after 1-1-97, including completion of the request form 41-CCSD and submission of the fee.

DESIGN OF CERTIFICATES

Some county offices of education and school districts began issuing Certificates of Completion of Staff Development months ago. Several shared their designs with Commission staff. The critical information that should appear on the face of the document includes:

- full legal name of the teacher,
- name of the issuing agency,

- official signature from the issuing agency,
- date that all requirements were completed, and
- type of service authorized: SDAIE and/or ELD in a self-contained classroom--the issuing agency will indicate how that authorization was obtained (staff development or coursework) on the request form filed with the Commission

Borders, typeface, and paper stock are what make each agency's document unique. Because the documents all look different, when a teacher asks for a duplicate of a Certificate of Completion of Staff Development that has been filed with the Commission, he or she will receive a photocopy of the original document from the Commission's microfilm file.

QUESTIONS

If you have any questions about the information in this correspondence, please contact the Commission's Information Services Office by e-mail at credentials@ctc.ca.gov or by telephone at (916) 445-7254.

PROPOSED CHANGES TO TITLE 5

80487. Fees.

- (a) For the purpose of this section credential means any certificate, permit authorization, or other certification document, which the Commission is empowered to issue.
 - (1) The fee for the issuance, reissuance, or renewal of credential shall be sixty-five dollars unless otherwise established by law. Effective January 1, 1995, this fee shall be seventy dollars.
 - (2) The fee for a duplicate credential shall be one-half the fee specified in (a)(1) or the credential fee established by law.
 - (3) Two hundred fifty dollars for a Board of Examiners' fee as provided in Section 80076.
 - (4) Thirty dollars for an examination processing fee as provided in Section 80077.
 - (5) The fee for the state basic skills assessment examination pursuant to Education Code Section 44252.5 shall be forty dollars.
 - (6) Fourteen dollars, or the actual fee if different from this amount, to reimburse the Commission for the actual amount charged by the Federal Bureau of Investigation for furnishing its summary criminal history information applicable to all credentials.
 - (7) Sixteen dollars and fifty cents, or the actual fee if it is different from this amount, to reimburse the Commission for the fee charged by the California State Department of Justice, Criminal Identification and Investigation Bureau, for furnishing its summary criminal history information on applicants for credentials.
 - (8) Thirty-eight dollars for each unit of the Bilingual-Crosscultural Competency Certificate examination if taken separately or a fee of one hundred dollars for the entire examination, (all three units of the examination) if taken at the same time. For persons who take only one section of the Language portion of the examination. a fee of thirty-five dollars will be charged.
 - (9) A fee of one hundred dollars for the full language Development Specialist examination; thirty-five dollars for Part I and seventy-five dollars for Part II, if taken separately.
 - (10) A fee of one hundred dollars for the full Bilingual Certificate of Assessment Competence examination: a fee of thirty-seven dollars for either the oral production or case study section, and twenty-nine dollars for either the multiple choice or audio transcription section if taken separately.
 - (11) The fee for the Certificate of Clearance as specified in Section 80028 shall be one-half the fee in (a)(1) or the credential fee established by law.
- (b) Except for the fee specified in (a)(5), (a)(8), (a)(9), and (a)(10), the fees shall accompany the application for issuance, reissuance or renewal, or the request for a duplicate credential; the fees shall be deemed earned upon receipt and shall not be refunded even though the applicant does not qualify for the credential or subsequently finds a reportedly lost or destroyed document.
- (c) The fee for examination administered by a contractor on behalf of the Commission, specifically (a)(5), (a)(8), (a)(9), and (a)(10), shall be paid directly to the testing contractor unless otherwise specified by contract.
- (d) The applicant shall receive either a credential or an evaluation which sets forth the requirements which have not been met.
- (e) Where an applicant has all the qualifications for a credential at the time the application therefor is submitted, but where required verification or documentation has been delayed, no new or additional fee shall be charged if such required verification or documentation is submitted within one year.
- (f) Where applicable, each application for a credential shall be accompanied by an examination processing fee pursuant to Section 80077 of these regulations.
- (g) The fee for a county or district to file a copy of a county-issued or district-issued certificate of completion of staff development in specially designed academic instruction delivered in English and/or in English language development in a self-contained classroom pursuant to Education Code section 44253.10(f)(2), including issuing a duplicate if requested, is twelve dollars (\$12). Each certificate must be accompanied by the form Request to File Certificate of Completion of Staff Development (form 41-CCSD, rev. 1/97).

State of California
California Commission on Teacher Credentialing
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CCTC USE ONLY

**REQUEST TO FILE
CERTIFICATE OF COMPLETION OF STAFF DEVELOPMENT**

Please attach this form to each Certificate of Completion of Staff Development in Specially Designed Academic Instruction Delivered in English and/or English Language Development in a Self-Contained Classroom issued pursuant to Education Code Section 44253.10 and provide the information requested below. The fee for filing a Certificate is twelve dollars (\$12). The Certificate must be filed with the Commission on Teacher Credentialing within 90 days of the day that you issue it.

ISSUING DISTRICT OR COUNTY _____

CDS Code _____

AGENCY or IHE THAT PROVIDED TRAINING _____

CDS Code if Applicable _____

DATE CERTIFICATE ISSUED _____

INDIVIDUAL RECEIVING CERTIFICATE

Full Name _____

Former Names _____

Social Security Number _____ Date of Birth _____

Street Address _____

City, State, Zip Code _____

AUTHORIZATION

- Specially Designed Academic Instruction Delivered in English
(holder completed 45 hours of staff development or 3 semester/4 quarter units in SDAIE)
- English Language Development in a Self-Contained Classroom
(holder completed 45 hours of staff development or 3 semester/4 quarter units in ELD within three years of the SDAIE training)
- Specially Designed Academic Instruction Delivered in English AND English Language Development in a Self-Contained Classroom
(holder completed 9 years of teaching experience, AND completed 45 hours of staff development or 3 semester/4 quarter units in a combination of SDAIE and ELD)

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