

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

1812 Ninth Street
Sacramento, California 95814-7000
(916)445-7254



96-9623

DATE: December 20, 1996

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

FROM: Sam W. Swofford, Ed. D.
Executive Director

SUBJECT: Proposed Amendment of Section 80487 of Title 5, California
Code of Regulations, Pertaining to Certificates of Completion of
Staff Development for SDAIE/ELD

Notice of Public Hearing is Hereby Given:

In accordance with Commission policy, proposed Title 5 Regulations are being distributed prior to the public hearing. A copy of the proposed regulations is attached. The added text is underlined, while the ~~deleted~~ is lined-through. The public hearing is scheduled on:

February 6, 1997
1:30
Hyatt Hotel
1209 L Street
Sacramento, California

Statement of Reasons

As a result of Senate Bill 1969 (Chapter 1178, Statutes of 1994), Education Code §44253.10 allows teachers to earn "Certificates of Completion of Staff Development". The Certificate, which authorizes instruction to limited-English-proficient students, is issued by school districts and county offices of education after the experienced teacher completes staff development programs that are consistent with Sections 80015 through 80015.3 of Title 5 of the California Code of Regulations. The staff development programs cover Specially Designed Academic Instruction Delivered in English (SDAIE) or English Language Development (ELD). Some programs may encompass both.

Based on the amendments to Education Code §44253.10(f), resulting from the passage of Assembly Bill 1041 (Alpert), Chaptered September 16, 1996 (Chapter 507), any school district or county office of education that issues the Certificate must forward a copy to the Commission within 90 days of issuing it. They must also submit a one-time fee to the Commission to cover the actual costs incurred by the Commission to file the Certificate and issue any duplicates requested by the teacher. This Education Code requires the Commission to charge no more than one-half the application fee, which would currently equal \$35.

Commission Expenses

Based on the analysis found in the "Estimates of Commission Costs Related to Education Code §44253.10(f)", the cost to the Commission to file and duplicate the Certificates is approximately \$12 per document. The \$12, which is the fee the Commission proposes to charge for this service, will cover the following costs.

One-time Expenses

- **Certification:** Create the form Request to File Certificate of Completion of Staff Development (form 41-CCSD, rev. 1/97).
- **Information Management System:** Establish Cashiering computer codes and a revenue reporting system; formulate Certificate bar code labels, which contain, among other things, the individual's name, social security number, and fee information; devise a Certification data set, computer screens, and a statistical reporting system; and create a computer generated letter used to notify each individual that her or his Certificate has been filed.

On-going Expenses

- **Cashiering:** Open and process mail containing Certificates, Request forms and fees; attach each Certificate to the corresponding Request form; enter the individual's address and fee information into the computer; process the fees; and justify financial reports generated by Information Management System.
- **Storage & Retrieval and Conversion:** Sort in-coming Certificates and place the bar code label on the corresponding Request form; retrieve any individual's existing microfilm file and match it to the Certificate; and for those who have unconverted microfilm files, enter the individual's prior information (educational background, credential information, professional practices and fingerprint status) into the computer.
- **Certification:** Enter the data from the Request form onto the computer screen, including the name of the issuing agency, the name of the preparing agency, the issuance date of the Certificate, the authorization (SDAIE or ELD or both), and the length of the staff

development program; and when requested, analyze statistical reports generated by Information Management System.

- Information Management System: Print the bar code labels; print the notification letters; and generate financial and statistical reports.
- Quality Control and Mailroom: Check the notification letters for accuracy and mail them.
- Records Management: Microfilm and index the Certificates to maintain permanent files; and issue and mail photocopies of the requested duplicates.
- Information Services and Support: Distribute any pertinent information regarding the Certificate process to individuals, school districts and county offices of education; and answer telephone calls & correspondence related to the Certificates, including accessing individual files in the computer.
- Professional Practices: Review any newly converted files that have professional conduct complaints.

Request Process

The proposed regulation will require that the form Request to File Certificate of Completion of Staff Development (form 41-CCSD, rev. 1/97) be submitted with each Certificate. The Request form may be completed by the individual, the district or county issuing the Certificate, or the agency delivering the staff development, which may be different from the one issuing the Certificate. A proposed copy of the Request form is attached.

Because the Commission has no authority to require specific information on the Certificate, the information on the Request form will allow the Commission to identify both the individual and the completed staff development program. The information needed to match the Certificate with the individual's current Commission file is the individual's full name, including former names, date of birth, and social security number. The social security number is used to access an individual's computer file. Those still on microfilm are filed under the name used when the individual last applied. The date of birth and, at times, the social security number are also listed at the top of the microfilm file to distinguish between individuals with the same name. The individual's mailing address is needed to mail the notification letter. The information needed to identify the staff development program is the name of the district or county issuing the Certificate, the name of the agency delivering the staff development, and the staff development program completed by the individual. The name of the agency issuing the Certificate and delivering the staff development will be used for any requested statistical reports. The type

of staff development program is needed if the individual later wishes to use this training towards a Crosscultural, Language and Academic Development (CLAD) Certificate, allowed by Education Code §44253.10(j).

Documents Relied Upon in Preparing Regulations

- the 1994-95 budget as accepted by the Department of Finance
- the approved Feasibility Study Report for Archiving Credential Records
- Estimates of Commission Costs Related to Education Code §44253.10(f)

Document Incorporated by Reference

- Request to File Certificate of Completion of Staff Development (form 41-CCSD, rev. 1/97)

Written Comment Period

Any interested person, or his or her authorized representative, may submit written comments on the proposed actions. The written comment period closes at 5:00 p.m. on February 5, 1997.

Any written comments received 14 days prior to the public hearing will be reproduced by the Commission's staff for each Commissioner as a courtesy to the person submitting the comments and will be included in the written agenda prepared for and presented to the full Commission at the hearing.

Submission of Written Comments

A response form is attached for your use when submitting written comments to the Commission. Please send it to the Commission at 1812 9th Street, Sacramento, CA 95814-7000, so it is received at least one day prior to the date of the public hearing,

Public Hearing

Oral comments on the proposed action will be taken at the public hearing. We would appreciate 14 days advance notice in order to schedule sufficient time on the agenda. Please contact Dr. Sam Swofford at (916)445-0184 regarding this.

Any person wishing to submit written comments at the public hearing may do so. It is requested, but not required, that persons submitting such comments provide twenty-five copies. All written statements submitted at the hearing will, however, be given full consideration regardless of the number of copies submitted.

Modification of Proposed Actions

If the Commission proposes to modify the actions hereby proposed, the modifications (other than nonsubstantial or solely grammatical modifications) will be made available for public comment for at least 15 days before they are adopted.

Contact Person/Further Information

Inquiries concerning the proposed action may be directed to Yvonne Novelli, telephone (916)445-5865. Upon request, a copy of the express terms of the proposed action and a copy of the initial statement of reasons will be made available. In addition, all the information upon which this proposal is based is available for inspection and copying.

Attachments

**Division VIII of Title 5
California Code of Regulations**

**Proposed Amendments of Section 80487
Pertaining to Certificates of Completion of Staff Development
for SDAIE/ELD**

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).

NOTE: Authority cited: Sections 44225 and 44252.5, Education Code. Reference: Sections 44235, 44252.5, 44253.5, 44253.10, 44280, 44289, 44298, 44332.5(b), 44339, 44340, 44341, 44352, 44479, 44481, 52134 and 52178, Education Code; and Section 11105(e), Penal Code. (~~Filed 12-27-93; operative 1-26-94; Register 93, No. 53~~)

State of California
California Commission on Teacher Credentialing
Box 944270
Sacramento, CA 94244-2700
(916) 445-7254

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 California Commission on Teacher Credentialing within 90 days of the issuance date.

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 (optional) _____ Date of Birth _____

Mailing 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)

Bar Coded Label

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

1812 Ninth Street
Sacramento, California 95814-7000
(916) 445-0184
FAX (916) 327-3166



Attn.: Sam Swofford, Ed. D.
Executive Director

Title: Certificates of Completion of Staff
Development for SDAIE/ELD
Section No.: **80487**

Response to the Attached Title 5 Regulations

So that the Commission on Teacher Credentialing can more clearly estimate the general field response to the attached Title 5 regulations, please return this response form to the Commission office at the above address by **5 pm on February 5, 1997**, in order that the material can be presented at the February 6, 1997 public hearing.

- 1. **Yes**, I agree with the proposed Title 5 regulations. Please count me in favor of these regulations.
- 2. **No**, I do not agree with the proposed Title 5 Regulations for the following reasons: (If additional space is needed, use the reverse side of this sheet.)
- 3. Personal opinion of the undersigned. and/or
- 4. Organizational opinion representing: _____
(Circle One) School District, County Schools, College, University, Professional Organization, Other
- 5. I shall be at the public hearing, place my name on the list for making a presentation to the Commission.
- 6. No, I will not make a presentation to the Commission at the public hearing.

Signature: _____ Date: _____

Printed Name: _____

Title: _____ Phone: _____

Employer/Organization: _____

Mailing Address: _____