

**CALIFORNIA COMMISSION ON TEACHER CREDENTIALING**

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



OFFICE OF THE EXECUTIVE DIRECTOR

97-9726

DATE: December 9, 1997

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 Additions to Title 5, California Code of Regulations,  
Concerning Emergency Substitute Teaching Permits

**Notice of Public Hearing is Hereby Given**

In accordance with Commission policy, the following Title 5 Regulations are being distributed prior to the public hearing. A copy of the proposed regulations is attached:

Proposed Additions of Sections 80025.1 and 80025.2

The public hearing is scheduled for:

**February 5, 1998**

**1:30 p.m.**

**Sterling Hotel**

**1300 H Street**

**Sacramento, CA**

**Statement of Reasons*****Purpose /Effect of Proposed Action***

The proposed additions of Sections 80025.1 and 80025.2 concerning day-to-day substitute permits are intended to assist employing agencies in recruiting individuals into the teaching profession and help alleviate the shortage of substitute teachers. The proposed regulations will establish two new day-to-day substitute permits; the *Emergency Career Substitute Teaching Permit* and the *Emergency Substitute Teaching Permit for Prospective Teachers*.

Section 80025.1(a) contains the requirements for the initial issuance of the Emergency Career Substitute Teaching Permit including a bachelor's or higher degree from a regionally accredited college or university, passage of the California Basic Educational

Skills Test (CBEST), verification of three years of day-to day substitute teaching, an endorsement from the employing agency, verification that staff development activities are available, and an application, fee and, if applicable, fingerprint cards and fees. Subsection (b) of 80025.1 contains a description of the requirements for the reissuance of the permit.

Subsection (c) of 80025.1 would allow the permit holder to substitute teach for up to sixty days for any one teacher during the course of a school year rather than be restricted to thirty days as is the case for the existing substitute permit. The permit would be restricted to a single endorsing school district or, in a few cases, a county office of education that is responsible for the assignment of day-to-day substitutes. The one calendar year validity period of the permit is found in Section 80025.1(d).

The requirements for the initial issuance of the Emergency Substitute Teaching Permit for Prospective Teachers are found in the proposed Section 80025.2(a). Among the requirements for the permit are current enrollment in a regionally accredited college or university, successful completion of a minimum of ninety semester units, passage of CBEST, and fingerprint clearance.

Subsection (b) of Section 80025.2 proposes to allow a one-time only reissuance of the Emergency Substitute Teaching Permit for Prospective Teachers based upon continued enrollment in a regionally accredited college or university and successful completion of a minimum of fifteen semester units. Subsection (c) contains the teaching authorization for the permit. The one calendar year validity period of the permit is found in Section 80025.2(d).

### **Documents Relied Upon in Preparing Regulations**

The following document was used to make the determination to seek these additions to the regulations governing emergency substitute teaching permits:

- Substitute Teaching Permit Survey

### **Documents Incorporated by Reference**

- Form 41-4 (rev 6-97)
- Form 41-CIC (rev 11-96)

### **Written Comment Period**

Any interested person, or his or her authorized representative, may submit written comments on the proposed action. The written comment period closes at 5:00 p.m. on February 4, 1998. Comments must be received by that time at the California Commission on Teacher Credentialing, 1812 9th Street, Sacramento, CA 95814-7000.

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.

### **Public Hearing**

Oral comments on the proposed action will also be taken at the public hearing. We would appreciate 14 days advance notice in order to schedule sufficient time on the agenda for all speakers. Please contact the Executive Director's Office 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 fifty copies to be distributed to the Commissioners and interested members of the public. All written statements submitted at the hearing will, however, be given full consideration regardless of the number of copies submitted.

### **Modification of Proposed Action**

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 Terri H. Fesperman (916-323-5777). 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.

**CALIFORNIA COMMISSION ON TEACHER CREDENTIALING****DIVISION VIII OF TITLE 5  
THE CALIFORNIA CODE OF REGULATIONS****PROPOSED ADDITIONS OF SECTIONS 80025.1 and 80025.2 CONCERNING  
EMERGENCY SUBSTITUTE TEACHING PERMITS****§ 80025.1. Emergency Career Substitute Teaching Permit.**

- (a) Requirements for the initial issuance of an Emergency Career Substitute Teaching Permit include all the following:
- (1) Possession of a baccalaureate or higher degree from a regionally accredited institution of higher education;
  - (2) Passage of the California Basic Educational Skills Test (CBEST) unless exempted by statutes or regulations;
  - (3) Verification, by employer(s), of either:
    - (A) Three consecutive years of at least ninety days per year of day-to-day substitute teaching in the California school district requesting the permit in the three years immediately preceding the date of application, or
    - (B) If the county office of education is responsible for the assignment of day-to-day substitutes for all their school districts, three consecutive years of at least ninety days per year of day-to-day substitute teaching accumulated from one or more California school districts in the county requesting the permit in the three years immediately preceding the date of application;
  - (4) Statement of endorsement signed by the superintendent of the employing school district or county office of education stating that the individual has served successfully in the district(s) and the district(s) would allow the individual to substitute teach for up to 60 days for one teacher during the school year;
  - (5) Verification that the employing agency will make available to the permit holder the staff development activities that are offered to their regular teaching staff; and
  - (6) Submission to the California Commission on Teacher Credentialing of a completed Application for Credential Authorizing Public School Service (form 41-4, rev 6-97); the fee(s) as specified in Section 80487; and, unless clearance is already on file with the Commission, personal identification on duplicate fingerprint cards and the completed Application for Character and Identification Clearance (form 41-CIC, rev 11-96).
- (b) Requirements for the reissuance of an Emergency Career Substitute Teaching Permit include all the following:
- (1) Statement of continued endorsement from the superintendent of the employing school district or county office of education;
  - (2) Verification that staff development activities that were offered to their regular teaching staff were made available to the permit holder; and

- (3) Submission to the California Commission on Teacher Credentialing of a completed Application for Credential Authorizing Public School Service (form 41-4, rev 6-97); and the fee(s) as specified in Section 80487.
- (c) Authorization: The Emergency Career Substitute Teaching Permit authorizes the holder to serve as a substitute in any classroom; preschool, kindergarten and grades 1-12, inclusive; or in classes organized primarily for adults. However, the holder shall not serve as a substitute for more than 60 days for any one teacher during the school year. The permit shall be restricted to the schools operated by the employing agency that requested the permit.
- (d) An Emergency Career Substitute Teaching Permit is valid for no less than one year and expires one calendar year from the first day of the month immediately following the date of issuance.

NOTE: Authority cited: Section 44225(q), Education Code. Reference: Sections 44225, subdivisions (d) and (e), 44252(b), 44339, 44340, and 44341.

### **§ 80025.2. Emergency Substitute Teaching Permit for Prospective Teachers.**

- (a) Requirements for the initial issuance of an Emergency Substitute Teaching Permit for Prospective Teachers include all the following:
  - (1) Completion of a minimum of ninety semester units of course work from a regionally accredited institution of higher education;
  - (2) Verification of current enrollment in a regionally accredited four-year California institution of higher education;
  - (3) Passage of the California Basic Educational Skills Test (CBEST) unless exempted by statutes or regulations; and
  - (4) Submission to the California Commission on Teacher Credentialing of a completed Application for Credential Authorizing Public School Service (form 41-4, rev 6-97); the fee(s) as specified in Section 80487; and, unless clearance is already on file with the Commission, personal identification on duplicate fingerprint cards and the completed Application for Character and Identification Clearance (form 41-CIC, rev 11-96).
- (b) Requirements for the one-time reissuance of an Emergency Substitute Teaching Permit for Prospective Teachers include all the following:
  - (1) Fifteen semester units of course work from a regionally accredited four-year California institution of higher education completed since the previous permit was issued;
  - (2) Verification of continued enrollment in a regionally accredited four-year California institution of higher education; and
  - (3) Submission to the California Commission on Teacher Credentialing of a completed Application for Credential Authorizing Public School Service (form 41-4, rev 6-97); and the fee(s) as specified in Section 80487
- (c) Authorization: The Emergency Substitute Teaching Permit for Prospective Teachers authorizes the holder to serve as a substitute in any classroom; preschool, kindergarten and grades 1-12, inclusive; or in classes organized primarily for adults. However, the holder shall not serve as a substitute for more than 30 days for any one teacher and not more than 90 days total during the school year.

(d) An Emergency Substitute Teaching Permit for Prospective Teachers is valid for no less than one year and expires one calendar year from the first day of the month immediately following the date of issuance.

NOTE: Authority cited: Section 44225(q), Education Code. Reference: Sections 44225, subdivisions (d) and (e), 44252(b), 44339, 44340, and 44341.

STATE OF CALIFORNIA

PETE WILSON, Governor

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

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OFFICE OF THE EXECUTIVE DIRECTOR

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

Title: Emergency Substitute Teaching Permits
Section Nos.: Proposed additions of Sections
80025.1 and 80025.2

Response to the Attached Title 5 Regulations

So that the California 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, attention Executive Office, at the above address by 5:00 pm on February 4, 1998 in order that the material can be presented at the February 5, 1998 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 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: