

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

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OFFICE OF THE EXECUTIVE DIRECTOR

Coded Correspondence 98-9814

Date: August 28, 1998

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

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

Subject: Approval of Additions of Title 5 Sections 80025.1 and 80025.2 Concerning Emergency Substitute Teaching Permits

The proposed additions of Title 5 Sections 80025.1 and 80025.2 concerning emergency day-to-day substitute teaching permits have been approved by the Office of Administrative Law and filed with the Secretary of State. The two new substitute permits are the *Emergency Career Substitute Teaching Permit* and the *Emergency Substitute Teaching Permit for Prospective Teachers*.

The regulations were developed in response to issues raised by school districts and county offices of education about the availability of substitute teachers. When school districts lowered the class size of primary grade classes in 1996-97, they were faced with an inadequate supply of fully credentialed Multiple Subject teachers. Many school districts exhausted their pool of available substitute teachers by placing those with full credentials or those who were eligible for long-term emergency permits into full time teaching positions. These new permits are intended to assist employing agencies in recruiting individuals into the teaching profession and help alleviate the shortage of day-to-day substitute teachers.

The new permits may be issued effective September 8, 1998. The text of the regulations and information leaflets are attached.

Emergency Career Substitute Teaching Permit

The *Emergency Career Substitute Teaching Permit* is valid for one calendar year and authorizes the holder to substitute teach for up to sixty days for any

one teacher during the course of a school year rather than the thirty days allowed for the Emergency 30-Day Substitute Teaching Permit. The permit is restricted to the endorsing school district or, if the county office is responsible for the assignment of the day-to-day substitutes for all their school districts, to the county office of education. If restricted to the county, an individual may serve in any district in the county and the county office of education must monitor that the holder does not exceed the sixty days of service for one teacher.

The *Emergency Career Substitute Teaching Permit* is designed for individuals who elect to substitute teach year after year rather than have a classroom of their own. One of the requirements for this permit is verification of day-to-day substitute teaching experience. This new permit is specifically for individuals who have served successfully in a school district for a minimum of three years as day-to-day substitute teachers who the school district wants to employ for the extended period of substitute teaching time allowed in these regulations. The requirements for initial issuance of this permit are:

- 1) bachelor's or higher degree from a regionally accredited college or university;
- 2) passage of the California Basic Educational Skills Test (CBEST);
- 3) verification by the employer of one of the following:
 - (a) three consecutive years of at least ninety (90) days per year of day-to-day substitute teaching in the California school district requesting the permit 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 of their school districts, three consecutive years of at least ninety (90) days per year of day-to-day substitute teaching accumulated from one or more California school districts in the county requesting the permit immediately preceding the date of application;
- 4) statement of endorsement from the superintendent of the employing agency;
- 5) verification from the employing agency that staff development activities offered to their regular teaching staff are available to the permit holder; and
- 6) application, current application fee and, if applicable, fingerprint cards and fees.

Applicants must submit the application packet through their employing agency. Form CL-505c has been designed to allow the employing school district or county office of education to verify the day-to-day substitute teaching experience, the availability of staff development activities, and the endorsement from the superintendent. A copy of the form is attached.

Verification of these requirements may also be submitted on letterhead paper if an employing agency chooses not to use form CL-505c. Verification of the degree and CBEST should have been previously submitted to the Commission with the individual's previous Emergency 30-Day Substitute Teaching Permit application. These requirements do not need to be submitted with the application and fee.

The permit may be reissued if the following information is submitted to the Commission:

- 1) statement of continued endorsement from the superintendent of the employing agency;
- 2) verification that staff development activities were made available to the permit holder; and
- 3) application and current fee.

The renewal application packet must be submitted through the employing agency. Form CL-505c may also be used to verify the reissuance requirements of continued endorsement and that staff development activities were made available to the permit holder. Verification of these requirements may also be submitted on letterhead paper with the application packet and fee if an employing agency chooses not to use form CL-505c.

Emergency Substitute Teaching Permit for Prospective Teachers

The *Emergency Substitute Teaching Permit for Prospective Teachers* is designed to encourage capable students to substitute teach while enrolled as seniors in a college or university and to consider teaching as a profession by giving them first hand experiences in the schools. It should also expand the supply of day-to-day substitutes available to school districts and county offices of education.

The following is required for initial issuance of this permit:

- 1) a minimum of ninety semester units of course work from a regionally accredited California college or university;
- 2) current enrollment in a regionally accredited four-year California college or university;
- 3) passage of the California Basic Educational Skills Test (CBEST); and
- 4) application, current application fee, and fingerprint cards and fees.

The ninety semester units may be completed at a junior college or a four-year college or university. The ninety units may be course work completed at an out-of-state college or university if the out-of-state course work was transferable to a regionally accredited four-year California college or university. The out-of-state course work must appear on an official transcript

from a regionally accredited four-year California college or university as transferable course work. Out-of-state course work that has not been accepted as transfer course work at a four-year California college or university cannot be used to qualify for the *Emergency Substitute Teaching Permit for Prospective Teachers*.

The application packet may be submitted directly to the Commission or through the employing agency. The *Emergency Substitute Teaching Permit for Prospective Teachers* is valid for one calendar year. The holder may substitute teach for up to ninety days maximum during the year of the permit's validity, but for no more than thirty days for any one teacher.

The permit can be renewed once if the student fails to achieve the baccalaureate degree. For the one-time renewal, the individual would be required to verify:

- 1) completion of a minimum of fifteen semester units of course work from a regionally accredited four-year California college or university since the previous permit was issued;
- 2) continuing enrollment at a regionally accredited four-year California college or university; and
- 3) application and current fee.

The renewal course work may not be completed at an out-of-state institution. It must be completed at four-year *California* college or university. The application packet may be submitted directly to the Commission or through the employing agency.

Questions

If you have questions about the additions to the regulations or the requirements for the *Emergency Career Substitute Teaching Permit* or the *Emergency Substitute Permit for Perspective Teachers*, please contact the Commission's Information Services Office by telephone at (916) 445-7254 between 12:30 and 4:30 any workday afternoon or by e-mail at <credentials@ctc.ca.gov>.

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

**DIVISION VIII OF TITLE 5
THE CALIFORNIA CODE OF REGULATIONS**

**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.

EMERGENCY CAREER SUBSTITUTE TEACHING PERMIT

This emergency permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, including preschool, kindergarten and grades 1-12 inclusive. The document is valid for one year. The holder may serve as a substitute for no more than 60 days for any one teacher during the school year.

Requirements for the Permit:

- possession of a baccalaureate or higher degree from a regionally accredited college or university;
- passage of the California Basic Educational Skills Test (CBEST);
- verification by the employer of one of the following:
 - (a) Three consecutive years of at least ninety (90) days per year of day-to-day substitute teaching in the California school district requesting the permit 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 of their school districts, three consecutive years of at least ninety (90) days per year of day-to-day substitute teaching accumulated from one or more California school districts in the county requesting the permit immediately preceding the date of application;
- statement of endorsement signed by the superintendent of the employing school district or county office of education that the individual has served successfully in the district(s) and that the district(s) would allow the individual to substitute teach for up to 60 days for one teacher during the school year; and
- verification that the employing agency will make available to the permit holder the staff development activities that are offered to their regular teaching staff.

Applying for the Permit:

Applicants must submit their application packet through their employing agency. The packet must include:

- completed 41-4 application form;
- completed 41-CIC and two completed fingerprint cards (if not previously submitted);
- all required fees (see "Fee Information" leaflet CL-659); and
- documentation from the employing agency as described above*.

Applying for Reissuance:

Applicants must submit their application for renewal through their employing agency. Applications submitted prior to the expiration date of the current permit will be valid for one year beginning the date the current permit expires. Applications submitted after the current permit expires will be valid for one year starting the date the application is submitted to the employing agency or CCTC. Renewal application packets must include:

- completed 41-4 application form;
- application fee (see "Fee Information" leaflet CL-659);
- statement of continued endorsement from the superintendent of the employing school district or county office of education*; and
- verification that staff development activities that were offered to regular teaching staff were made available to the permit holder*.

* Form CL-505c may be used to verify the three years of teaching experience, the availability of staff development activities to the permit holder, and the endorsement from the superintendent. Verification of these requirements may also be submitted on letterhead paper if an employing agency chooses not to use form CL-505c.

Verification Of Requirements For The Emergency Career Substitute Teaching Permit

Initial Issuance

Reissuance

Name of Applicant: _____
Last First Middle

Social Security Number: _____

The applicant, if granted the Emergency Career Substitute Teaching Permit, will be employed in the following school district and/or county named:

Name of District: _____ CDS Code _____

Name of County: _____ CDS Code _____

Note: If the county office of education is responsible for the assignment of the day-to-day substitutes for all their school districts, only the name and code for the county is required.

Verification of Experience *(initial issuance only)*

The applicant has three years of at least ninety days per year of day-to-day substitute teaching service from _____
_____ to _____
in _____ school district(s) _____ county

Staff Development Activities *(initial issuance and reissuance)*

- Staff development activities that are offered to the regular teaching staff will be made available to the applicant. *(required for initial issuance)*
- Staff development activities were made available to the permit holder. *(required for reissuance)*

Statement of Endorsement *(initial issuance and reissuance)*

I hereby certify that the applicant has served successfully in the district or county named above, may be employed to substitute teach for up to 60 days for one teacher during the valid period of this permit, and all the information contained in this statement is true and correct.

District Superintendent: _____
Name (print or type) Signature Date

County Superintendent: _____
Name (print or type) Signature Date

Note: The County Superintendent signature is required only if the county office of education is responsible for the assignment of day-to-day substitutes for all their school districts.

EMERGENCY SUBSTITUTE TEACHING PERMIT FOR PROSPECTIVE TEACHERS

This emergency permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, including preschool, kindergarten and grades 1-12 inclusive. The document is valid for one year. The holder may serve as a substitute for no more than 30 days for any one teacher and may only serve for a maximum of 90 days during the school year.

Requirements for the Permit:

- completion of a minimum of ninety (90) semester units of course work from a regionally accredited California college or university;
- verification of current enrollment in a regionally-accredited four-year California college or university; and
- passage of the California Basic Educational Skills Test (CBEST).

Applying for the Permit:

Applicants may submit their application packets directly to CCTC or through their employing agency. The application packet must include:

- completed 41-4 application form;
- completed 41-CIC and two completed fingerprint cards (if not previously submitted);
- all required fees (see "Fee Information" leaflet CL-659);
- official transcripts showing required course work, as described above;
- verification of enrollment in a regionally accredited four-year California college or university; and
- an original CBEST "Verification of Passing" score report.

Applying for the one-time reissuance of this permit:

Applicants may only apply for one reissuance of this permit. Applicants may submit their application directly to CCTC or through their employing agency. Applications submitted prior to the expiration date of the current permit will be valid for one year beginning the date the current permit expires. Applications submitted after the current permit expires will be valid for one year starting the date the application is submitted to the employing agency or CCTC.

Reissuance application packets must include:

- completed 41-4 application form;
- application fee (see "Fee Information" leaflet CL-659);
- official transcripts showing completion of fifteen (15) semester units of course work from a regionally accredited four-year California college or university taken since the previous permit was issued; and
- verification of continued enrollment in a regionally accredited four-year California college or university.