

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

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EXECUTIVE OFFICE

November 9, 1999

99-9927

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

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

SUBJECT: Approval of Title 5 Regulations Concerning the Implementation of the "Credentialed Out-of-State Teacher Recruitment and Retention Act of 1997" (AB 838 - Pacheco)

The additions and changes to the California Code of Regulations, Title 5, Sections 80413.2 and 80048.3(c) & (d) have been approved by the Office of Administrative Law and filed with the Secretary of State. They become effective today, November 9, 1999.

Education Code Sections 44205 and 44205.5, the "Credentialed Out-of-State Teacher Recruitment and Retention Act of 1997" authored by Assemblyman Rod Pacheco (AB 838), became effective on January 1, 1998. This statute requires the Commission to issue five-year preliminary Multiple Subject, Single Subject, or Education Specialist Credentials to applicants who hold valid equivalent credentials from out of state. At identified times during the five-year period, the teacher must verify completion of specified requirements or the document must be inactivated by the Commission. The regulations clarify several items in the statute. A description of those items appears below.

Requirements

Education Code Section 44205 (a)(1) states that "It is the intent of the legislature that...any and all teachers hired in California pursuant to this section fully meet the requirements of the State of California." Those requirements are identified by name or by reference in the statute. However, the Education Code references do not provide a complete description of all of the requirements. The regulations add clarity by identifying the requirements in specific terms, with references to the Education Code and Title 5 regulations as appropriate.

Identifying the Employer

The statute requires that the out-of-state teacher must have an offer of employment in California in order to receive this five-year preliminary credential. At each step, the statute implies that the teacher must still be working in California. The regulations

identify the employing agency by placing that agency's name on the face of the document in the form of an employment restriction. This enables the Commission to locate the teacher and to notify both the teacher and the employer when requirements have not been met and the document must be inactivated. The restriction does not limit the teacher to working in a single district for the entire five years; it simply requires the teacher and his or her new employer to notify the Commission if the teacher moves to a new district.

Form for Verification of Requirements

As a guide for the credential holder when he or she collects the materials needed to verify completion of requirements, and as a way to assure that the materials submitted before the end of the fourth year are processed efficiently in the Commission office, the regulations require the materials be submitted with a specific form: *Verification of Completion of Requirements for a Credential Issued Pursuant to Education Code §44205 (CL813 - 5/98)*. This form will be mailed to the credential holder with the original credential document and a second copy will be mailed with the inactivation letter, if one is necessary.

Notifying Credential Holders and Employers of Inactivation and Reactivation

The statute requires that the Commission inactivate the five-year preliminary credential when specific requirements are not met by established deadlines. First, the Commission must inactivate the document if the holder does not pass CBEST within the first year. In addition, the Commission must inactivate the document if other requirements are not completed by the end of the fourth year. The statute does not specify who should be notified of this inactivation or when. The regulations state that the Commission will notify both the credential holder and the employing agency one month in advance of the inactivation date for CBEST and three months in advance of inactivation for the remaining requirements. The letter must state the specific date of inactivation. This process provides both the holder and employer with time to submit verification of completion of the requirements before the deadline, thereby keeping the holder in the classroom.

If the credential holder fails to verify completion of requirements by the deadline and must be removed from the classroom, the regulations provide a way to return the holder to the assignment as soon as he or she submits verification to the employer. This way the students are not without their teacher while the paper work is being processed. The employing agency then has ten working days to submit the paperwork to the Commission. Once the verification of completion of requirements is processed in the Commission office, the Commission will send a formal notice of reactivation.

Questions

If you have questions concerning these regulations, please call the Commission's Information Services Office between 8 and 5 Monday through Friday at (916) 445-7254 or 888-921-2682, if you are calling from outside of the (916) area code. You may also e-mail us at <credentials@ctc.ca.gov>.

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

80413.2 Specific Requirements for Preliminary and Professional Clear Multiple and Single Subject Teaching Credentials Pursuant to the Credentialed Out-of-State Teacher Recruitment and Retention Act of 1997

- (a) The minimum requirements for the five-year preliminary Multiple or Single Subject Teaching Credential pursuant to the Credentialed Out-of-State Teacher Recruitment and Retention Act of 1997 are:
- (1) possession of a valid comparable teaching credential from a state other than California that required both of the following:
 - (A) completion of a baccalaureate or higher degree from a regionally accredited institution of higher education and
 - (B) completion of a professional preparation program approved by the applicable state agency in the state where the program was completed; and
 - (2) an offer of employment from a California school district, county office of education, non-public, non-sectarian school or agency, or school operating under the direction of a California state agency. Service on the credential is restricted to the employing agency listed on the document. If the holder changes employing agencies, he or she and the new employer must request a change of restriction on the document.
 - (3) An individual who has previously been issued a California Multiple or Single Subject Teaching Credential or Permit is not eligible for this preliminary credential.
- (b) On or before the end of the first year following the issuance date of the credential (year-one deadline), the credential holder must pass the California Basic Educational Skills Test (CBEST).
- (1) If the holder does not have a passing score on file with the Commission one month prior to the year-one deadline, the Commission will send a credential inactivation notice to both the employer and the credential holder specifying the date on which the document will become inactive.
 - (2) The employer must remove the holder from the teaching position no later than the inactivation date specified in the notification, unless the holder provides the employer with his or her official CBEST verification transcript as proof of passage of the examination prior to the specified inactivation date. If the holder is removed from the teaching position, he or she may be returned to the position as soon as he or she provides the employer with his or her official CBEST verification transcript as proof of passage of the examination.
 - (3) The employer must submit a copy of the CBEST verification transcript to the Commission and the County Office of Education within ten working days of returning the holder to the teaching position. The Commission will send the employer and the holder a letter indicating the document has been reactivated once the scores are entered into the Commission's computer system.
- (c) On or before the end of the fourth year following the issuance date of the credential (year-four deadline), the credential holder must submit verification that he or she has completed the requirements for continuation of employment to the

Commission using the form Verification of Completion of Requirements for a Credential Issued Pursuant to Education Code §44275.3 (CL-813 Rev. 3/99), which is hereby incorporated by reference.

- (1) The requirements for continuation of employment are:
 - (A) subject-matter competence verified either by examination as specified in Education Code Sections 44280 and 44281 and described in Title 5 Section 80071, or by completion of a subject-matter program as provided for in Education Code Section 44310 and described in Title 5 Sections 80085-80088 and 80094,
 - (B) knowledge of the Constitution of the United States, as specified in Education Code Section 44335, by one of the means described in Title 5 Section 80415; and
 - (C) demonstration of the study of alternative methods of developing English language skills, including the study of reading, as described in Education Code Section 44259(b)(4).
 - (2) If the holder does not verify completion of the year-four requirements to the Commission at least three months prior to the year-four deadline, the Commission will send a credential inactivation notice to both the employer and the credential holder specifying the date on which the document will become inactive.
 - (3) The employer must remove the holder from the teaching position no later than the inactivation date specified in the notification unless the holder provides the employer with verification that all year-four requirements have been completed prior to the specified inactivation date. If the holder is removed from the teaching position, he or she may be returned to the position as soon as he or she provides the employer with official verification that all year-four requirements have been completed.
 - (4) The employer must submit verification of completion of requirements to the Commission and the County Office of Education within ten working days of returning the holder to the teaching position. The Commission will send the employer and the holder a letter indicating the document has been reactivated once verification has been entered into the Commission's computer system.
- (d) To be eligible to apply for the professional clear credential, the holder must complete the following requirements in addition to the requirements listed above:
- (1) study of health education as specified in Education Code Section 44259(c)(3)(A),
 - (2) study and field experience in methods of delivering appropriate educational services to pupils with exceptional needs in regular education programs as specified in Education Code Section 44259(c)(3)(B),
 - (3) study of computer-based technology as specified in Education Code Section 44259(c)(3)(C), and
 - (4) completion of an approved fifth year of study as specified in either Education Code Section 44259(c)(5) or Section 44227(e)(1).

NOTE: Authority Cited: Sections 44225 and 44275.3, Education Code. Reference: Sections 44227(c), 44227(e), 44259(c), and 44275.3 Education Code

80048.3 Specific Requirements for the Preliminary Level I Education Specialist Instruction Credential

- (c) The requirements for the preliminary level I Education Specialist Instruction Credential pursuant to the Credentialed Out-of-State Teacher Recruitment and Retention Act of 1997 include all of the following:
- (1) The minimum requirements for initial issuance include:
 - (A) possession of a valid comparable teaching credential from a state other than California that required both of the following:
 1. completion of a baccalaureate or higher degree from a regionally accredited institution of higher education and
 2. completion of a professional preparation program approved by the applicable state agency in the state where the program was completed; and
 - (B) an offer of employment from a California school district, county office of education, non-public, non-sectarian school or agency, or school operating under the direction of a California state agency. Service on the credential is restricted to the employing agency listed on the document. If the holder changes employing agencies, he or she and the new employer must request a change of restriction on the document.
 - (C) An individual who has previously been issued a California Specialist Instruction Credential or Permit in Special Education or an Education Specialist Instruction Credential or Permit is not eligible for this preliminary level I credential.
 - (2) On or before the end of the first year following the issuance date of the credential (year-one deadline), the credential holder must pass the California Basic Educational Skills Test (CBEST).
 - (A) If the holder does not have a passing score on file with the Commission one month prior to the year-one deadline, the Commission will send a credential inactivation notice to both the employer and the credential holder specifying the date on which the document will become inactive.
 - (B) The employer must remove the holder from the teaching position no later than the inactivation date specified in the notification, unless the holder provides the employer with his or her official CBEST verification transcript as proof of passage of the examination prior to the specified inactivation date. If the holder is removed from the teaching position, he or she may be returned to the position as soon as he or she provides the employer with his or her official CBEST verification transcript as proof of passage of the examination.
 - (C) The employer must submit a copy of the CBEST verification transcript to the Commission and the County Office of Education within ten working days of returning the holder to the teaching position. The Commission will send the employer and the holder a letter indicating the document has been reactivated once the scores are entered into the Commission's computer system.
 - (3) On or before the end of the fourth year following the issuance date of the credential (year-four deadline), the credential holder must submit verification that he or she has completed the requirements for continuation of employment to the Commission using the form Verification of Completion of Requirements for a Credential Issued Pursuant to Education Code §44275.3

(CL-813 Rev. 3/99), which is hereby incorporated by reference.

(A) The requirements for continuation of employment are:

1. subject-matter knowledge either by examination as specified in Education Code Sections 44280 and 44281 and described in Title 5 Section 80071, or by completion of a subject-matter program as provided for in Education Code Section 44310 and described in Title 5 Sections 80085-80088 and 80094; candidates for the specialist category of Early Childhood Special Education are exempt from this subject-matter competence requirement;
2. a minimum of three semester units of coursework in non-special education pedagogy relating to teaching basic academic skills and content areas that are commonly taught in the public school curriculum verified by official transcript;
3. a minimum of one semester unit of supervised field experience in general education verified by official transcript or 45 clock hours with non-special education students verified by the employing agency;
4. demonstration of the study of alternative methods of developing English language skills, including the study of reading, as described in Education Code Section 44259(b)(4) verified by official transcript; and
5. knowledge of the Constitution of the United States, as specified in Education Code Section 44335, by one of the means described in Section 80415 of this article.

(B) If the holder does not verify completion of the year-four requirements to the Commission at least three months prior to the year-four deadline, the Commission will send a credential inactivation notice to both the employer and the credential holder specifying the date on which the document will become inactive.

(C) The employer must remove the holder from the teaching position no later than the inactivation date specified in the notification, unless the holder provides the employer with verification that all year-four requirements have been completed prior to the specified inactivation date. If the holder is removed from the teaching position, he or she may be returned to the position as soon as he or she provides the employer with official verification that all year-four requirements have been completed.

(D) The employer must submit verification of completion of requirements to the Commission and the County Office of Education within ten working days of returning the holder to the teaching position. The Commission will send the employer and the holder a letter indicating the document has been reactivated once verification has been entered into the Commission's computer system.

(d) Period of Validity.

- (1) A preliminary level I Education Specialist Instruction Credential issued on the basis of the completion of all requirements in subsections (a), (b), or (c) is valid for five years.

NOTE: Authority Cited: Sections 44225 and 44275.3, Education Code. Reference: Sections 44225, 44227(a), 44252, 44265, 44275.3, 44280, 44281, 44310, 44259(b)(4), and 44335, Education Code.

**CREDENTIAL ISSUED PURSUANT TO EDUCATION CODE §44257.3
(AB838 /PACHECO)**

Your document has been issued under the provisions of Education Code §44257.3 which allow for the issuance of a five-year document to qualified teachers who hold valid comparable certification in another state. As the holder of this credential, you must complete specific requirements by certain deadlines in order to retain your document. The document will be inactivated if you miss the deadline and you will be removed from your teaching position.

The specific requirements that you must complete are listed on the face of your document and described in detail on the enclosed information leaflet. The chart below outlines the requirements in general terms.

Scores for the California Basic Educational Skills Test (CBEST) are reported directly to the Commission by the testing company. If you take and pass the test before the end of the first year that you hold the document, your document will continue in force. The Commission will notify you and your employer *only* if the scores are not received prior to the year-one deadline. You will receive instructions on how to submit the CBEST verification transcript at that time if necessary.

To verify completion of the year-four requirements, you must submit a copy of the reverse of this form to the Commission office at the post office box number provided *at least three months prior to the deadline* (fifteen months prior to the expiration date printed on the document). Please fill in all applicable sections of the form, then sign and date it. Attach supporting documentation (score reports, official transcripts, original letters) for the requirements that you complete. There is no fee. A copy of this form should be provided to your employing school district and county office of education, as well.

At the end of the five years, you must submit a new application and fee, plus verification of the remaining requirements, to apply for the professional clear credential.

Time Line	Multiple & Single Subject Teaching Credentials	Education Specialist Instruction Credentials (Special Education)
Initial Issuance	Hold Comparable Out-of-State Elementary or Secondary Teaching Credential	Hold Comparable Out-of-State Special Education Teaching Credential
End of Year 1	Passage of CBEST	Passage of CBEST
End of Year 4	<ul style="list-style-type: none"> • U.S. Constitution • Methods of Teaching Reading • Subject-Matter Competence 	<ul style="list-style-type: none"> • U.S. Constitution • Methods of Teaching Reading • Subject-Matter Competence (except in Early Childhood Special Education) • Non-Special Education Pedagogy (3 semester units minimum) • Supervised Field Experience in General Education (45 clock hours minimum)
For Professional Clear Credential	<ul style="list-style-type: none"> • Health Education • Special Education • Computers in Education • Fifth Year of Study, including IHE recommendation if completed in California 	<ul style="list-style-type: none"> • Level II Program, including IHE Recommendation • Two Years of Special Education Teaching Experience • Health Education • Computers in Education

VERIFICATION OF COMPLETION OF REQUIREMENTS FOR A CREDENTIAL ISSUED PURSUANT TO EDUCATION CODE §44275.3

This form is to be completed by the credential holder. Please type or print. Submit this form and the supporting documentation to the Commission when ALL year-4 requirements have been completed. Mail all materials in one packet to the address listed above at least fifteen months prior to the expiration date of the credential document to avoid having the document inactivated. No fee is required.

Name

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First
Middle
Last

Social Security Number

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(OPTIONAL—FOR FILE IDENTIFICATION PURPOSES ONLY)

Mailing Address

City
State
Zip

Document Title Multiple Subject Teaching Credential
 Single Subject Teaching Credential
 Education Specialist Instruction Credential

Document Number

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Expiration Date

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Employing School District

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County of Employment

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Documentation Attached Verification of Subject-Matter Competence
 Examination score reports for the examination(s) checked:
 MSAT
 SSAT in _____
 Praxis in _____
 Subject-matter verification letter from college / university
 Official transcripts for the course(s) checked:
 U. S. Constitution
 Teaching of Reading
 Non-Special Education Pedagogy for Education Specialist Credential
 Letter verifying 45 hours of experience with non-special education students for the Education Specialist Credential

Signature _____ Date _____