

COMMISSION ON TEACHER CREDENTIALING

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DATE: September 27, 2000

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: Applying for the SB395 Certificate of Completion of Staff Development

Senate Bill 395, which became effective on January 1, 2000, amended Education Code §44253.10 pertaining to the "SB1969" Certificate program. This correspondence discusses the following:

- the authorization of the new "SB395" Certificate,
- the application process for the "SB395" Certificate based on completion of the Commission-approved program sponsored by California Teachers Association (CTA),
- the general requirements for the "SB395" Certificate based on completion of future Commission-approved programs,
- the effective date for any "SB395" Certificates issued by the Commission, and
- information, briefly comparing the "SB1969" and "SB1969" Certificates.

"SB395" Certificate Authorization

The "SB395" Certificate authorization is based on the option used to satisfy the certificate requirements. The options are either the initial 45-hour staff development program, or the initial 45-hour staff development program plus the subsequent 45-hour program, or the initial 45-hour staff development program plus nine years of appropriate experience. With this in mind, the "SB395" Certificate authorizes the holders to provide the following services to limited-English-proficient pupils:

1. Individuals who have completed the initial 45-hour staff development program only, will be authorized to provide both of the following:
 - a. specially designed academic instruction in English (SDAIE) to students in the subject and grade authorized by the holder's basic teaching credential. This is comparable to the SDAIE authorization allowed under the CLAD authorization.

- b. instruction for English language development (ELD) to students in a departmentalized class in the subject and grade authorized by the holder's basic teaching credential. This authorization was added by SB395 and is more restrictive than the similar CLAD authorization because individuals are only allowed to incorporate ELD methodology when instructing in the authorization of their basic credential. This instruction is designed for limited-English-proficient pupils to develop their listening, speaking, reading, and writing skills in English. An example would be the holder of a Single Subject Teaching Credential in Social Science initiating more group discussion using ELD methodology when teaching a World Civilization class.

If the individual holds a credential that authorizes teaching English, they are authorized to provide instruction for ELD within the subject matter content of the specific grade level of English but are not authorized to teach an ELD class. In other words, based on the Commission assignment monitoring structure, it will be inappropriate for an individual who holds just a credential that authorizes teaching English and either the "SB1969" Certificate or "SB395" Certificate, to teach a designated ELD class. For this position, the individual would need to either hold the LDS, CLAD, BCC, or BCLAD Certificate or Emphasis or the Specialist Instruction Credential in Bilingual Crosscultural Education or satisfy a California State Department of Education employment option. For questions regarding compliance with the Department of Education or Office of Civil Rights criteria, please contact them.

2. Individuals who have completed the initial 45-hour program and subsequent 45-hour program will be authorized to provide all of the following:
 - a. the same service as number one above, and
 - b. instruction for English language development to students in a self-contained classroom. In order to teach under this specific authorization, the holder must be instructing in a self-contained classroom, as defined in Title 5 §80689.4(b): the same students in three or more subjects of the curriculum.
3. Individuals who have completed the initial 45-hour program and satisfied the nine-year experience option will be authorized to provide the same service as number two above.

Education Code §44253.10(d)(2) has expanded the "SB1969" Certificate to include the authorization to provide instruction for ELD to students in a departmentalized class in the subject and grade authorized by the holder's basic teaching credential.

Applying for the "SB395" Certificate Based on CTA's Approved Program

Section 44253.10 allowed organizations to seek Commission approval to offer the "SB1969" Certificate program. Any organization that did obtain this approval may continue to offer the staff development program and apply that program to the "SB395" Certificate. Only one agency, the California Teachers Association (CTA), was approved. Individuals who complete or have completed CTA's approved staff development program, hold a valid California basic teaching credential and satisfied the additional requirements may apply for the "SB395" Certificate beginning **October 2, 2000**. They must submit the following, either directly to the Commission or through an employing school district or county office of education. Individuals who obtained the "SB1969" Certificate based on CTA's approved program may also apply for the "SB395" Certificate. Individuals meeting the requirements need to submit the following:

1. a completed Application for Credential Authorizing Public School Service (form 41-4),
2. a fee of forty-five (\$45) dollars,
3. permanent employment status self-verified on the enclosed “Self-Verification of Employment Status and Experience for a Certificate of Completion of Staff Development” (form CL-823VPS rev. 5/00), and
4. if appropriate to the individual, 9 years of teaching experience prior to participating in “SB395” training self-verified on the enclosed “Self-Verification of Employment Status and Experience for a Certificate of Completion of Staff Development” (form CL-823VPS rev. 5/00). If an individual was admitted into the “SB395” training before completing this option yet meets all other requirements, they will receive a certificate that authorizes providing SDAIE and instruction for ELD in a departmentalized class in the subject and grade authorized by the holder’s basic teaching credential.

Additional descriptive information regarding “permanent employment status” and the “nine year experience option” is included in the following section along with the definition of basic teaching credential. The Commission maintains the right to authenticate any information self-verified on “Self-Verification of Employment Status and Experience for a Certificate of Completion of Staff Development” (form CL-823VPS rev. 5/00).

Defining “SB395” Certificate Requirements

The following is a detailed list of all requirements that individuals must satisfy before obtaining the “SB395” Certificate.

1. The applicant must hold a valid basic teaching credential defined in Education Code §44203(e) as either of the following:
 - a. A credential that authorizes teaching and requires a bachelor’s degree and a teacher education program including student teaching, or
 - b. A clear or professional clear full-time designated subjects teaching credential if the holder also possesses a bachelor’s degree and has passed the (CBEST).

The “SB395” Certificate will remain valid as long as the basic teaching credential is valid and, similar to the CLAD Certificate, does not need to be renewed. Verification of the basic teaching credential does not need to be included with the application for the “SB395” Certificate because the Commission already has this information.

2. By January 1, 1999, the teacher’s employment status is any one of the following:
 - a. a permanent employee of a school district, a county office of education, or a school administered under the authority of the Superintendent of Public Instruction,
 - b. was previously a permanent employee and then was employed in any California public school district within 39 months of the previous permanent status, or
 - c. has been employed in a school district with an average daily attendance of not more than 250 for at least two years.

Senate Bill 395 amended §44253.10(a)(1), extending the permanent employee clause from January 1, 1995, to January 1, 1999, for both the “SB1969” and “SB395” Certificate programs. “Permanent employee” is defined in Article 2.7, commencing with §44929.20, of the Education Code.

3. Completion of either the initial 45-hour staff development program, the subsequent 45-hour staff development program, or both, appropriate to the authorization sought. In the future, for other than CTA programs, this will be verified by the authorized individual from the recommending district, county, or institution of higher education on “Recommendation for a Certificate of Completion of Staff Development” (form 41-395). This form will be distributed once it is approved by the Office of Administrative Law. Because CTA has submitted a verified listing of all of those who have completed their program, these individuals do not need to submit this recommendation form when applying.
4. Individuals seeking all available certificate authorizations based on the nine year option must also complete both a and b, below.
 - a. Nine years of full-time or equivalent teaching in the public schools of California completed prior to participating in the “SB395” training. Full-time is considered a minimum of four hours a day on a daily basis unless the minimum statutory attendance requirement for the students served is less.
 - b. One of the following is also required. The option must also be satisfied prior to participating in the “SB395” training. If using one of the examination options, the passing date of the examination may be older than the normal 5/7/9 year validity requirement.
 - (1) passage of one section of the Language Development Specialist Examination;
 - (2) passage of either the Culture or the Methodology Component of a Bilingual Certificate of Competence Examination;
 - (3) passage of one of Tests 1-5 of the CLAD/BCLAD Examinations;
 - (4) completion of two years of full-time or equivalent experience teaching English learners using ELD and/or SDAIE method. This must meet the definition of fulltime in 4a above and may be part of the total nine year period; or
 - (5) completion of thirty or more hours of prior training in any aspect of ELD and/or SDAIE. This may be either staff development or coursework taken at an institution of higher education. If taken at an institution of higher education, it may be coursework applicable towards a bachelor’s or higher degree or professional development courses.

Effective Date for the “SB395” Certificates

Because SB 395 became effective on January 1, 2000, any “SB395” Certificate based on a CTA program completed prior to that date will have an issuance date of January 1, 2000. Any “SB395” Certificate based on an approved-program completed on or after January 1, 2000, will be issued effective the date the individual completed all requirements for the “SB395” approved-program regardless of the application date.

Information on the “SB1969” Certificate and “SB395” Certificate

Senate Bill 395 (Hughes), Chaptered October 10, 1999 (Chapter 685), which became effective on January 1, 2000, amended Education Code §44253.10 that pertains to the “SB1969” Certificate of Completion of Staff Development. The “SB1969” Certificate allows holders to teach English language learners in specific situations and is based on a staff development program developed by a California school district, county office of education, institution of higher education or Commission-approved agency in compliance with the guidelines established by the Commission. School districts and county offices of education may issue the “SB1969” Certificate to individuals who completed this program in addition to other statutory

requirements. Education Code §44253.10 allows districts, counties, and institutions of higher education to continue to offer “SB1969” Certificate staff development programs until January 1, 2002 and continue those programs for any individuals enrolled in the programs by that date. Districts and counties may continue to issue the “SB1969” Certificate based on these programs until January 1, 2003, and the Commission will continue to register them as noted in Code-Correspondence 97-9712.

The January 1, 2000 amendments to §44253.10 created an “SB395” Certificate of Completion of Staff Development. Under this new structure, the Commission is required to review the “SB1969” Certificate guidelines and align them to the requirements for the Crosscultural, Language and Academic Development (CLAD) Certificate. The Commission has completed this task, and the information detailing the required competencies and procedure for submitting programs for the Commission’s “SB395” approval will be distributed before the end of October. The program may be based either on staff development or on coursework taken through an institution of higher education. As with the SB1969 structure, there will be the option of two 45-hour staff development programs for those individuals who do not satisfy the nine-year option previously discussed. The initial SB395 45-hour program must be completed prior to January 1, 2005, and the subsequent 45-hour program must be completed within three years of completion of the initial program. As described above, the Commission, rather than the districts and counties, will grant the “SB395” Certificate to qualified individuals.

Questions

If you have questions concerning this, please contact the Commission's Information Services Office between 8am and 5pm 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>.

**Self-Verification of Employment Status and Experience
 for a Certificate of Completion of Staff Development**

TO BE COMPLETED BY THE APPLICANT:

Name

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First Middle Last

Social Security Number

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(FOR FILE IDENTIFICATION PURPOSES ONLY)

VERIFICATION OF PERMANENT STATUS (Must be completed by all applicants)

To qualify for the Commission-issued Certification of Completion of Staff Development to teach Specially Designed Academic Instruction in English (SDAIE) and/or English Language Development to limited-English proficient students, you must verify that you have met the employment status criteria specified in Education Code Section 44253.10(a)(1), which states: "The teacher, as of January 1, 1999, is a permanent employee of a school district, a county office of education, or a school administered under the authority of the Superintendent of Public Instruction, or were previously a permanent employee and then was employed in any California public school district within 39 months of the previous permanent status, or have been employed in a school district with an average daily attendance of not more than 250 for at least two years." Please see the Education Code definitions of "permanent status" on the reverse.

With my signature I verify, under penalty of perjury and subject to audit by the Commission, that I meet the employment status criteria specified in Education Code Section 44253.10(a)(1).

Signature _____ Date _____

VERIFICATION OF EXPERIENCE (For applicants for the "ELD" self-contained classroom authorization)

To qualify for the authorization to provide English language development (ELD) to students in a self-contained classroom based on the initial 45 clock hour program of staff development, you must verify that you completed nine years of fulltime or equivalent experience in California public schools, and experience or training in teaching limited-English proficient students as described in Title 5 Section 80689.2(a)(2), all prior to participating in the "SB395" training. Please provide the following:

Name & County of Employer	Beginning Date of Service	Ending Date of Service	Total Years

Please check the box or boxes that apply:

- I have passed one or more sections of the following state certification examinations:
 - one section of the Language Development Specialist Examination
 - one the Culture or the Methodology Component of a Bilingual Certificate of Competence Exam
 - one of Tests 1-5 of the CLAD/BCLAD Examinations;
- I have completed thirty or more hours of prior training (i.e., coursework or staff development) in any aspect of ELD and/or SDAIE.
- I have completed two years of full-time or equivalent experience teaching English learners using ELD and/or SDAIE methods.

With my signature I verify, under penalty of perjury and subject to audit by the Commission, that the foregoing verification of experience is true and correct.

Signature _____ Date _____

Definitions of "Permanent Status" from the Education Code

Section 44929.21:

(a) Every employee of a school district of any type or class having an average daily attendance of 250 or more who, after having been employed by the district for three complete consecutive school years in a position or positions requiring certification qualifications, is reelected for the next succeeding school year to a position requiring certification qualifications shall, at the commencement of the succeeding school year be classified as and become a permanent employee of the district. This subdivision shall apply only to probationary employees whose probationary period commenced prior to the 1983-84 fiscal year.

(b) Every employee of a school district of any type or class having an average daily attendance of 250 or more who, after having been employed by the district for two complete consecutive school years in a position or positions requiring certification qualifications, is reelected for the next succeeding school year to a position requiring certification qualifications shall, at the commencement of the succeeding school year be classified as and become a permanent employee of the district.

The governing board shall notify the employee, on or before March 15 of the employee's second complete consecutive school year of employment by the district in a position or positions requiring certification qualifications, of the decision to reelect or not reelect the employee for the next succeeding school year to the position. In the event that the governing board does not give notice pursuant to this section on or before March 15, the employee shall be deemed reelected for the next succeeding school year.

This subdivision shall apply only to probationary employees whose probationary period commenced during the 1983-84 fiscal year or any fiscal year thereafter.

Section 44929.22.

At the discretion of the governing board of a district with 60,000 average daily attendance or more every employee of the district who, after having been employed by the district for two consecutive school years in a position or positions requiring certification qualifications, is reelected for the next succeeding school year to a position requiring certification qualifications may, at the commencement of the succeeding school year, be classified as and become a permanent employee of the district. If the board is the governing board of more than one district, it may exercise the discretionary power given it by this section in each district under its jurisdiction, whether or not each of the districts has 60,000 average daily attendance. This section shall apply only to probationary employees whose probationary period commenced prior to the 1983-84 fiscal year.

Section 44929.23.

(a) The governing board of a school district of any type or class having an average daily attendance of less than 250 pupils may classify as a permanent employee of the district any employee, who, after having been employed by the school district for three complete consecutive school years in a position or positions requiring certification qualifications, is reelected for the next succeeding school year to a position requiring certification qualifications. If that classification is not made, the employee shall not attain permanent status and may be reelected from year to year thereafter without becoming a permanent employee until a change in classification is made.

(b) Notwithstanding subdivision (a), Section 44929.21 shall apply to certificated employees employed by a school district, if the governing board elects to dismiss probationary employees pursuant to Section 44948.2. If that election is made by the governing board of the school district thereafter shall classify as a permanent employee of the district any probationary employee, who, after being employed for two complete consecutive school years in a position or positions requiring certification qualifications, is reelected for the next succeeding school year to a position requiring certification qualifications as required by Section 44929.21. Any probationary employee who has been employed by the district for two or more consecutive years on the date of that election in a position or positions requiring certification qualifications shall be classified as a permanent employee of the district.

(c) If the classification is not made pursuant to subdivision (a) or (b) the employee shall not attain permanent status and may be reelected from year to year thereafter without becoming a permanent employee until the classification is made.

Title 5 Section 80689.2

(a) To participate in staff development that combines SDAIE training and ELD training in a single program of 45 hours, each teacher must fulfill (1), (2) and (3).

(1) The teacher has completed nine or more years of full-time or equivalent teaching in the public schools of California.

(2) The teacher certifies either (A) or (B) or (C):

(A) that the teacher has passed one or more sections of the following state certification examinations:

1. either section of the Language Development Specialist Examination; or
2. either the Culture or the Methodology Component of a Bilingual Certificate of Competence Examination; or
3. any one of Tests 1-5 of the CLAD/BCLAD Examinations;

(B) that the teacher has completed thirty or more hours of prior training in any aspect of ELD and/or SDAIE;

(C) that the teacher has two years of full-time or equivalent experience teaching English learners using ELD and/or SDAIE methods.

(3) The teacher authorizes verification of (2)(A) or (2)(B), or (2)(C) by the school district or county office of education that is to issue the certificate of completion.

(b) The school district or county office of education that is to issue the certificate of completion may verify the teacher's certification of (2)(A) or (2)(B) or (2)(C) pursuant to subdivision (a) of this section.

CL-823VPS (rev. 5/00)