

**CALIFORNIA COMMISSION ON TEACHER CREDENTIALING**

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OFFICE OF THE EXECUTIVE DIRECTOR

Date: June 20, 2001 01-0009

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: Emergency Approval of Amendments to Title 5 Regulations Pertaining to Section 80026 Declaration of Need for Fully Qualified Educators and Section 80027 Limited Assignment Multiple or Single Subject Teaching Permit

The Office of Administrative Law (OAL) approved on an emergency basis amendments to the California Code of Regulations Section 80026, Declaration of Need for Fully Qualified Educators and Section 80027, Limited Assignment Multiple or Single Subject Teaching Permit on June 15, 2001. The emergency regulations are in effect for 120 days during which time the Commission will pursue permanent changes to these sections.

The emergency regulations make a number of changes to the requirements for the Limited Assignment Multiple or Single Subject Teaching Permit. First, the term "emergency" was dropped from the title because this permit is an assignment option for a credentialed teacher rather than an emergency with a non-fully prepared teacher. Second, an employing agency must submit a Declaration of Need for Fully Qualified Educators by estimating the number of teachers the agency reasonably expects to employ during the school year on a limited assignment permit. Prior to the emergency regulations an employing agency needed to request governing board approval for each limited assignment permit. Third, the amended regulations have eliminated the need for the applicant to attain permanent status as defined in Education Code Section 44929.21 or 44929.22 or 44929.23. However, the employing district must now assign an experienced educator in the subject area of the limited assignment permit. The experienced educator must have completed three years of full-time classroom experience in the subject area of the permit.

Fourth, agencies requesting Single Subject Limited Assignment Permits will be restricted to the 13 statutory subjects found in Education Code Section 44257. Those subjects are agriculture, art, business, English, foreign language, health science, home economics,

industrial and technology education, mathematics, music, physical education, science (biological science, geosciences, physics, and chemistry) and social science. In the past an employing agency could request any subject to be listed on the permit.

Fifth, the consent of the teacher is still required, however the written statement verifying consent of the teacher is now maintained with the employing agency rather than filing it with the Commission.

A leaflet explaining the new requirements is attached to this coded correspondence.

### **Implementation**

The amendments to the limited assignment permit regulations were considered on an emergency basis so they could be in effect for the 2001-2002 school year. We realize that many employing agencies have already filed a Declaration of Need for Fully Qualified Educators for the 2001-2002 year so we have prepared an amendment to the Declaration that can be used for the upcoming school year. (See attached form CL-500A) To request limited assignment permits for the 2001-2002 school year based on the emergency regulations, a school district's governing board must approve the amended Declaration of Need for Limited Assignment Permits and submit it to the Commission. County offices of education, state agencies and non-public schools and agencies must also complete the public notice process of the amended Declaration of Need form if they wish to employ teachers on limited assignment permits. The Declaration of Need form will be revised once these regulations have permanent approval by OAL and distributed in Coded Correspondence.

Employing agencies that have not yet submitted a Declaration of Need for the 2001-2002 school year will need to have both Declaration of Need forms (current form and amended form) approved by the governing board if the agency anticipates employing teachers on emergency permits and limited assignment permits.

### **Limited Assignment vs. Emergency Permits/Credential Waivers**

These regulations were approved to reduce the number of emergency permits and credential waivers. The Commission strongly suggests that employing agencies utilize the limited assignment permit rather than the emergency permit whenever possible. Employing agencies that request credential waivers for individuals that qualify for the limited assignment permit will be asked to resubmit the application and apply for the permit.

If you have further questions, please contact the Information Services Unit toll-free at (888) 921-2682 between 8 a.m. and 5 p.m., weekdays or by e-mail at <credentials@ctc.ca.gov>.



## LIMITED ASSIGNMENT TEACHING PERMIT

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### Authorization

The Limited Assignment Multiple Subject Teaching Permit authorizes the holder to teach self-contained classes, such as those generally found in elementary schools.

The Limited Assignment Single Subject Teaching Permit authorizes the holder to teach departmentalized courses within the authorized field or fields named on the document, such as those generally found in the middle and high schools.

The subjects which may be listed on an Limited Assignment Single Subject Teaching Permit are as follows:

Agriculture	Mathematics
Art	Music
Business	Physical Education
English	Science: Biological Sciences
Health Science	Science: Chemistry
Home Economics	Science: Geosciences
Industrial and Technology Education	Science: Physics
Language Other Than English (specify)	Social Science

### Requirements for the Permit

Applicants must satisfy **all** of the following requirements:

1. Applicant must be currently employed by the employing agency requesting such assignment
2. The employing agency must have an annual Declaration of Need for Fully Qualified Educators on file with the Commission
3. Applicant must hold a valid California teaching credential based on a baccalaureate degree and a professional preparation program, including student teaching
4. Applicant must have an assigned experienced educator in the subject area of the limited assignment if the applicant has not obtained permanent status as defined in California Education Code, Section 44929.21 or 44929.22 or 44929.23 in a school district in California within the previous ten years
5. Applicant must consent to serve on the Limited Assignment Multiple or Single Subject Teaching Permit
6. Applicant must submit through the employer a completed application form and the fee(s)

### Renewal

Applicants must satisfy **all** of the following requirements:

1. Applicant must be currently employed by the employing agency requesting such assignment
2. The employing agency must have an annual Declaration of Need for Fully Qualified Educators on file with the Commission
3. Applicant must hold a valid California teaching credential based on a baccalaureate degree and a professional preparation program, including student teaching
4. Applicant must submit verification of the completion of at least six semester units, or nine quarter units of course work required for the appropriate credential. The holder of a Limited Assignment Teaching Permit who has previously taught three or more years on a credential other than an emergency credential or permit may submit **all** the following in lieu of the required six semester units:
  - a. verification that he or she has completed 90 hours of professional development activities directly related to the subject or class authorized by the Limited Assignment Multiple or Single Subject Teaching Permit
  - b. validation of Professional Development Statement, signed by the employer and the permit holder, that includes **all** of the following:

- a brief description of the content of the teacher's professional development program
- a brief description of the means by which the employer validated the quality and appropriateness of the teacher's professional development program
- a brief description of the manner in which the results of the teacher's professional development program were evaluated

5. Applicant must consent to serve on the Limited Assignment Multiple or Single Subject Teaching Permit

6. Applicant must submit through the employer a completed application form and the fee(s)

▶ *A Limited Assignment Teaching Permit is valid for one year. The Limited Assignment Teaching Permit in any one specific subject may be reissued twice.*

Reference: Title 5, California Code of Regulations, Section 80026 and 80027

State of California  
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**AMENDED DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS  
 FOR LIMITED ASSIGNMENT PERMITS  
 JULY 1, 2001 TO JUNE 30, 2002**

**For Service in a School District:**

Name of District \_\_\_\_\_ District CDS Code \_\_\_\_\_

Name of County \_\_\_\_\_ County CDS Code \_\_\_\_\_

By submitting this annual resolution the district is certifying that reasonable efforts to recruit a fully prepared teacher for the assignment(s) were made. If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- 1) an individual who is scheduled to complete initial preparation requirements within six months
- 2) a candidate who qualifies and agrees to participate in an approved internship including pre-internship program in the region of the school district.

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on \_\_\_/\_\_\_/\_\_\_ certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar. **Enclosed is a copy of the Board agenda item.** With my signature below I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, \_\_\_\_\_. For a declaration to remain in force for longer than one year, the district must have an approved Plan to Develop Fully Qualified Educators on file with the Commission.

Submitted by (Superintendent, Board Secretary, or Designee):

Name \_\_\_\_\_ Signature \_\_\_\_\_  
 Title \_\_\_\_\_ Date \_\_\_\_\_  
 Telephone # \_\_\_\_\_ FAX # \_\_\_\_\_  
 Mailing Address \_\_\_\_\_

**Service for a County Office of Education, State Agency, or Non-Public School or Agency (NPS/NPA):** Complete only the appropriate line.

Name of County \_\_\_\_\_ County CDS Code \_\_\_\_\_

Name of State Agency \_\_\_\_\_

Name of NPS/NPA \_\_\_\_\_ County of Location \_\_\_\_\_

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on \_\_\_/\_\_\_/\_\_\_, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form. **Enclosed is a copy of the public announcement.** The declaration shall remain in force until June 30, \_\_\_\_\_. For a declaration to remain in force for longer than one year, the county, agency or school must have an approved Plan to Develop Fully Qualified Educators on file with the Commission.

Superintendent or Director:

Name \_\_\_\_\_ Signature \_\_\_\_\_  
 Title \_\_\_\_\_ Date \_\_\_\_\_  
 Telephone # \_\_\_\_\_ FAX # \_\_\_\_\_  
 Mailing Address \_\_\_\_\_

## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching. The local governing board requesting such assignment must employ the applicant. Applicants who have not obtained permanent status shall be assigned an experienced educator by the employing agency in the subject area of the Limited Assignment Permit.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of limited assignment permits the employing agency estimates it will need in multiple subject and single subject areas.

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	_____
Single Subject	_____
TOTAL	_____

**Emergency Regulations for Section 80026, Division VIII  
of Title 5 California Code of Regulations**

**§80026 Declaration of Need for Fully Qualified Educators**

Submission of a Declaration of Need for Fully Qualified Educators by the employing agency shall be a prerequisite to the issuance of any emergency permit and/or limited assignment permit for that agency. Charter schools as defined in Education Code Section 47600 shall be exempt from submitting a Declaration of Need for Fully Qualified Educators. The Declaration of Need for Fully Qualified Educators by an employing agency shall be valid for no more than twelve months, and shall expire on the June 30 following its submission to the Commission, unless the employing agency has an approved Plan to Develop Fully Qualified Educators which specifies a period of validity longer than twelve months. The Declaration of Need for Fully Qualified Educators shall be submitted to the Commission on a form to be provided by the Commission, and shall include all of the following information:

(a) Estimated Need: This shall include the title(s) and number of each type of emergency permit and limited assignment permit which the employing agency estimates, based on previous year actual needs and projections of enrollment, it will need during the year covered by the Declaration. In addition, it shall include each subject to be listed on Emergency Single Subject and Limited Assignment Single Subject Teaching Permits and the target language on Emergency Multiple Subject or Single Subject Teaching Permits with a Bilingual, Crosscultural, Language and Academic Development (BCLAD) Emphasis or on Emergency BCLAD Permits. The Declaration of Need for Fully Qualified Educators shall be revised, when the number of emergency permits and limited assignment permits needed exceeds the estimate by ten percent, by the governing board or superintendent/administrator of the employing agency, as specified in subsection (e) below.

(b) Efforts to Recruit Certified Personnel. This shall include a brief description of efforts that the employing agency has undertaken to locate and recruit individuals who hold the needed credentials, such as dated copies of written announcements of its vacancy or vacancies which were mailed to college or university placement centers.

(c) Efforts to Establish Alternative Training Options. The Declaration shall:

(1) identify the names of institutions of higher education co-sponsoring internships or other certification programs with the employing agency or, if no such programs exist, briefly explain why;

(2) if the employing agency participates in pre-internship or internship programs, estimate the number which the employing agency reasonably expects to employ during the year covered by the Declaration; and

(3) indicate whether the employing agency has considered developing a "Plan to Develop Fully Qualified Educators" in cooperation with other education agencies in the region pursuant to Section 80026.4, or if not, briefly explain why.

(d) Stipulation of Insufficiency of Suitable Applicants. The employing agency shall certify that there is an insufficient number of certificated persons who meet the employing agency's specified employment criteria to fill necessary positions.

**(e) Adoption of the Declaration. The Declaration of Need for Fully Qualified Educators shall be adopted by the governing board of a school district, or by the superintendent of a county office of education or by the administrator of a state school or nonpublic, nonsectarian school or agency.**

**(1) A Declaration of Need for Fully Qualified Educators by a school district shall be adopted by the governing board in a regularly-scheduled, public meeting of the board. The entire Declaration of Need for Fully Qualified Educators shall be included in the board agenda, and shall not be adopted by the board as part of a consent calendar.**

**(2) A superintendent of a county office or the administrator of a state school or nonpublic, nonsectarian school or agency shall publicly announce his or her intent to adopt a Declaration of Need for Fully Qualified Educators at least 72 hours prior to adopting the Statement. The adopted Statement shall be signed by the superintendent or administrator.**

#### **NOTE**

**Authority cited: Section 44225(q), Education Code. Reference: Sections 44225, subdivisions (d) and (g), and 44300, Education Code.**



**Emergency Regulations for Section 80027, Division VIII  
of Title 5 California Code of Regulations**

**§80027. Limited Assignment Multiple or Single Subject Teaching Permit.**

(a) Requirements for the initial issuance of a Limited Assignment Multiple or Single Subject Teaching Permit include all of the following:

(1) The employing agency must submit a Declaration of Need for Fully Qualified Educators that satisfies the provisions of Section 80026.

(2) Applicant is currently employed by the local governing board requesting such assignment.

(3) Applicant holds a valid California teaching credential based on a baccalaureate degree and a professional preparation program, including student teaching or the equivalent.

(4) Applicants who have not obtained permanent status as defined in Education Code 44929.21 or 44929.22 or 44929.23 shall be assigned an experienced educator by the employing agency in the subject area of the Limited Assignment Multiple or Single Subject Teaching Permit who has completed 3 years of full-time classroom teaching experience in that subject area.

(5) The Limited Assignment Single Subject Teaching Permit may be issued in the subject areas listed in Education Code Section 44257.

(6) The employing agency must keep on file a written statement verifying consent of the teacher to serve on the Limited Assignment Multiple or Single Subject Teaching Permit.

(7) The applicant submits a completed Application for Credential Authorizing Public School Service (form 41-4, rev. 8/00), and the fee(s) as specified in Section 80487.

b) Requirements for the renewal of a Limited Assignment Multiple or Single Subject Teaching Permit.

(1) Applicant is currently employed by the local governing board requesting such assignment.

(2) Applicant holds a valid California teaching credential based on a baccalaureate degree and a professional preparation program, including student teaching or the equivalent.

(3) An application for the renewal of a Limited Assignment Multiple or Single Subject Teaching Permit shall be submitted to the Commission by the employing agency, and shall include all of the following.

(A) A completed Application for Credential Authorizing Public School Service (form 41-4, rev. 8/00).

(B) Payment of the fee(s) required by Section 80487.

(C) Verification of the completion of at least six semester units, or the equivalent quarter units, of course work required for issuance of the related credential.

(4) The employing agency must submit a Declaration of Need for Fully Qualified Educators that satisfies the provisions of Section 80026.

(5) Validation of Professional Development Statement. The holder of a Limited Assignment Multiple or Single Subject Teaching Permit who has previously taught three or more years on a credential other than an emergency credential or permit may submit the following in lieu of the required 6 semester units:

(A) Verification that he or she has completed ninety hours of professional development activities that are directly related to the subject or class authorized by the Limited Assignment Multiple or Single Subject Teaching Permit; and

(B) Submission of a Validation of Professional Development Statement, signed by the employing agency and the permit holder, that includes a brief description of the content of the teacher's professional development program, a brief description of the means by which the employing agency validated the quality and appropriateness of the teacher's professional development program, and a brief description of the manner in which the results of the teacher's professional development program were evaluated.

(6) An individual may renew a Limited Assignment Multiple or Single Subject Teaching Permit in any one specific subject only twice during his or her lifetime.

(7) The employing agency must keep on file a written statement verifying consent of the teacher to serve on the Limited Assignment Multiple or Single Subject Teaching Permit.

(c) Authorization:

(1) A Limited Assignment Multiple Subject Teaching Permit authorizes the same service as a Multiple Subject Teaching Credential.

(2) A Limited Assignment Single Subject Teaching Permit authorizes the same service as a Single Subject Teaching Credential in the authorized field(s) listed on the permit.

(d) The Limited Assignment Multiple or Single Subject Teaching--Permit shall be 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.

Authority cited: Sections 44225(d), (g) and (q) and 44300, Education Code.

Reference: Section 44300, Education Code.