



CODED CORRESPONDENCE

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NUMBER:

08-11

TO:

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

FROM:

Dale A. Janssen
Executive Director
Commission on Teacher Credentialing

SUBJECT: Approval of Amendments to Title 5 Regulations Pertaining to Multiple Subject, Single Subject or Education Specialist Short-Term Staff Permit (5 Cal Code Regs §80021)

Summary:

The amendments to Section 80021 of Title 5 of the California Code of Regulations pertaining to Multiple Subject, Single Subject or Education Specialist Short-Term Staff Permits have been approved by the Office of Administrative Law. The change to section 80021 clarifies the definitions for 'acute staffing need' and 'end of the school year' for the Short-Term Staff Permit. The text of the regulations is attached.

Key Provisions:

The Short-Term Staff Permit may be requested by an employing agency for acute staffing needs. Due to a change in statute, the number of pre-service hours for internship credentials increased to 120 clock hours. The Commission may not issue a multiple subject, single subject, or education specialist internship credential with an issuance date July 1, 2008 or later unless the candidate has completed the required pre-service clock hours. On occasion, school districts are not able to employ prospective intern teachers in time to receive pre-service preparation and therefore the individual cannot be issued an internship credential but needs an authorization to teach. Once the candidate completes the pre-service preparation, an internship credential may be issued.

The expanded definition of 'acute staffing' clarifies the justification for when the Short-Term Staff Permit may be requested and provides specific examples and direction to employing agencies.

The new definition for 'end of the school year' allows for appropriate dating of the

permit aligned with the type of school year in which the individual is serving including summer school assignments.

Background:

On December 4, 2003, the Commission took action to discontinue the issuance of multiple subject, single subject and education specialist emergency permits with the understanding that there would be a continuing need for a document that addressed unanticipated staffing needs.

In 2005, the Commission approved regulations to establish two teaching permits. One document is to meet immediate teacher vacancies (Short-Term Staff Permit) such as the teacher of record is unable to finish the school year due to approved leave/illness, enrollment adjustments or as a bridge document when an individual has completed subject matter competency but is unable to enroll in a teacher preparation internship program. The second permit is to staff classrooms when, after a diligent search, no appropriately credentialed teacher could be found (Provisional Internship Permit). The two permits are issued in the area of multiple subject, single subject, and education specialist and replace the Emergency Multiple Subject, Single Subject and Education Specialist Permits.

Important Dates:

Provisions related to this correspondence become effective on July 24, 2008.

Source:

5 Cal Code Section 80021

References:

Short-Term Staff Permit leaflet: <http://www.ctc.ca.gov/credentials/leaflets/cl858.pdf>

Short-Term Staff Permit Verification of Requirements form:

<http://www.ctc.ca.gov/credentials/leaflets/cl859.pdf>

Coded Correspondence 08-03 on Pre-Service Hours for Internship Credentials:

<http://www.ctc.ca.gov/notices/coded/2008/0803.pdf>

Contact Information:

Commission's Information Services Unit by telephone at 888-921-2682, Monday through Friday between 1:00 pm to 4:45 pm or by email at credentials@ctc.ca.gov.

**CALIFORNIA CODE OF REGULATIONS
TITLE 5. EDUCATION
DIVISION 8. COMMISSION ON TEACHER CREDENTIALING**

**5 California Code of Regulations §80021 Pertaining To Multiple
Subject, Single Subject or Education Specialist Short-Term Staff Permit**



§80021 - Multiple Subject, Single Subject or Education Specialist Short-Term Staff Permit

Employing agencies shall request the Multiple Subject, Single Subject or Education Specialist Short-Term Staff Permit when there is an acute staffing need.

- (a) The employing agencies shall demonstrate that applicants for the Short-Term Staff Permit have completed all of the following requirements:
- (1) Possession of a baccalaureate or higher degree from a regionally accredited college or university.
 - (2) Meet the basic skills requirement as described in Education Code Section 44252, unless exempt by statutes or regulations.
 - (3) Successful completion of the specified number of semester units, or equivalent quarter units, of appropriate non-remedial course work taken at a regionally accredited college or university with a grade of “C” or higher, “Pass”, or “Credit” as found in (A), (B) and (C) below. Non-remedial coursework for the purposes of this section shall be defined as coursework that is applicable toward a bachelor’s degree or a higher degree at a regionally accredited college or university.
 - (A) For the Single Subject Short-Term Staff Permit, at least 18 semester units of course work in the subject to be listed.
 - (B) For the Multiple Subject Short-Term Staff Permit, at least 10 semester units of course work in each of at least four of the following subject areas or at least 10 semester units of course work in each of three subject areas and an additional 10 semester units of course work in a combination of two of the remaining subject areas. The subject areas are as follows: language studies, history, literature, humanities, mathematics, the arts, science, physical education, social science and human development.
 - (C) For the Education Specialist Short-Term Staff Permit either (A) or (B) above or verify a minimum of three years of successful full-time classroom experience, or the equivalent in part-time experience, working with special education students or verify a minimum of nine semester units of course work in special education or in a combination of special education and regular education that are appropriate to special education or regular education teaching credential.
- (4) The employing agency shall verify or submit the following to the Commission:
- (A) That it has conducted a local recruitment for the Short-Term Staff Permit being requested.
 - (B) That it has provided permit holders with orientation to the curriculum and to techniques of instruction and classroom management and assigned a mentor teacher for the term of the Short-Term Staff Permit.
 - (C) Written justification for the Short-Term Staff Permit signed by the employing agency's Superintendent or designee. In the case of a state certified non-public school, the director of the school must sign the justification.
- (b) The Short-Term Staff Permit shall be issued for no more than one-year, provided that it shall expire at the end of the employing agency's school year and shall not be issued more than once to an individual. The end of the school year shall be no later



than July 1 unless the Short-Term Staff Permit is being used for a summer school assignment whereby the end of the school year shall be no later than September 1.

- (c) Individuals who were issued an emergency permit pursuant to Education Code Section 44300 that was reissued four times do not qualify for the Short-Term Staff permit.
- (d) Use of the Short-Term Staff Permit shall be restricted to the employing agency requesting the permit.
- (e) The Short-Term Staff Permit shall authorize the following:
 - (1) A Multiple Subject Short-Term Staff Permit authorizes the same service as a Multiple Subject Teaching Credential.
 - (2) A Single Subject Short-Term Staff Permit authorizes the same service as a Single Subject Teaching Credential.
 - (3) An Education Specialist Short-Term Staff Permit authorizes the same service as an Education Specialist Teaching Credential.
- (f) Definitions:
 - (1) The term “employing agencies” as used in this section shall mean:
 - (A) Public school districts in California.
 - (B) County offices of education or county superintendents of schools in California.
 - (C) Schools that operate under the direction of a California state agency.
 - (D) Nonpublic, nonsectarian schools and agencies as defined in Education Code Sections 56365 and 56366.
 - (E) Charter Schools as defined in Education Code Section 47600.
 - (2) The term “acute staffing” as used in this section shall mean when an employing agency needs to fill a classroom immediately based on an unforeseen need including but not limited to:
 - (A) individual needs additional time to complete pre-service requirements for enrollment into a Commission-approved internship program.
 - (B) enrollment adjustments require the addition of another teacher.
 - (C) individual is unable to enroll in a Commission-approved internship program due to timelines or lack of space in the program.
 - (D) unavailability of a third-year extension or withdrawal from an internship program.
 - (E) teacher of record is unable to finish the school year due to approved leave/illness.

Note: Authority cited: Section 44225(a) Education Code. Reference: Sections 44225(b), 44225(d) and 44225(l)

