



CODED CORRESPONDENCE

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| DATE: March 28, 2011 | NUMBER: 11-03 |
| 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 and Single Subject Teaching Credentials for Out-of-State Credentialed Teachers | |

Summary:

The amendments to Title 5 regulations pertaining to out-of-state credentialed teachers were recently approved by the Office of Administrative Law and became effective on January 21, 2011. The amendments interpret and clarify the Education Code (EC) section pertaining to the requirements for out-of-state credentialed teachers seeking Multiple Subject and Single Subject Teaching Credentials in California.

Key Provisions:

Certification Routes for Out-of-State Credentialed Teachers

The amendments to subdivisions (a) and (b) of Title 5 §80413.3 detail the requirements for preliminary and clear credentials for out-of-state prepared teachers that align with current statute. The requirements for individuals with at least two years of acceptable out-of-state teaching experience are explained in subdivision (a) and subdivision (b) explains the requirements for those with less than two years of out-of-state teaching experience. Links to the leaflets for out-of-state prepared teachers that detail the requirements for the two certification routes are available in the References section.

Basic Skills Requirement

The language pertaining to the basic skills requirement was updated in the amendments to align with EC §44252. The amendments also clarify that an out-of-state credentialed teacher who does not satisfy the basic skills requirement at the time a preliminary teaching credential is issued has one year from the issue date of his/her credential to do so or the credential is invalid for employment purposes. Additional information regarding California's basic skills requirement is provided on the *Basic Skills Requirement* (CL-667) leaflet at the link in the References section.

English Learner Authorization

The amendments also require that out-of-state credentialed teachers obtain an English learner authorization, in addition to any other renewal requirements listed on their preliminary credentials, to qualify for the clear teaching credential. Individuals may qualify for an English learner authorization by providing a photocopy of an out-of-state teaching credential with a comparable English learner authorization, completing a Commission-approved California Teachers of English Learners (CTEL) program, passing all three CTEL examinations, or possession of a National Board for Professional Teaching Standards certificate in Early and Middle Childhood/English as a New Language or Early Adolescence through Young Adulthood/English as a New Language. Links to the *Guide to Out-of-State English Learner Authorizations/Endorsements* chart, *English Learner Authorization/CLAD Certificate* (CL-628c) leaflet, and a list of Commission-approved CTEL programs are available in the References section.

Definitions for Out-of-State Credentialed Teachers

Subdivision (c) of the regulation amendments provides definitions for the requirements associated with the certification routes available to out-of-state credentialed teachers. Below are explanations for the definitions included in the amendments.

Subject-Matter Competence

Subject-matter competence is required for out-of-state credentialed teachers. Subject-matter competence for the Multiple Subject Teaching Credential may be satisfied with possession of a professional level out-of-state teaching credential with an elementary or self-contained classroom teaching authorization. Subject-matter competence for the Single Subject Teaching Credential may be satisfied with possession of a professional level out-of-state teaching credential with a departmentalized classroom teaching authorization that is comparable to a California authorization.

Individuals who hold out-of-state teaching credentials that do not also list a comparable authorization (i.e. a stand-alone middle school credential or in a subject area not available on a single subject credential) may apply for California certification, but subject-matter competence must be satisfied to qualify for the clear teaching credential. Subject-matter competence may be satisfied by passing the appropriate California Subject Examinations for Teachers (CSET). Subject-matter competence may also be satisfied for the Single Subject Teaching Credential by obtaining a subject-matter letter from a California college or university with an approved program or a degree major/32 semester units in the subject area requested.

An individual who holds an out-of-state teaching credential with a middle school authorization that does not also list a departmentalized authorization comparable to a California single subject authorization may apply for a Preliminary Multiple Subject Teaching Credential and subject-matter competence will be one of the renewal requirements that must be completed before the clear credential may be issued. The individual in this situation may also choose to apply for a Single Subject Teaching Credential and subject-matter competence may be satisfied with a degree major or 32 semester units in the subject area requested. If the individual does not have a degree

major or 32 semester units in the subject area requested, subject-matter competence is listed as a renewal requirement on the Preliminary Single Subject Teaching Credential.

Example #1: A teacher from Oregon holding a professional level teaching credential with middle school authorizations for Mathematics and English who applies for a Preliminary Multiple Subject Teaching Credential is required to pass the CSET for Multiple Subjects to satisfy California’s subject-matter competence requirement. The individual may also apply for a Single Subject Teaching Credential in Mathematics and/or English and satisfy the subject-matter competence requirement with a degree major/32 semester units, passage of the appropriate CSETs, or obtain a letter from a California college/university with a Commission-approved subject-matter program in Mathematics and/or English.

Example #2: A teacher from New York with a professional level teaching credential with an English authorization for grades 6 to 12 and a middle school authorization in Social Science may only apply for a Single Subject Teaching Credential in English and the subject-matter competence requirement is satisfied. The individual is not eligible for a Multiple Subject Teaching Credential or a Single Subject Teaching Credential in Social Science, even with a degree major or 32 semester units in Social Science, because the out-of-state credential bears the English authorization that is comparable to a California authorization. The individual in this situation may apply for a supplementary or subject matter authorization in Introductory Social Science or complete the requirements to earn a Single Subject Teaching Credential in Social Science or a Multiple Subject Teaching Credential.

Full-Time Teaching Experience

An out-of-state prepared teacher applying for a Multiple or Single Subject Teaching Credential should provide documentation verifying at least two years of full-time out-of-state teaching experience to reduce the requirements, or possibly qualify, for the clear credential. Full-time teaching experience is defined as teaching for four hours per day for 75% of a school year at a public or regionally-accredited private school located in another state or U.S. territory. Teaching experience may be accrued in semester increments and must be verified on official letterhead by a personnel officer for the out-of-state employer. The teaching experience verified by an individual does not have to match the area of certification sought in California. An individual seeking a Multiple or Single Subject Teaching Credential may provide verification for two years of elementary, secondary, special education teaching experience or any combination of the three.

Part-time teaching experience or teaching experience combined with other school employment is not acceptable via the experience route. Adult education, vocational education, and substitute teaching experience also cannot be counted toward the two years needed to qualify via the experience route.

Performance Evaluations

The experience route also requires submission of two performance evaluations. The two performance evaluations must cover separate years of an individual’s verified out-of-state teaching experience with ratings of “satisfactory” or better. Individuals who were not

evaluated or who cannot obtain photocopies of their evaluations may provide a supplemental evaluation letter(s) signed by their out-of-state principal or superintendent in lieu of actual performance evaluations. The supplemental letter must cover two separate years and verify that the individual's performance in the four following areas was "satisfactory" or better:

1. The use of teaching strategies that motivates all students to engage in the learning process.
2. The ability to establish and maintain high standards for student behavior.
3. A demonstration of deep knowledge of the subject being taught and the use of appropriate instructional strategies that promote student understanding.
4. An ability to plan and implement a sequence of appropriate instructional activities.

California Standards for the Teaching Profession

An individual who qualifies for a Multiple or Single Subject Teaching Credential with at least two years of out-of-state teaching experience has the option of earning a master's degree (or the equivalent number of semester units) from a regionally-accredited college/university or of completing 150 clock hours of activities under the California Standards for the Teaching Profession (CSTP). In addition, the basic skills and English learner authorization requirements must be met to qualify for the clear credential. A link to the *Verification of Completion of 150-Clock-Hours of Professional Activities* (CL-820a) form describing the six CSTPs, and on which the activities must be recorded, is available in the References section. The CL-820a form also describes the types of acceptable activities that require approval by a director of curriculum and instruction in the authorization of the teacher's credential.

Professional Level Teaching Credential

"Professional level teaching credential" is defined as a teaching credential issued by another state or U.S. territory that is, at a minimum, comparable to a California five-year preliminary teaching credential. This means an individual must provide a photocopy of an out-of-state teaching credential that was issued on the basis of a bachelor's or higher degree from a regionally-accredited college or university, completion of a teacher preparation program that included student teaching (traditional or alternative), and passage of all state-mandated examinations to qualify for California certification as an out-of-state credentialed teacher.

Credentials or certificates issued by other states or U.S. territories with terms of "intern," "emergency," "non-renewable," or that list program/subject-matter renewal requirements are not professional level teaching credentials and do not meet the requirement for California certification. An individual who holds a non-professional level out-of-state teaching credential must complete the requirements for and obtain a professional-level out-of-state teaching credential prior to applying for a Multiple or Single Subject Teaching Credential in California. An individual who cannot obtain a professional level out-of-state teaching credential may contact a Commission-approved program sponsor

for an evaluation. The approved program sponsor will determine what requirements must be completed for the individual to receive formal recommendation for the credential. A link to the Commission-approved Professional Preparation Program chart is available in the References section.

Important Dates:

January 21, 2011 – Effective date for the amendments explained in this correspondence.

Background:

The Title 5 regulations pertaining to out-of-state credentialed teachers were last amended in January 2000. Since that time, several major pieces of legislation affecting the issuance of California teaching credentials to out-of-state credentialed teachers have been enacted. Commission staff has relied on the statutory provisions when determining academic eligibility. However, it became apparent that Title 5 regulations were required to clarify several requirements, such as the definitions for full-time teaching experience, performance evaluations, and subject matter competence, as well as clarification of the English learner authorization and basic skills requirements.

Source:

5 California Code of Regulations §80413.3.

California Education Code §44274.2.

References

Basic Skills Requirement (CL-667): <http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf>

Commission-approved CTEL Programs:

http://134.186.81.79/fmi/xsl/CTC_apm/recordlist_SCCclad.html

Commission-approved Professional Preparation Programs:

http://134.186.81.79/fmi/xsl/CTC_apm/recordlist.html

English Learner Authorization/CLAD Certificate (CL-628c):

<http://www.ctc.ca.gov/credentials/cl628c.pdf>

Guide to Out-of-State English Learner Authorizations/Endorsements chart:

<http://www.ctc.ca.gov/credentials/cig/CREDS/english-learners.html>

Multiple Subject Teaching Credential – Requirements for Individuals Prepared Out-of-State (CL-561): <http://www.ctc.ca.gov/credentials/leaflets/cl561.pdf>

Single Subject Teaching Credential - Requirements for Individuals Prepared Out-of-State (CL-560): <http://www.ctc.ca.gov/credentials/leaflets/cl560.pdf>

Verification of Completion of 150-Clock-Hours of Professional Activities (CL-820a):

<http://www.ctc.ca.gov/credentials/leaflets/cl820a.pdf>

Contact Information:

Commission’s Information Services Unit by telephone at 1-888-921-2682, Monday through Friday between 12:00 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**

80413.3. Specific Requirements for Preliminary and Clear Multiple and Single Subject Teaching Credentials for Out-of-State Credentialed Teachers.

(a) The following pertains to individuals who have two years of appropriate teaching experience earned in a state or U.S. territory other than California.

(1) The minimum requirements for the five-year preliminary Multiple or Single Subject Teaching Credential are all of the following, (A) through (H).

(A) Two years of full-time teaching experience earned in a state or U.S. territory other than California.

(B) Performance evaluations.

(C) A professional level teaching credential from another state or U.S. territory.

(D) Subject matter competence.

(E) Completion of a teacher preparation program taken at a regionally accredited institution of higher education or a state-approved teacher preparation program offered by a local educational agency.

(F) A baccalaureate or higher degree from a regionally accredited institution of higher education.

(G) Submission of an application form as defined in §80001; the processing fee as specified in §80487; and fingerprint clearance pursuant to Education Code §§ 44339, 44340, and 44341.

(H) Meet the basic skills requirement as described in Education Code §44252. Individuals who meet the requirements in (A) through (G) above may be issued a five-year preliminary teaching credential, but must satisfy the basic skills requirement within one year of the date the credential is issued or the credential shall become invalid.

(2) The following are the minimum requirements for the clear Multiple or Single Subject Teaching Credential for an individual who meets the requirements specified in (a)(1)(A) through (a)(1)(H) above:

(A) Possession of a California English learner authorization issued pursuant to the requirements specified in Education Code §44253.3;

(B) Completion of either of the following:

1. A master's degree or higher in a field related to the credential, or the equivalent number of graduate-level semester units, earned at a regionally accredited institution of higher education and verified by official transcript;
or
 2. Completion of 150 clock hours of activities addressing one or more of the six California Standards for the Teaching Profession (CSTP).
- (C) An individual applying for the clear teaching credential on initial application for California certification who has not previously been issued a preliminary teaching credential must satisfy the basic skills requirement as described in Education Code §44252. If all requirements specified in subdivisions (a)(1) and (a)(2) are met, other than the basic skills requirement, the individual will be issued a five-year preliminary teaching credential as described in subsection (a)(1)(H).
- (D) Submission of an application form as defined in §80001 and the processing fee as specified in §80487.
- (b) The following pertains to individuals who have less than two years of appropriate teaching experience in a state or U.S. territory other than California.
- (1) The minimum requirements for the five-year preliminary Multiple or Single Subject Teaching Credential are all of the following, (A) through (F).
 - (A) A professional level teaching credential from another state or U.S. territory.
 - (B) Subject matter competence.
 - (C) Completion of a teacher preparation program taken at a regionally accredited institution of higher education or a state-approved teacher preparation program offered by a local educational agency.
 - (D) A baccalaureate or higher degree from a regionally accredited institution of higher education.
 - (E) Submission of an application form as defined in §80001; the processing fee as specified in §80487; and fingerprint clearance pursuant to Education Code §§ 44339, 44340, and 44341.
 - (F) Meet the basic skills requirement as described in Education Code §44252. Individuals who meet the requirements in (A) through (E) above may be issued a five-year preliminary teaching credential, but must satisfy the basic skills requirement within one year of the date the credential is issued or the credential shall become invalid.
 - (2) The following are the minimum requirements for the clear Multiple or Single Subject Teaching Credential for an individual who meets the requirements specified in (b)(1)(A) through (b)(1)(F) above:

- (A) A five-year preliminary Multiple or Single Subject Teaching Credential issued pursuant to subdivision (b)(1);
 - (B) Completion of a program of beginning teacher induction as described in §80413(b)(2);
 - (C) Possession of a California English learner authorization issued pursuant to the requirements specified in Education Code §44253.3; and
 - (D) Submission of an application as defined in §80001 and the processing fee as specified in §80487.
- (c) The following definitions apply to terms used in this section.
- (1) **Subject Matter Competence:** Subject matter competence for the Multiple Subject Teaching Credential may be verified with possession of a professional level teaching credential issued by another state or U.S. Territory with an elementary education or self-contained classroom teaching authorization. Subject matter competence for the Single Subject Teaching Credential may be verified with possession of a professional level teaching credential issued by another state or U.S. territory with a departmentalized classroom teaching authorization that is comparable to an authorization specified in Education §44257.
 - (A) An individual issued a professional level teaching credential by another state or U.S. territory with a middle school authorization that does not also list a comparable departmentalized classroom teaching authorization specified in Education Code §44257 may be issued the five-year preliminary Multiple Subject credential and will be required to verify subject matter competence for the clear credential as specified in Education Code §§44280, 44281, 44282 and 44310.
 - (B) An individual issued a professional level teaching credential by another state or U.S. territory with a middle school or departmentalized classroom teaching authorization that is not comparable to an authorization, and that does not list a comparable authorization, specified in Education Code §44257 may verify subject matter competence for the Single Subject credential with a degree major or 32 semester units (or the equivalent in quarter units).
 - (C) An individual issued a professional level teaching credential by another state or U.S. territory as described in subsection (B) above but who does not have a degree major or 32 semester units (or the equivalent in quarter units) in the authorization sought may be issued the five-year preliminary Single Subject credential and will be required to verify subject matter competence for the clear credential as specified in Education Code §§44280, 44281, 44282, and 44310.
 - (2) **Full-Time Teaching Experience:** This is defined as teaching a minimum of 4 hours a day, unless the minimum statutory attendance requirement for the students

served is less. Experience must be on a daily basis and for at least 75% of the school year. Experience may be accrued in increments of a minimum of one semester. No part-time or combination of teaching with other school employment will be accepted. All experience must be gained in public or regionally accredited private schools in states or U.S. territories other than California while serving on a valid teaching credential. Experience may be gained in more than one state or U.S. territory other than California. This experience must be verified on the official letterhead of the out-of-state employer or employers by the superintendent, assistant superintendent, director of personnel, or director of human resources in which the teacher was employed. Experience from outside of the United States will not be considered.

(3) Performance Evaluations:

(A) The teaching effectiveness areas on the performance evaluations may include, but are not limited to, all of the areas, 1. through 4., below. If these areas are not included in the evaluations, the individual may submit a supplemental letter, on district letterhead, signed by the individual's principal or personnel officer in the district in which the evaluations took place.

1. The use of teaching strategies that motivates all students to engage in the learning process.
2. The ability to establish and maintain high standards for student behavior.
3. A demonstration of deep knowledge of the subject being taught and the use of appropriate instructional strategies that promote student understanding.
4. An ability to plan and implement a sequence of appropriate instructional activities.

(B) Evaluations of the teacher's performance for at least two of the years of teaching experience from a state or U.S. territory other than California must be submitted. If evaluations or a supplemental letter covering two years of the verified out-of-state teaching experience cannot be obtained, the individual will not qualify under section (a).

(C) Evaluation ratings must be satisfactory or better.

(4) California Standards for the Teaching Profession (CSTP): The 150 clock hours of CSTP activities may be satisfied by staff development, college course work or other activities related to the CSTP. When applying for the clear credential, a written list of the activities including a justification stating how each of the activities relates to the CSTP must be attached. An individual at the central office of a public school district or county office of education, or at a public school site or a regionally accredited private school who is responsible for curriculum and instruction in the authorization of the teacher's credential must sign the written

justification agreeing that the activities relate to the CSTP as stated. The following are the six CSTP areas:

- (A) Engaging and supporting all students in learning.
 - (B) Creating and maintaining effective environments for student learning.
 - (C) Understanding and organization subject matter for student learning.
 - (D) Planning instruction and designing learning experiences for all students.
 - (E) Assessing students for learning.
 - (F) Developing as a professional educator.
- (5) Professional Level Teaching Credential: This is defined as a teaching credential issued by another state or U.S. territory that is, at a minimum, comparable to a California five-year preliminary teaching credential.

Note: Authority cited: Section 44225(q), Education Code. Reference: Sections 44252, 44253.3, 44257, 44274.2, 44279.1, 44280, 44281, 44282, 44310, 44339, 44340 and 44341, Education Code.