



## CODED CORRESPONDENCE

<b>DATE:</b> October 9, 2013	<b>NUMBER:</b> 13-09
<b>TO:</b> All Individuals and Groups Interested in the Activities of the Commission on Teacher Credentialing	<b>FROM:</b> Mary Vixie Sandy Executive Director Commission on Teacher Credentialing
<b>SUBJECT: Approval of Additions and Amendments to Title 5 of the California Code of Regulations Pertaining to Teacher Librarian Services Credentials and Special Class Authorization</b>	

### **Summary:**

Additions and amendments to Title 5 of the California Code of Regulations (CCR) pertaining to Teacher Librarian Services Credentials and the Special Class Authorization (SCA) were approved by the Office of Administrative Law and became effective on January 17, 2013. These sections implement Commission-approved recommendations made by the Teacher Librarian Services Credential Advisory Panel.

### **Key Provisions:**

#### *Authorization for Teacher Librarian Services Credentials*

These regulations provide clarification that the authorization for the Teacher Librarian Services Credential includes the delivery of staff development related to school library services and provides current language related to instruction of students within the library program. A new authorization statement aligned with the regulations will be issued on Teacher Librarian Services Credentials. Prior Teacher Librarian and Library Media Services Credential program standards (1991) also support this authorization; therefore, the new authorization statement will also be placed on Teacher Librarian Services Credentials upon renewal.

#### *New Authorization Statement*

The Teacher Librarian Services Credential authorizes the holder to instruct students in accessing, evaluating, using and integrating information and resources in the library program; to plan and coordinate school library programs with the instructional programs of a school district through collaboration with teachers; to select materials for school and district libraries; to develop programs for and deliver staff development for school library services; to coordinate or supervise library programs

at the school, district or county level; to plan and conduct a course of instruction for those pupils who assist in the operation of school libraries; to supervise classified personnel assigned school library duties; and to develop procedures for and management of the school and district libraries.

#### *English Learner Authorization*

In addition to possession of a valid teaching credential, an individual must also hold a California English learner authorization to qualify for a Teacher Librarian Services Credential. Acceptable English learner authorizations are included in the credential information leaflet provided in the References section. However, English learner authorizations listed on teaching permits, intern credentials, or Variable Term Waivers will not satisfy this requirement.

#### *Additional Route Based on National Board Certification*

National Board Certification in Library Media for Early Childhood through Young Adult from the National Board of Professional Teaching Standards is included as a preparation route under Education Code (EC) §44399. Applications based on National Board Certification may be submitted directly by the applicant or employing agency.

#### *Additional Option of Special Class Authorization (SCA)*

The holder of a Teacher Librarian Services Credential who completes the additional standards and earns a SCA is authorized to teach departmentalized courses in Information Literacy, Digital Literacy, and Digital Citizenship to students in preschool, K-12 and classes organized primarily for adults. The SCA provides more flexibility in employment for the holder as both a provider of services and a teacher of related content in a departmentalized setting. Neither current Teacher Librarians nor candidates in future programs are required to complete the additional standards or obtain the SCA. Candidates enrolled in a program offering both the Teacher Librarian Services Credential program and the SCA may choose to complete all standards concurrently. Current candidates or holders of previously issued Teacher Librarian Services Credentials may also elect to complete the additional standards at a later date in order to add the SCA to their credentials or as a separate authorization.

#### *SCA Authorization Statement*

The Special Class Authorization authorizes the holder to provide departmentalized instruction in information literacy, digital literacy, and digital citizenship to students in grades 12 and below, including preschool and in classes organized primarily for adults.

#### *Minimum Requirements for Special Class Authorization*

The minimum requirements for the Special Class Authorization include the following:

- (1) A valid one-year nonrenewable, clear, or life Teacher Librarian or Library Media Services Credential; Library Services; Standard Elementary, Secondary, Early Childhood Education, or Junior College Teaching Credential with a specialized preparation minor in Librarianship; or General Credential in Librarianship
- (2) Completion of a Commission-approved Special Class Authorization program of professional preparation for Teacher Librarians

### *Definitions*

Definitions for “Information Literacy,” “Digital Literacy,” and “Digital Citizenship” as specified in the Special Class Authorization:

- (1) “Information Literacy”: Knowledge of the nature, architecture, and cycle of information. The ability to access, evaluate, use, and integrate information and ideas found in print, media, and digital resources effectively, enabling students to function in a knowledge-based economy and technologically oriented society.
- (2) “Digital Literacy”: A lifelong learning process of capacity building for using digital technology, communications tools, and/or networks in creating, accessing, analyzing, managing, integrating, evaluating, and communicating information in order to function in a knowledge-based economy and society.
- (3) “Digital Citizenship”: An understanding of the ethical, legal and safe use of information and technology. Respect for copyright, intellectual property, and the appropriate documentation of sources including the ability to differentiate between legal and illegal uses of information and sources so that students learn to apply responsible research practices. An awareness of local and global societal issues and responsibilities in an evolving digital culture, digital etiquette, and responsible social interactions related to the use of technology and information.

### *Application Submission*

Program Sponsors must recommend applicants online for the Teacher Librarian Services Credential and/or Special Class Authorization through the Commission CTC Online process. Applications may not be submitted directly to the Commission by the applicant or an employing agency. Commission staff will contact program sponsors with Commission-approved Teacher Librarian Services Credential and Special Class Authorization programs concerning the recommendation process for these authorizations.

### **Background:**

The Commission adopted Preconditions and Program Standards for the Teacher Librarian Services Credential at the June 2011 meeting. Additional standards for the Special Class Authorization (SCA) were presented as an action item and adopted by the Commission at the October 2011 meeting. The *Teacher Librarian Services Credential and Special Class Authorization in Information and Digital Literacy Program Standards (rev. 2011)* were a result of the work of the Teacher Librarian Services Credential Advisory Panel.

There is a recent national and state focus on teaching students more than the technical operations of a computer. State and federal laws now include requirements that focus on teaching students the appropriate and ethical use of information technology, internet safety, and the concepts of plagiarism and copyright. In deliberating on the need for the SCA and creating the related standards, the Teacher Librarian Services Credential Advisory Panel reviewed and took into consideration state and national research. In particular, the panel considered both a state action plan on digital literacy in California and recently adopted state standards for model school libraries. In September 2010, the California State Board of Education adopted the [\*Model School Library Standards for California Public Schools\*](#). A specific set of standards for students were included that identify the skills and knowledge essential for students to be information literate.

**Source:**

Education Code §44269, 44203(e), 44227(b), 44252, 44269, 44373(c), and 44868

**References:**

Commission-Approved Program Sponsors for the Teacher Librarian Services Credential:

[http://cig.ctc.ca.gov/cig/CTC\\_apm/OSC\\_lm.php](http://cig.ctc.ca.gov/cig/CTC_apm/OSC_lm.php)

Commission-Approved Program Sponsors for the Special Class Authorization:

[http://cig.ctc.ca.gov/cig/CTC\\_apm/OSC\\_tls\\_sca.php](http://cig.ctc.ca.gov/cig/CTC_apm/OSC_tls_sca.php)

Teacher Librarian Services Credential Leaflet:

<http://www.ctc.ca.gov/credentials/leaflets/cl562.pdf>

Emergency Teacher Librarian Services Permit Leaflet:

<http://www.ctc.ca.gov/credentials/leaflets/cl533o-LIB.pdf>

Teacher Librarian Services Credential Program Standards:

<http://www.ctc.ca.gov/educator-prep/standards/Teacher-Librarian-Service-Credential.pdf>

**Contact Information:**

*Questions concerning the Teacher Librarian Services Credential and Special Class Authorization Requirements and Application Process:*

Commission's Information Services staff by email at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov) or by telephone at 916-322-4974, Monday through Friday from 12:30 pm to 4:30 pm.

*Questions concerning authorization or assignments for holders of the Teacher Librarian Services Credential and/or Special Class Authorization:*

Commission's Assignment Monitoring program staff by email at [cawassignments@ctc.ca.gov](mailto:cawassignments@ctc.ca.gov) or by telephone at 916-322-5038 (voicemail only).

*Questions related to submitting a Teacher Librarian Services Credential and Special Class Authorization program for review and approval:*

Program content: [IPR@ctc.ca.gov](mailto:IPR@ctc.ca.gov)

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

**§ 80024.6. Emergency Teacher Librarian Services Permit.**

(a) Requirements for the initial issuance of the Emergency Teacher Librarian Services Permit are as follows:

(1) Persons holding a valid California Teaching Credential must verify all of the following:

(A) The applicant and the employing agency must meet the general requirements specified in section 80023.2.

(B) The applicant must possess a valid California Teaching Credential based on a baccalaureate degree and a professional preparation program, including student teaching.

(C) The applicant must provide a written affirmation of his or her intent to complete the requirements set forth in section 80026.6 during the period of the permit.

(2) Persons holding or eligible for a valid service credential from a state other than California must verify all of the following:

(A) The applicant and the employing agency must meet the general requirements specified in section 80023.2.

(B) The applicant must verify possession of or eligibility for an out-of-state credential or certificate authorizing service as a school librarian.

(C) The applicant must provide a written affirmation of his or her intent to complete the requirements set forth in section 80026.6 during the period of the permit.

(b) To reissue an Emergency Teacher Librarian Services Permit, the applicant and the employing agency must meet the requirements for reissuance of emergency permits specified in section 80026.6.

(c) Authorization. An Emergency Teacher Librarian Services Permit authorizes the same service as a Teacher Librarian Services Credential.

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

**§ 80053. Services Credential Authorizing Service as a Teacher Librarian.**

(a) The minimum requirements for the clear Teacher Librarian Services Credential shall include all of the following:

(1) a baccalaureate degree from a regionally accredited institution of higher education;

- (2) a valid basic California teaching credential as defined in Education Code section 44203(e) and an English learner authorization;
  - (3) completion of one of the following:
    - (A) a Commission-approved Teacher Librarian Services Credential program based on the Teacher Librarian Services Credential and Special Class Authorization in Information and Digital Literacy Program Standards (rev. 2011) available on the Commission's website and hereby incorporated by reference, as provided in Education Code section 44373(c); or
    - (B) a professional preparation program in teacher librarian services including successful completion of a supervised field work, or the equivalent, in a program taken outside California of at least 30 graduate semester units, that is comparable to a program accredited by the Committee on Accreditation. The program must be from a regionally accredited institution of higher education and approved by the appropriate state agency where the coursework was completed; or
    - (C) National Board Certification in Library Media for Early Childhood through Young Adult from the National Board of Professional Teaching Standards.
  - (4) meet the basic skills requirement as specified in Education Code section 44252. Individuals who qualify via subsection (a)(3)(C) are exempt from this requirement;
  - (5) a completed application form as listed in section 80001(b)(2) and the appropriate fee as specified in section 80487(a)(1); and
  - (6) recommendation from a Commission-approved Teacher Librarian Services program as specified in Education Code section 44227(b).
- (b) Authorization. The Teacher Librarian Services Credential authorizes the holder to instruct students in accessing, evaluating, using and integrating information and resources in the library program; to plan and coordinate school library programs with the instructional programs of a school district through collaboration with teachers; to select materials for school and district libraries; to develop programs for and deliver staff development for school library services; to coordinate or supervise library programs at the school, district or county level; to plan and conduct a course of instruction for those pupils who assist in the operation of school libraries; to supervise classified personnel assigned school library duties; and to develop procedures for and management of the school and district libraries.
- (1) Holders of valid California teaching credentials based upon a baccalaureate degree who do not hold a credential authorizing services as a teacher librarian may serve as teacher librarians in public schools, provided that they are trained in their duties by a credentialed school teacher librarian and supervised by an individual holding certification authorizing such supervision. Teachers employed to provide library services under this provision must, during the first year of service, either apply for the Emergency Teacher Librarian Services Permit and pursue enrollment in a Commission approved regional or distance-

learning teacher librarian services credential program, or submit to the county office of education a description of the factors that made it impossible to enroll in such a program. All teachers must obtain the Emergency Teacher Librarian Services Permit before the end of the second year of service under this provision.

- (2) Nothing in this section shall be construed to preclude local governing boards from employing non-credentialed individuals to assist in the provision of library services, provided that the employment of non-credentialed personnel is not intended to supersede the requirement to include holders of the Teacher Librarian Services Credential or other credential authorizing library service pursuant to Education Code section 44868 in the coordination and implementation of public school library programs. Services provided by non-credentialed personnel shall not include those activities requiring possession of a valid Teacher Librarian Services Credential, as specified in Subsection (b) of this section.

(c) Term.

The Teacher Librarian Services Credential shall be issued on the basis of the completion of all requirements and shall be dated per Title 5 section 80493(b).

Note: Authority cited: Section 44225, Education Code. Reference: Sections 44203(e), 44227(b), 44252, 44269, 44373(c), 44399, and 44868, Education Code.

**§80053.1. Teacher Librarian Services Credential Special Class Authorization.**

(a) The minimum requirements for the Special Class Authorization include the following:

- (1) A valid one-year nonrenewable, professional clear, clear, or life Teacher Librarian or Library Media Services Credential; Library Services; Standard Elementary, Secondary, Early Childhood Education, or Junior College Teaching Credential with a specialized preparation minor in Librarianship; or General Credential in Librarianship;
- (2) Completion of a Commission-approved Special Class Authorization program of professional preparation, based on the Teacher Librarian Services Credential and Special Class Authorization in Information and Digital Literacy Program Standards (rev. 2011) available on the Commission's website and hereby incorporated by reference, as provided in Education Code Section 44373(c).
- (3) A completed application form as listed in section 80001(b)(2) and the appropriate fee as specified in section 80487(a)(1); and
- (4) Recommendation from a Commission-approved Teacher Librarian Services program as specified in Education Code section 44227(b).

(b) Period of Validity. The Special Class Authorization shall remain valid as long as the prerequisite credential required in (a)(1) remains valid.



(c) Authorization. The Special Class Authorization authorizes the holder to provide departmentalized instruction in information literacy, digital literacy, and digital citizenship to students in grades 12 and below, including preschool and in classes organized primarily for adults.

(d) Definitions.

- (1) “Information Literacy”: Knowledge of the nature, architecture, and cycle of information. The ability to access, evaluate, use, and integrate information and ideas found in print, media, and digital resources effectively, enabling students to function in a knowledge-based economy and technologically oriented society.
- (2) “Digital Literacy”: A lifelong learning process of capacity building for using digital technology, communications tools, and/or networks in creating, accessing, analyzing, managing, integrating, evaluating, and communicating information in order to function in a knowledge-based economy and society.
- (3) “Digital Citizenship”: An understanding of the ethical, legal and safe use of information and technology. Respect for copyright, intellectual property, and the appropriate documentation of sources including the ability to differentiate between legal and illegal uses of information and sources so that students learn to apply responsible research practices. An awareness of local and global societal issues and responsibilities in an evolving digital culture, digital etiquette, and responsible social interactions related to the use of technology and information.

Note: Authority cited: Section 44225, Education Code. Reference: Sections 44203(e), 44227(b), 44252, 44269, 44373(c), and 44868, Education Code.