



## CODED CORRESPONDENCE

<b>DATE:</b> October 31, 2013	<b>NUMBER:</b> 13-12
<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 Amendments to Title 5 of the California Code of Regulations Pertaining to Teaching and Services Permits</b>	

### Summary:

The amendments to Title 5 of the California Code of Regulations (CCR) pertaining to teaching and services permits were approved by the Office of Administrative Law and became effective on October 1, 2013.

### Key Provisions:

#### *Provisional Internship Permits*

Provisional Internship Permits (PIP) were created in 2005 to allow California public school employers to staff classrooms when, after conducting a diligent search, no appropriately credentialed teacher can be found. The approved amendments to 5 CCR §80021.1 remove the one-time PIP reissuance due to concerns with allowing individuals who have not yet completed or enrolled in a teacher preparation program to teach in California's public schools for two years.

The one-time reissuance will not be available to the holder of a PIP *initially* issued on or after October 1, 2013. The one-time reissuance will be available to the holder of a PIP initially issued prior to October 1, 2013 if all reissuance requirements are met.

#### *Emergency Teaching and Services Permits*

Emergency teaching and services permits authorize the holder to provide instruction or services outside the authorization of his/her prerequisite credential while completing the requirements for the associated authorization. The Commission currently issues the following four types of emergency teaching and services permits:

- Emergency Bilingual Authorization Permit
- Emergency Crosscultural, Language and Academic Development (CLAD) Permit
- Emergency Resource Specialist Permit
- Emergency Teacher Librarian Services Permit

Effective January 1, 2014, the approved amendments to 5 CCR §80023.1 reduce the number of reissuances to two for emergency teaching or services permits. Individuals who were initially issued emergency permits prior to January 1, 2014 and received two or more reissuance of their permits will not be eligible for an additional permit reissuance after January 1, 2014. Displayed in Table 1 is the number of available reissuances for an emergency permit, depending on the permit’s initial issuance date and number of prior reissuances, effective January 1, 2014.

**Table 1. Emergency Teaching and Services Permit Reissuances**

Permit Initially Issued	Reissuances	
	Before January 1, 2014	Available after January 1, 2014
Prior to January 1, 2014	2 or more	0
Prior to January 1, 2014	1	1
Prior to January 1, 2014	0	2
On or after January 1, 2014	N/A	2

The approved regulation amendments also include general clean-up of the emergency permit sections and delete all references to the emergency permit types that are no longer initially issued or reissued by the Commission.

*Emergency Designated Subjects Career Technical Education Permit for 30-Day Substitute Teaching Service*

The approved amendments to 5 CCR §80025.5 change the title of the “Emergency Designated Subjects Vocational Education Permit for 30-Day Substitute Teaching Service” to the “Emergency Designated Subjects Career Technical Education Permit for 30-Day Substitute Teaching Service.” This amendment was made for consistency with the title of Designated Subjects Teaching Credentials currently issued by the Commission for service in career technical, trade, or vocational education classes. The approved amendments also reduce from five years to three years the work experience required to qualify for the permit to align with the experience required to qualify for the Designated Subjects Three-Year Preliminary Career Technical Education Teaching Credential.

**Important Dates:**

*October 1, 2013* – Effective date for approved regulation amendments

*January 1, 2014* – Emergency teaching and services permits will be limited to two reissuances

**Source:**

Education Code §§ 44225, 44265, and 44300

5 California Code of Regulation §§ 80021.1, 80023, 80023.1, 80023.2, and 80025.5

**References:**

*Emergency Designated Subjects Career Technical Education 30-Day Substitute Teaching Permit:* <http://www.ctc.ca.gov/credentials/leaflets/cl786.pdf>

*Emergency Permits – Crosscultural, Language and Academic Development (CLAD) and Bilingual Authorization Permits:*

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

*Emergency Resource Specialist Permit:*

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

*Emergency Teacher Librarian Services Permit:*

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

*Provisional Internship Permits:* <http://www.ctc.ca.gov/credentials/leaflets/cl856.pdf>

**Contact Information:**

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

## CALIFORNIA CODE OF REGULATIONS

### **§80021.1. Multiple Subject, Single Subject or Education Specialist Provisional Internship Permit.**

Employing agencies shall request the Multiple Subject, Single Subject or Education Specialist Provisional Internship Permit when a suitable credentialed teacher cannot be found after a diligent search.

- (a) The employing agencies shall demonstrate that applicants for a Provisional Internship Permit have completed 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 Provisional Internship Permit, at least 18 semester units of course work in the subject to be listed: or
    - (B) For the Multiple Subject Provisional Internship 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 Provisional Internship 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) Multiple Subject, Single Subject, and Education Specialist Provisional Internship Permits shall be issued with an English learner authorization unless the employing agency requests and the applicant verifies target language proficiency for a bilingual authorization by one of the following:
    - (A) Passage in the target language of the listening and speaking sections of Test 6 of the BCLAD Examinations or passage of Test II or III of the CSET: LOTE Examinations depending on the specific language as detailed in Section 80015.3(c)(3), or
    - (B) Passage in the target language of an assessment covering the integrated communication skills of listening, speaking, reading, and writing, administered by a California college or university as a part of its Commission accredited bilingual authorization program, or
    - (C) Passage in the target language for which the Commission has no BCLAD Test 6 or CSET: LOTE II or III of an assessment covering the integrated communication skills

- of listening, speaking, reading, and writing, performed by an approved organization pursuant to Education Code Section 44253.5(a), or
- (D) Possession of a three-year or higher degree from a foreign institution in which all instruction was delivered in the target language. The foreign institution must be equivalent in status to a regionally accredited institution of higher education in the United States.
- (5) The employing agencies shall verify or submit all of the following to the Commission with each request:
- (A) That a diligent search has been conducted for a suitable credentialed teacher or suitable qualified internship teacher as evidenced by documentation of that search.
  - (B) That orientation, guidance and assistance to permit holders, as specified in Section 80026.5, will be provided.
  - (C) That the employing agency will assist the permit holder in developing a personalized plan through an agency defined assessment that would lead to subject matter competence that is related to the Provisional Internship Permit.
  - (D) That the employing agency will assist the permit holder to seek and enroll in subject-matter training, such as workshop or seminar formats and site-based courses along with training in test-taking strategies and will assist permit holders in meeting the credential subject-matter competence requirement that is related to the Provisional Internship Permit.
  - (E) Verification that a notice of intent to employ the applicant in the identified position has been made public as follows:
    - (i) If the permit is being submitted by a public school district, it must include a copy of the agenda item presented to the governing board of the district in a public meeting with a signed statement from the superintendent, or his or her designee, that the item was acted upon favorably. The agenda item must state the name of the applicant, the assignment in which the applicant will be employed including the name of the school, subject(s) and grade level(s) that he or she will be teaching and that the applicant will be employed on the basis of a Provisional Internship Permit.
    - (ii) If the permit is being submitted by a county office of education, state operated school, or nonpublic, nonsectarian school or agency, it must include a dated copy of the notice that was posted at least 72 hours before the position was filled and a signed statement from the superintendent or administrator or his or her designee that there were no objections to the permit. The notice must state the name of the applicant, the assignment in which the applicant will be employed including the subject(s) and grade level(s) that he or she will be teaching and that the applicant will be employed on the basis of a Provisional Internship Permit.
  - (F) Verification that the candidate has been apprised of steps to earn a credential and enroll in an internship program.
- (b) The Provisional Internship Permit shall be issued for one- calendar year.
  - (c) Individuals who were issued an emergency permit pursuant to Education Code section 44300 that was reissued four times do not qualify for a Provisional Internship Permit.
  - (d) Use of the Provisional Internship Permit shall be restricted to the employing agency requesting the permit.
  - (e) The Provisional Internship Permit shall authorize the following:

- (1) A Multiple Subject Provisional Internship Permit with an English learner authorization authorizes the same service as a Multiple Subject Teaching Credential with an English learner authorization.
  - (2) A Multiple Subject Provisional Internship Permit with a bilingual authorization authorizes the same service as a Multiple Subject Teaching Credential with a bilingual authorization.
  - (3) A Single Subject Provisional Internship Permit with an English learner authorization authorizes the same service as a Single Subject Teaching Credential with an English learner authorization.
  - (4) A Single Subject Provisional Internship Permit with a bilingual authorization authorizes the same service as a Single Subject Teaching Credential with a bilingual authorization.
  - (5) An Education Specialist Provisional Internship Permit with an English learner authorization authorizes the same service as an Education Specialist Instruction Credential with an English learner authorization.
  - (6) An Education Specialist Provisional Internship Permit with a bilingual authorization authorizes the same service as an Education Specialist Instruction Credential with a bilingual authorization.
- (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 established in Education Code Section 47605.
  - (3) The term “diligent search” as used in this section shall include, but is not limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media.

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

### **§ 80023. Types of Emergency Permits.**

The following types of emergency permits are governed by the provisions of Sections 80023.1, 80023.2, 80024.3.1, 80024.6, 80024.7, 80024.8, and 80026 through 80026.6.

- (a) Emergency Teacher Librarian Services Permit.
- (b) Emergency Bilingual Permit.
- (c) Emergency Crosscultural, Language and Academic Development (CLAD) Permit.
- (d) Emergency Resource Specialist Permit.

Note: Authority cited: Section 44225(q), Education Code. Reference: Sections 44225(d), 44225(g), 44265 and 44300, Education Code.

### **§ 80023.1. General Provisions Governing Emergency Permits.**

The provisions of this section shall apply to all emergency permits specified in Section 80023.

- (a) Terms that are used in Sections 80023 through 80027.1, inclusive, are defined as follows:
  - (1) The terms “employing agency” and “local education agency” mean the school district, charter school, county office of education, nonpublic, nonsectarian school or agency, or



- school operating under the direction of a California state agency, which submits an emergency permit application to the Commission in order to employ the applicant.
- (2) “Applicant” is the individual for whom an emergency permit application is submitted.
  - (3) “Regionally accredited college or university” means an institution of postsecondary education accredited by a regional accrediting body recognized by the Council on Postsecondary Accreditation and the United States Department of Education. In California the regional accrediting body is the Western Association of Schools and Colleges (WASC).
  - (4) “Related credential” refers to the credential that provides the same authorization as a particular emergency permit.
- (b) The following entities may submit emergency permit applications. Each application shall be submitted to the Commission on behalf of the applicant.
- (1) Public school districts in California.
  - (2) County offices of education or county superintendents of schools in California.
  - (3) Schools that operate under the direction of a California state agency.
  - (4) Nonpublic, nonsectarian schools and agencies as defined in Education Code Sections 56365 and 56366.
  - (5) Charter Schools as defined in Education Code Section 476005.
- (c) Emergency permits are valid for the length of time specified as follows:
- (1) An emergency permit is valid for one year.
  - (2) The expiration date of an emergency permit which is dependent upon the possession of a valid basic credential will expire with that credential if it expires before the date explained above. The emergency permit may be extended, with an application and fee but without verification of reissuance requirements, to the end of the specified period when the basic credential is renewed.
  - (3) An individual who holds an emergency permit that was initially issued prior to January 1, 2014, and has been reissued for two or more one-year periods shall not be reissued after January 1, 2014.
  - (4) An individual who holds an emergency permit that was initially issued prior to January 1, 2014, and has been reissued for less than two one-year periods may receive one or more reissuances of that permit for a maximum of two one-year periods.
  - (5) An individual who is issued an initial emergency permit on or after January 1, 2014, may receive one or more reissuances of that permit for a maximum of two additional one-year periods.
- (d) Teaching or service authorized by an emergency permit shall be restricted to schools operated by the employing agency that requested the permit.
- (e) A grade of “C” or higher, “Pass”, or “Credit” must be earned in each course required for the initial issuance and reissuance of an emergency permit. “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.

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

### **§ 80023.2. General Requirements for the Initial Issuance of Emergency Permits.**

The following requirements apply to the initial issuance of all emergency permits specified in Section 80023.

- (a) The applicant must possess a baccalaureate or higher degree from a regionally accredited college or university.
- (b) The applicant must meet the basic skills requirement as described in Education Code Section 44252, unless exempt by statutes or regulations.
- (c) The applicant must satisfy the requirements for the permit being requested as specified in Sections 80024.3.1 and 80024.6 through 80024.8.
- (d) The employing agency must submit a Declaration of Need for Fully Qualified Educators that satisfies the provisions of Section 80026.
- (e) If the applicant does not already have fingerprint clearance on file with the Commission, the permit application must include verification of completion of livescan. No permit will be issued until the clearance process is completed.
- (f) Issuance of an emergency permit also requires the submission of a complete application packet, including a completed Application for Credential Authorizing Public School Service as specified in Section 80001, payment of the fee(s) required by Section 80487, and other documents required by the Commission to verify completion of all requirements for the emergency permit.

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

**§ 80025.5. Emergency Designated Subjects Career Technical Education Permit for 30-Day Substitute Teaching Service.**

- (a) Requirements for issuance and reissuance of the Designated Subjects Career Technical Education Permit for 30-Day Substitute Teaching Service include all of the following:
  - (1) High School Diploma or equivalent as defined in Section 80034.1(b);
  - (2) Verification, by employers, of three years of work experience directly related to an industry sector listed in Section 80035.5. One year of the required work experience shall be within the last five years, or two years within the last ten years, immediately preceding the issuance of the permit. One or more of the following may be used for up to a maximum of two of the three years of work experience:
    - (A) Possession of an advanced industry certificate related to the industry sector to be named on the permit may be used as one year of work experience;
    - (B) One year of full-time teaching experience providing instructional services in preschool or grades K-12 earned in a public or private school of equivalent status while holding a general education teaching credential based on completion of a teacher preparation program and student teaching may be used as one year of work experience;
    - (C) Forty-eight semester units or the quarter unit equivalent of postsecondary vocational training, related to the industry sector(s) to be named on the permit and verified by official transcript, may be substituted for a maximum of two of the three years of work experience.
  - (3) Submission of a completed Application for Credential Authorizing Public School Service as specified in Section 80001; verification of completion of requirements specified in Subsections (a)(1), and (a)(2), above; verification of completion of livescan, unless clearance is already on file with the Commission; and payment of a fee as specified in Section 80487.
- (b) Authorization. The Emergency Designated Subjects Career Technical Education Permit for 30-Day Substitute Teaching Service authorizes the holder to serve as a substitute in any



classroom in any county in which the permit is registered provided the employing agency has a completed Statement of Need. Such substitute teaching shall be part of a program of technical, trade or vocational education. However, the holder shall not serve as a substitute for more than 30 days for any one teacher during the school year.

- (c) The Statement of Need for 30-day Substitute Teachers must:
- (1) describe the situation or circumstances that necessitate the use of an emergency permit holder, and
  - (2) state that either a credentialed person is not available, or that one or more credentialed persons are available, but do not meet the specified employment criteria established by the employing agency, and
  - (3) be prepared and signed by, as applicable, the superintendent of the employing school district, the superintendent of the employing county if the service will be rendered in county operated schools, or the head of the state agency under which the employing school operates.
- (d) An Emergency Designated Subjects Career Technical Education Permit for 30-Day Substitute Teaching is 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.

Note: Authority cited: Section 44225, Education Code. Reference: Section 44300(g), Education Code.