



## CODED CORRESPONDENCE

<b>DATE:</b> February 4, 2015	<b>NUMBER:</b> 15-01
<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 5 California Code of Regulations Pertaining to Designated Subjects Special Subjects Teaching Credentials</b>	

### Summary:

Amendments to Title 5 of the California Code of Regulations (CCR) §80037 pertaining to Designated Subjects Special Subjects (DSSS) Teaching Credentials were approved by the Office of Administrative Law. This correspondence provides guidance and implementation information related to the approved amendments effective January 1, 2015.

### Key Provisions:

The amendments to 5 CCR §80037 include general clean-up of outdated language for alignment with other sections related to Designated Subjects credentials and require holders of DSSS credentials initially issued on or after January 1, 2015 to complete Commission-approved Career Technical Education (CTE) programs to qualify for the clear credential. The amendments also establish a Special Teaching Authorization in Physical Education for holders of DSSS credentials in Basic Military Drill (BMD) and Reserve Officer Training Corps (ROTC).

### *General Clean-Up and Alignment Amendments*

The regulations include the following minor amendments to clean-up outdated language and to align 5 CCR §80037 with other sections related to Designated Subjects credentials as follows:

- The requirement for a driving transcript from the Department of Motor Vehicles for the Limited Driver Training subject area has been moved to the subsection that clarifies the experience and/or education required for a DSSS credential;
- The basic skills requirement language has been aligned with current statute (refer to the *Basic Skills Requirement* leaflet in the References section);
- The language pertaining to the application form and fingerprint clearance has been aligned with other 5 CCR sections;
- A definition for “two years of successful teaching” required for a clear DSSS credential has been added; and
- The health education requirement language has been aligned with current statute and program requirements.

### *Professional Preparation Program Requirement*

The amendments require recommendation by a Commission-approved CTE program of personalized preparation for preliminary and clear DSSS credentials. The following sections explain the implementation of this requirement, depending on the initial issuance date of the preliminary DSSS credential.

#### Preliminary DSSS Credential Issued Prior to January 1, 2015

Individuals issued preliminary DSSS credentials and enrolled in a Special Subjects program prior to January 1, 2015 may complete the Special Subjects program based on prior guidelines or transition to a CTE program to qualify for the clear credential. The program sponsor will be responsible for indicating the type of program completed at the time individuals are recommended for the clear credential.

#### Preliminary DSSS Credential Issued on or After January 1, 2015

All applications for initial preliminary DSSS credentials with a requested issuance date of January 1, 2015 or later must be submitted to the Commission for processing by a Commission-approved CTE program sponsor. Employing school districts do not have authority to recommend individuals for DSSS credentials, even if previously authorized to do so by an approved program sponsor.

CTE program sponsors will not be required to submit supporting documentation with applications for DSSS credentials. Documentation verifying an individual's academic eligibility for the preliminary and/or clear credential must be maintained by the program sponsor. The only materials required with applications submitted by an approved CTE program sponsor for a preliminary DSSS credential are:

- An application form (41-4) and the processing fee;
- A completed recommendation form (CL-689);
- Official transcripts verifying conferral of a bachelor's degree (Driver Education and Training, only); and
- A completed *Request for Livescan Service* form (41-LS) if fingerprint clearance is not on file at the Commission.

#### *Clear DSSS Credentials with SDAIE Authorization*

The CTE program standards include training for the instruction of English learners that is limited to providing Specially Designed Academic Instruction in English (SDAIE) services. The SDAIE authorization will not be listed on a Preliminary DSSS credential, but will be added to the clear credential for individuals who complete CTE programs.

#### *Transition from Special Subjects Programs to CTE Programs*

Sponsors of Special Subjects programs may not admit new candidates to their programs effective January 1, 2015. The Commission's Professional Services Division will contact all Special Subjects and CTE program sponsors directly regarding their intentions related to DSSS credentials. The following sections provide information explaining the transition plan for Special Subjects and CTE program sponsors, depending on the type(s) of programs offered.



### Special Subjects Program Sponsors

Special Subjects program sponsors that do not also offer CTE programs must respond to the CTE program standards and receive Commission approval in order to continue recommending individuals for preliminary DSSS credentials or to admit new candidates to a clear CTE program on or after January 1, 2015. A link to the CTE program standards is provided in the References section.

Holders of preliminary DSSS credentials admitted to a Special Subjects program prior to January 1, 2015 may complete the program and be recommended for the clear credential by the Special Subjects program sponsor or transition to an approved CTE program. By March 1, 2015, the program sponsor must provide the Commission with a lock list of individuals who will be completing the Special Subjects program. Individuals on the lock list must complete the Special Subjects program and obtain recommendation for the clear DSSS credential by January 1, 2020. The SDAIE authorization will not be added to the clear DSSS credential for individuals who complete Special Subjects programs.

### Special Subjects and CTE Program Sponsors

Sponsors of CTE programs that also offer Special Subjects programs may continue recommending individuals for preliminary DSSS credentials after January 1, 2015. These program sponsors may also admit new candidates to their CTE programs on or after January 1, 2015 and recommend program completers for clear DSSS credentials with the SDAIE authorization.

A sponsor of both program types may allow individuals who enrolled in the Special Subjects program prior to January 1, 2015 to complete the program or transition to the CTE program.

By March 1, 2015, the program sponsor must provide the Commission with a lock list of individuals who will be completing the Special Subjects program. Individuals on the lock list must complete the Special Subjects program and obtain recommendation for the clear DSSS credential by January 1, 2020. The SDAIE authorization will not be added to the clear DSSS credential for individuals who complete Special Subjects programs.

### CTE Program Sponsors

Sponsors of CTE programs that do not also offer Special Subjects programs will be required to inform the Commission that they intend to recommend individuals for preliminary and clear DSSS credentials. Such program sponsors must submit information to the Commission that verifies they are knowledgeable of, and able to evaluate for, the experience and licensing requirements associated with the preliminary DSSS credential. Sponsors of CTE-only programs cannot recommend individuals for preliminary DSSS credentials until the required information is received and approved by Commission staff.

### *Special Teaching Authorization in Physical Education*

The approved amendments establish a Special Teaching Authorization (STA) in Physical Education that may be added to DSSS credentials in BMD and ROTC upon completion of the specified requirements. The STA in Physical Education added to a DSSS credential in BMD or ROTC will provide the holder with a distinct physical education authorization limited to the areas of basic military drill and physical fitness training. The STA will not authorize instruction in any physical education courses that are offered outside of BMD and ROTC programs.



One of the prescribed conditions for high school graduation in subsection (a)(1)(F) of Education Code (EC) §51225.3 is completion of two courses in physical education (unless the pupil has been exempted). Subsection (b) of EC §51225.3 allows governing boards, with the active involvement of parents, administrators, teachers, and pupils, to adopt alternative means for completion of the prescribed course of study for high school graduation in any subject area. This is a permissive section of the Education Code. The local education agency (LEA) has full discretion as to how their course of study in Physical Education is presented over the four years to include the eight areas required in EC §33352(b)(7).

The STA in Physical Education will provide additional information to an LEA that is considering granting high school graduation credit for Physical Education under the provisions of EC §51225.3(b). Specifically, the STA in Physical Education will verify that the holder has met a higher standard by satisfying the basic skills and subject-matter knowledge in physical education requirements.

It is important to note that the STA in Physical Education will not compel an LEA to grant high school graduation credit in Physical Education for BMD or ROTC courses. In addition, holders of DSSS credentials in BMD and ROTC who do not have the STA listed on their documents will still be authorized, by school board action, to teach Physical Education in the context of BMD or ROTC courses that have been approved to carry high school graduation credit for Physical Education.

#### Requirements for the Special Teaching Authorization in Physical Education

Effective on or after January 1, 2015, the holder of a preliminary or clear DSSS credential in BMD or ROTC may add an STA in Physical Education by completing the following requirements:

- Satisfy California’s basic skills requirement; and
- Verify subject-matter knowledge in Physical Education by completing a Commission-approved subject-matter program or by passing the appropriate subject-matter examinations.

Links to the approved subject-matter programs chart and leaflets related to the basic skills requirement and verifying subject-matter knowledge by examination for Single Subject Teaching Credentials are provided in the References section.

The STA in Physical Education may be requested by a Commission-approved program sponsor at the time an individual is recommended for the preliminary or clear DSSS credential in BMD/ROTC. In addition, the holder of a DSSS credential in BMD/ROTC may apply directly to the Commission to add the authorization to his/her existing credential. An application form, processing fee, and verification that the individual has satisfied the basic skills requirement and verified his/her subject-matter knowledge in Physical Education must be provided, regardless of the manner in which the application is submitted to the Commission for processing.

#### **Important Dates:**

*January 1, 2015* – Effective date for the amendments to 5 CCR §80037 pertaining to DSSS Credentials.

#### **Source:**

Education Code §44260.4



**References:**

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

Commission-Approved Professional Preparation Programs Chart:

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

Commission-Approved Subject-Matter Preparation Programs Chart:

[http://cig.ctc.ca.gov/cig/CTC\\_NewSubject/all.php](http://cig.ctc.ca.gov/cig/CTC_NewSubject/all.php)

*Designated Subjects Special Subjects Teaching Credentials* Leaflet (CL-699):

<http://www.ctc.ca.gov/credentials/leaflets/cl699.pdf>

*Standards of Quality and Effectiveness for Career Technical Education Teachers:*

<http://www.ctc.ca.gov/educator-prep/standards/CTE-Handbook.pdf>

**Contact Information:**

Commission's Information Services Unit by telephone at (916) 322-4974, Monday through Friday between 12:00 pm to 4:30 pm or by email at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov).

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

**§ 80037. Specific Requirements for and Authorization of the Designated Subjects Preliminary and Clear Special Subjects Teaching Credential.**

- (a) The minimum requirements for the preliminary special subjects teaching credential shall include all of the following:
- (1) Experience, or experience and education, or education in each special subject to be named on the credential, which totals four years. One year of the required experience shall be within the three-year period immediately preceding the issuance of the credential. This requirement shall be verified in one of the following ways:
    - (A) for the special subject: Aviation Flight and/or Aviation Ground Instruction, experience is to be verified by the Federal Aviation Agency;
    - (B) for the special subject: Basic Military Drill, experience is to be verified by the adjutant general of the State of California;
    - (C) for the special subject: Reserve Officers Training Corp (R.O.T.C.), experience is to be verified by the branch of military service sponsoring the program in the employing school district;
    - (D) for the special subject: Driver Education and Training, a baccalaureate degree from a regionally accredited college or university and a valid California Driver's License;
    - (E) for the special subject: Limited Driver Training, submission of a current transcript of driving record from the Department of Motor Vehicles.
  - (2) License, or recommendation, or course work shall meet one of the following criteria:
    - (A) for the special subject: Aviation Flight and/or Aviation Ground Instruction, possession of a properly rated valid certificate, issued by the Federal Aviation Agency;
    - (B) for the special subject: Basic Military Drill, a recommendation from the adjutant general of the State of California;
    - (C) for the special subject: R.O.T.C., a recommendation from the branch of military service sponsoring the program in the employing school districts;



- (D) for the special subject: Driver Education and Training, twelve semester hours of subject-matter course work in driver education;
  - (E) for the special subject: Limited Driver Training, a valid California driver's license; possession of a written statement from the prospective employing school district attesting to the applicant's ability to actually perform behind-the-wheel driver instruction; and possession of written assurance, from the prospective employing school district, that adequate supervision and appropriate staff development will be provided for the individual receiving the limited driver training authorization.
  - (3) Verification of a high school diploma or the equivalent;
  - (4) Verification of knowledge of the Constitution of the United States, as specified in Education Code Section 44335, by one of the means described in Section 80415;
  - (5) Satisfy the basic skills requirement for the special subjects credential in Driver Education and Training, as specified in Education Code Section 44252;
  - (6) Verification that the applicant is aware of the requirements for the clear credential, including the program of personalized preparation;
  - (7) Submission of a completed Application for Credential Authorizing Public School Service as specified in Section 80001; the fee as specified in Section 80487(a)(1); and-verification of completion of livescan and clearance by the Commission, unless clearance is already on file with the Commission;-
  - (8) Recommendation from a Commission-approved program of personalized preparation as defined in §80034.1(a).
- (b) The minimum requirements for the clear special subjects teaching credential shall include all of the following:
- (1) A valid preliminary special subjects teaching credential;
  - (2) Two years of successful teaching as authorized by the preliminary special subjects teaching credential. "Two years of successful teaching" means teaching for a minimum of one course in each of four terms;
  - (3) Completion of a Commission-approved program of personalized preparation based on the *Standards of Quality and Effectiveness for Career/Technical Education Teachers* (rev. 5/09), available on the Commission's website and hereby incorporated by reference, accredited by the Committee on Accreditation as specified in Education Code Section 44373(c);
  - (4) The study of health education as specified in Education Code Section 44259(c)(4)(A);
  - (5) Submission of a completed Application Authorizing Public School Service as specified in Section 80001 and the fee as specified in Section 80487(a)(1);
  - (6) Recommendation from a Commission-approved program of personalized preparation as defined in §80034.1.
- (c) The minimum requirements for the Special Teaching Authorization in Physical Education shall include all of the following:
- (1) Possession of a valid preliminary or clear special subjects teaching credential in Basic Military Drill or R.O.T.C.;
  - (2) Satisfy the basic skills requirement as specified in Education Code Section 44252;
  - (3) Verification of Physical Education subject-matter knowledge by passage of an examination(s) as provided in Education Code Sections 44280, 44281, and 44282 or by completion of a subject-matter program as provided in Education Code Section 44310;



- (4) Submission of a completed Application Authorizing Public School Service as specified in Section 80001 and the fee as specified in Section 80487(a)(1).
- (d) Authorization.
  - (1) The preliminary Special Subjects teaching credential authorizes the holder to teach the subject, named on the credential, in grades 12 and below, and classes organized primarily for adults;
  - (2) The clear Special Subjects teaching credential authorizes the holder to teach the subject, named on the credential, in grades 12 and below, and classes organized primarily for adults, including services to English learners in specially designed content instruction delivered in English;
  - (3) The Special Teaching Authorization in Physical Education authorizes the holder to teach physical education courses in basic military drill and physical fitness training in grades 12 and below, and classes organized primarily for adults. Nothing contained herein is intended to otherwise limit or in any way modify the authority of a local governing board under Education Code Section 51225.3(b).
- (e) Period of Validity. The period of validity of the preliminary and clear special subjects teaching credentials shall be as follows:
  - (1) A preliminary special subjects teaching credential issued on the basis of the applicant's satisfaction of all requirements excepting (a)(4) shall be valid for one year. The one-year preliminary special subjects teaching credential shall be extended to the full five-year preliminary period upon verification of satisfaction of requirement (a)(4) and submission of a completed application form and the fee, as specified in Section 80487;
  - (2) A preliminary special subjects teaching credential issued on the basis of the applicant's satisfaction of all requirements specified in subsection (a) shall be valid for five years;
  - (3) A clear special subjects education teaching credential issued on the basis of the applicant's satisfaction of all requirements specified in subsection (b) shall be valid for five years and is renewable on the basis of an application and payment of a fee.

Note: Authority cited: Section 44225, Education Code. Reference: Sections 44252, 44259(c)(4)(A), 44260.4, 44280, 44281, 44282, 44310, 44335 and 44373(c), Education Code.

