

CREDENTIAL INFORMATION ALERT

DATE: November 4, 2005

NUMBER: 05-11

SUBJECT: **Short-Term Staff and Provisional Internship Permits**

The Office of Administrative Law approved the addition of Title 5 Sections 80021 and 80021.1 pertaining to Multiple Subject, Single Subject and Education Specialist Short-Term Staff Permits (STSP) and Provisional Internship Permits (PIP) on June 4, 2005. The new permits became effective July 1, 2005 and will replace the current Emergency Multiple Subject, Single Subject and Education Specialist Permits. This Credential Information Alert includes responses to questions addressed to Commission staff at the Credential Counselors and Analysts (CCAC) Conference in Sacramento.

These new permits were established after a stakeholder group representing all aspects of education, districts, counties, IHEs, and professional organizations, met to discuss the issue. The information on the proposed new permits was presented at the Spring Credential Workshops in 2004 and 2005, at the 2004 CCAC Conference, and in four items presented to the Commission at its' public meetings. The regulations went through the public hearing process which included a required 45-day notice to the field asking for public input. The regulations were approved by the Office of Administrative Law before finalization in the summer of 2005. Coded Correspondence 05-0011, dated June 15, 2005, included information on the implementation of the new regulations.

Questions and Answers

1. If an employing agency requests a STSP for less than a full year, can an employing agency then request another STSP for another assignment for the rest of the time left in a year?

The STSP will be issued effective the requested issuance date as determined by the employer and noted on the application form and will be valid for no more than one full year, provided that it expires at the end of the employing agency's school year. The end of the year is determined by the employer and noted on form CL-859. The permit is not renewable and is available to an individual only once in a life time. If an employing agency requests an expiration date prior to the end of the school year, the Commission will not issue another STSP to the individual regardless if the first STSP was not issued for the full school year.

2. Can an employing agency request a restriction change (from one employing agency to another) or add a subject authorization for a STSP or PIP?

An employing agency may request a restriction change during the valid period of the STSP/PIP by submitting an application, \$27.50 fee, and form CL 859 (STSP) or CL 857 (PIP) to the Commission. Verification of recruitment and public notice must also be sent for the PIP. The document will retain the expiration date on the original STSP/PIP document.

An employing agency may add an additional subject during the valid period of the STSP/PIP by submitting an application, \$55.00 fee, verification of subject matter competence for the new subject

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area(s), form CL 859 (STSP) or CL 857 (PIP) to the Commission. The document will retain the expiration date on the original STSP document.

3. Can an employing agency submit a photocopy of the agenda item of the public notice for the PIP or must the employing agency submit minutes of the board meeting?

Either a photocopy of the agenda item or the board meeting minutes is acceptable.

4. The PIP requires the employing agency to complete a diligent search, verify recruitment, and complete a public notice. Can the employing agency allow the teacher into the classroom during the lag time before the school board meeting and the public notice is approved?

Yes, if the county office of education will issue a Temporary County Certificate (TCC). Otherwise the employer must wait until the board has approved the public notice

5. What type of permits or options are available for employers for day-to-day substituting teaching and long-term teaching assignments?

The Emergency 30- Day Substitute Teaching Permit may still be issued for day to day substituting. The Career Substitute Permit is also an option and allows the holder to substitute teach for up to 60 days for one teacher during the school year. There are specific requirements which are listed on the leaflet in the link under “Resources” of this CIA.

In addition, the holder of a credential based on a bachelor’s degree and student teaching may substitute for 30 days for a teacher. See more information in Section H of the Administrator’s Assignment Manual. If an individual has satisfied subject matter by exam, the STSP is a route for one year and in that one year the teacher should be working with a college or university to enter an internship program. The PIP requires a diligent search and recruitment and can be used for a long-term assignment.

6. When emergency long term permits are no longer issued, what can be used for summer school?

An individual must hold the appropriate authorization to be assigned to teach summer school. If the employer deems an assignment an “emergency” situation, the STSP and PIP may be used. However, for special education assignments, an individual may only substitute for 20 days if holding a STSP and PIP multiple or single subject permit.

7. Since subject matter is not required for the full credential, will the CCTC issue an Education Specialist for Early Childhood Education (ECSE) PIP?

No, since subject matter is not a requirement for the Education Specialist in ECE, the option would be to apply for a Variable Term Waiver. However, the STSP Education Specialist in ECE may be issued for one year if the individual has not been issued five emergency permits.

8. Are the Limited Assignment Permits still available?

Yes, the Limited Assignment Permit may be issued to a fully credentialed who is working to add another subject area to their document.

9. If an employing agency applies for a Variable Term Waiver but the applicant qualifies for a PIP or STSP, will the Commission return the waiver request to the employer?

Yes, the waiver request will be returned to the employing agency with instructions to submit an application and the supporting materials for either the STSP or PIP.

10. Is there additional information the employing agency will need to send for the STSP or PIP if the waiver request is returned?

Only the CL-859 form is needed for the STSP. For the PIP, the employing agency will need to submit form CL-857 and verification of recruitment. The public notice completed for the waiver request may be submitted for the PIP.

11. Are Emergency Clinical or Rehabilitative Services Permits still available?

Yes, but only on reissuance. The permit may not be initially issued. The employing agency may request a Variable Term Waiver for initial issuance.

CLAD and BCLAD Emergency Permits and Waivers

Additional information will be sent at a later date concerning the requirements and application process for applying for Emergency CLAD and BCLAD Permits and Waivers for holders of vocational and special education teaching credentials.

Resources

Information on the specific requirements for the permits listed in the CIA may be found at the following links on the Commission's Web page:

Short-Term Staff: <http://www.ctc.ca.gov/credentials/leaflets/cl856.html>

<http://www.ctc.ca.gov/credentials/cig/CIG-LEAFLETS/CIG-LEAFLETS/cl859.pdf>

Provisional Internship: <http://www.ctc.ca.gov/credentials/leaflets/cl856.html>

<http://www.ctc.ca.gov/credentials/cig/CIG-LEAFLETS/CIG-LEAFLETS/cl857.pdf>

Emergency 30 Day Substitute: <http://www.ctc.ca.gov/credentials/leaflets/cl505p.html>

Career Substitute: <http://www.ctc.ca.gov/credentials/leaflets/cl505b.html>

Limited Assignment: <http://www.ctc.ca.gov/credentials/CREDS/limited-assign.html>

Section H of the Administrator's Assignment Manual contains information on appropriate assignment of substitute teachers. The Manual may be found at the following link: <http://www.ctc.ca.gov/credentials/leaflets/cl824.html>.

Questions

If you have further questions, please contact the Commission's Information Services by email at credentials@ctc.ca.gov or by telephone at the toll free number (888) 921-2682.