

# CREDENTIAL INFORMATION ALERT

**DATE:** March 14, 2006

**NUMBER:** 06-04

**SUBJECT: Certificate of Completion of Staff Development**

The Commission has received inquiries about the authorization of the Certificate of Completion of Staff Development (Certificate). This memorandum explains the authorization of the Certificate and how it compares to the authorization for the Crosscultural, Language, and Academic Development (CLAD). In addition, the role of the Commission and the California Department of Education (CDE) concerning services to English learners (EL) is outlined. Frequently asked questions may be found on page 3 of this correspondence.

**Certificate of Completion of Staff Development**

Two bills, Senate Bill 395 (Hughes, 1999) and Assembly Bill 2913 (Salinas, 2004), required the Commission to issue a certificate based on the completion of a Commission-approved staff development program to teach ELs. Whether a teacher completes one or two segments (each 45 hours) of the staff development depends on the EL authorization sought, authorization of the basic teaching credential, and years of experience. Employers should check the specific Certificate authorization before assigning a teacher to provide EL services. The requirements and authorizations for the Certificate may be found on the Commission's Web site at: <http://www.ctc.ca.gov/credentials/leaflets/cl824.pdf>.

Certificate holders with elementary and secondary credentials may instruct in specially designed academic instruction in English (SDAIE) to students in the subject and grade authorized by the teacher's basic credential regardless of the number of students in the class requiring EL services. This is comparable to the SDAIE authorization on the CLAD.

The Certificate authorizes the holder of a secondary credential to teach ELD in a departmentalized setting within the subject matter content in the grade authorized by the teacher's basic credential. This allows the teacher to incorporate ELD methodology during instruction and is designed for English learners to develop their listening, speaking, reading, and writing skills in English. Elementary credential holder's who also have a supplementary or subject matter authorization, may provide ELD in a departmentalized setting within the subject matter content in the grade authorized by the supplementary or subject matter authorization.

Holders of elementary credentials may earn an authorization on the Certificate to teach ELD in a self-contained setting. This authorization allows the holder to teach ELD within the self-contained subject matter content at the grade authorized by the elementary credential. This allows the teacher to incorporate ELD methodology during instruction. Students in a self-contained class may be

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regrouped according to ELD learning levels and taught by the holder of an elementary credential and a Certificate. However, if students are pulled out for separate instruction in ELD, this would constitute a departmentalized setting and is not appropriate for the holder of a Certificate.

The Certificate does not allow the elementary or secondary credential holder to teach ELD as a separate content subject area in a departmentalized setting at the elementary, middle or high school level. The Certificate authorization is more restrictive than the CLAD authorization because individuals are only allowed to incorporate ELD methodology as noted above. Teaching ELD as a subject content area requires the teacher to hold a CLAD Certificate or equivalent authorization.

### **Structured English Immersion Classes (SEI)**

The Commission has used the term ‘designated ELD classes’ when referring to the type of classes Certificate holders may not teach. In most schools, only students requiring EL services are in a departmentalized ELD class. There have been inquiries whether it is appropriate to assign a teacher with a Certificate to serve in a Structured English Immersion (SEI) class. As with other assignments, an employer will need to determine if the content of the SEI class falls within the authorization of the Certificate. If the content is departmentalized ELD, it is not appropriate to assign the Certificate holder regardless of the number of ELs in the class.

### **SB 1969 Certificates**

SB 1969 (Hughes, 1994) established an alternative way for permanent teachers to earn a certificate through completion of staff development that allows teachers to be assigned to teach ELs. School districts and county offices of education awarded certificates to the individuals who completed their local staff development program. These certificates, which may no longer be issued or registered with the Commission, have the same authorization as the Commission-issued Certificate of Completion of Staff Development.

### **Categorical Program Monitoring (CPM)**

The CDE conducts Categorical Program Monitoring reviews. State and federal law require the CDE to monitor the implementation of categorical programs operated by local educational agencies. The purpose of the review is to verify compliance with requirements of each program and to insure that program funds are spent to increase student performance. The CPM review is a separate review from the assignment monitoring that is required in *EC* §44258.9. While the CDE may accept other options including the Plan to Remedy (PTR) the Shortage for Teachers in Training (see section below) as appropriate for their CPM review, that is a separate issue from appropriate assignment. An employing school district and county office of education must meet the provisions of *EC* §44258.9 for appropriate assignment.

### **Plan to Remedy (PTR) the Shortage for Teachers in Training**

Credential Information Alert 05-05, dated July 26, 2005, addressed the status of the use of enrollment in the PTR as an appropriate assignment to serve ELs. With the availability of the other routes to earn an authorization to serve ELs, effective July 1, 2005, the Commission no longer accepts enrollment in a local PTR as an appropriate alternative to holding a document that authorizes services to ELs. The only exception that allows “teachers in training” is listed in *EC* 44253.10(e). Individuals pursuing training to earn a Certificate of Completion are considered appropriately assigned while in this training. Teachers enrolled in the PTR who are not actively pursuing training to earn the Certificate should be transitioned to an Emergency CLAD or BCLAD Permit or be removed from their EL assignments. If a teacher is assigned to teach ELs solely on the basis of enrollment in the PTR to earn a CLAD or BCLAD authorization, the teacher is misassigned. The misassignment must be reported to

the district superintendent and corrected within 30 days. The Alert may be found at: [http://www.ctc.ca.gov/credentials/cig/alerts/2005\\_alerts/0505.pdf](http://www.ctc.ca.gov/credentials/cig/alerts/2005_alerts/0505.pdf).

### Frequently Asked Questions

1. Can the holder of an elementary credential and a Certificate (authorizing both ELD and SDAIE in a self-contained class) teach in a self-contained class that is composed of all EL students?  
*Yes, the teacher may teach both SDAIE and ELD in a self-contained class setting regardless of the number of EL students in the class.*
2. Can the holder of a secondary credential and a Certificate teach their subject matter content in a SDAIE setting composed of all EL students?  
*Yes. For example, the holder of a single subject in social science and a Certificate may teach SDAIE social science and ELD instruction within the content area of social science.*
3. Can the holder of a single subject in English and a Certificate teach SDAIE English in a departmentalized classroom designed for EL students?  
*Yes. The individual is authorized to provide instruction for ELD within the subject matter content of English. The individual is not authorized to teach a departmentalized ELD class.*
4. Can the holder of an elementary or secondary credential and a Certificate
  - a. teach ELD in a departmentalized setting at the elementary, middle or high school level?  
*No. A departmentalized ELD class at any grade level is not an appropriate assignment for the holder of a Certificate regardless of the basic credential or the number of EL students in the class.*
  - b. teach ELD in a departmentalized setting with students pulled out of a self-contained classroom setting?  
*No. A departmentalized ELD class at any grade level is not an appropriate assignment for the holder of a Certificate regardless of the basic credential or the number of EL students in the class.*

### Resources

Leaflets available on the Commission's Web site ([www.ctc.ca.gov](http://www.ctc.ca.gov)):

<http://www.ctc.ca.gov/credentials/leaflets/cl824.pdf>-Certificate of Completion of Staff Development

<http://www.ctc.ca.gov/credentials/leaflets/cl628c.pdf>-CLAD Certificate

### Questions

If you have further questions, please contact the Commission's Assignment Unit by email at [cawassignments@ctc.ca.gov](mailto:cawassignments@ctc.ca.gov) or by telephone on the voice mail line at (916) 322-5038.