

# CREDENTIALIAL INFORMATION ALERT

DATE: 4-18-06 NUMBER: 06-05

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

The Commission is dedicated to helping our business partners. The Certification, Assignment and Waivers Division has reviewed the first 250 applications received for the Short-Term Staff Permit (STSP) and the Provisional Internship Permit (PIP).

The findings from the initial review are outlined below. By minimizing the number of reject letters we can reduce the time and costs involved with the processing of the STSP's and PIP's. In an effort to process applications at an optimal level, we would like to convey helpful reminders that may reduce the possibility of an application being returned.

A significant number of the rejected applications were in the following categories:

## **Verification of Requirements for the Provisional Internship Permit (CL-857)**

The PIP requires that verification of **all** three of the following recruitment methods be submitted to the Commission:

1. Distribution of job announcements
2. Contacting college or university placement centers
3. Advertising on the internet

Many employers either checked only one or two of the boxes or did not submit any verification. Photocopies of the three required recruitment methods are needed prior to the issuance of the permit. There are optional recruitment methods which do not require verification be submitted.

Public School Districts need to submit a copy of their governing board agenda. The agenda must indicate the PIP was presented as an action item and was acted upon favorably. We are unable to accept consent governing board agenda items.

The agenda item needs to include:

- Applicant's name
- Assignment, including subject(s), and grade level
- Site of employment
- Statement that applicant(s) will be employed on the basis of a PIP

County Offices of Education, Nonpublic Schools, Statewide Agencies, and Charter Schools need to submit a copy of their public notice that was posted at least 72 hours before the position was filled. The public notice needs to include:

- Applicant's name
- Assignment, including subject(s) and grade level
- Site of employment
- Statement that applicant will be employed on the basis of a PIP

Once the employer signs the CL-857 form no additional documentation is needed for verification of the following:

- Providing orientation, and guidance
- Providing assistance in developing a personalized plan
- Providing assistance to the holder in seeking and enrolling in subject matter training
- Apprising the candidate of steps required to earn a credential and enrolling in an internship program

### **Verification of Requirements for the Short-Term Staff Permit (CL-859)**

All employers need to provide the ending date of their school term, track or year. There is a box provided on all forms revised 07/2005 or later.

The employing agency needs to check a box regarding the justification for the acute staffing need. There are three to choose from:

1. The teacher of record is unable to finish the school year due to approved leave/illness
2. Enrollment adjustments
3. To serve as a bridge document for an individual who has completed subject matter competence but has been unable to enroll in a teacher preparation internship program

### **PIP/STSP Supporting Documentation**

- Provide transcripts verifying degree(s)and/or qualifying course work
- Include a letter of explanation from applicant when requesting an appeal
- All sections of the Verification of Requirements forms (CL-857 and CL-859) must be completed and signed by the employing agency
- Ensure the applicant has sufficient units or qualification for the PIP/STSP requested
- The employing agency name and CDS code must be identified
- Identify the specific authorization(s) for single subject and education specialist credentials – remember there is no authorization titled “Special Day Class”

- Identify issue date for the requested PIP or STSP on the 41-4 application form in the upper right hand box

Effective issuance date 07/01/2006, any application received by the Commission for a Short-Term Staff Permit or Provisional Internship Permit with incomplete or missing information will be returned to the employer for correction.

These are a few reminders and general information that contribute to the Commission's continuous goal of providing quality service and assistance.

### **Resources**

Verification of Requirements for the Provisional Internship Permit (CL-857)

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

Verification of Requirements for the Short-Term Staff Permit (CL-859)

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