

CREENTIAL INFORMATION ALERT

DATE: 06-01-06 NUMBER: 06-12

SUBJECT: Helpful Tips for the Short-Term Staff and Provisional Internship Permits

The Commission is dedicated to helping our business partners. The Certification, Assignment and Waivers Division would like to provide some additional clarification regarding the Short-Term Staff Permit (STSP) and the Provisional Internship Permit (PIP).

This CIA is a follow-up to CIA 06-05 with additional tips that may help employers prepare applications for submission to the Commission.

Helpful Tips:

Provisional Internship Permit:

- If an individual has two or more subjects listed on the PIP the teacher must take all of the exams in one of the subjects for renewal. Exams for the additional subjects do not need to be taken. However, the permit holder cannot take some exams for each and use the combination for renewal.

Short-Term Staff Permit:

- If the teacher was previously employed on a Special Temporary Certificate (STC) [formerly Individualized Internship Certificate (IIC)] and is unable to be admitted to an internship program, the employer may request a STSP for one year. The STSP is not renewable and the PIP is not an option.
- If the employer wishes to use an individual on a STSP for summer school, the ending date of the summer session should be used as the end date of the school year on the Verification of Requirements for the Short Term Staff Permit (CL-859). The employer should check the justification for STSP as enrollment adjustment on the CL-859. The STSP is not renewable.
- If an individual has been employed on an IHE internship and the university is not willing to request the third year because the individual has completed all requirements except RICA, the employer may request one STSP. The STSP is not renewable.

- The statement regarding the ending date for the school year on the Verification of Requirements for the Short-Term Staff Permit (CL-859) has been revised (06/06) to read:

The Short-Term Staff Permit can be issued for one year, provided that it expires at the end of the employing agency's school year. Provide the ending date of your school year below.

This date will be the expiration date of the Short-Term Staff Permit.

- Subject matter exam scores may be used to qualify an individual for the STSP. Verification of coursework in the subject area is not required. All three of the STSP worksheets have been revised with a check list of qualifications including subject matter exams. This will allow an individual who has completed subject matter by exam who cannot enroll in an internship program the opportunity to serve on a STSP for one year.

This general information has been provided to help contribute to the Commission's continuous goal of providing quality service and assistance.

Resources

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

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

Multiple Subject Short-Term Staff Permit Evaluation Worksheet (CL-861)

<http://www.ctc.ca.gov/credentials/leaflets/cl861.pdf>

Single Subject Short-Term Staff Permit Evaluation Worksheet (CL-863)

<http://www.ctc.ca.gov/credentials/leaflets/cl863.pdf>

Education Specialist Short-Term Staff Permit Evaluation Worksheet (CL 865)

<http://www.ctc.ca.gov/credentials/leaflets/cl865.pdf>

Questions

If you have further questions, please contact Information Services by email at credentials@ctc.ca.gov (response in three to five business days) or by telephone, toll free number at (888) 921-2682 (Monday through Friday from 1:00 to 4:45 pm).