

CREDENTIAL INFORMATION ALERT

DATE: December 14, 2006

NUMBER: 06-19

SUBJECT: Clarification and Follow-up of Short-Term Staff and Provisional Internship Permits Policies and Procedures

The Commission is dedicated to helping our business partners. In response to questions received from the field, 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 Credential Information Alert (CIA) includes information on the STSP dating procedures; PIP public notice requirement and a general reminder on the Bilingual, Crosscultural, Language and Academic Development (BCLAD) authorization to assist employers with preparing applications for submission to the Commission.

STSP Dating Procedures

The STSP can be issued for one year, provided it expires at the end of the employing agency's *current* school year. The Commission will not issue a STSP with an issuance date in one school year and an expiration date in the next school year. The expiration date of the STSP is based on the ending date of the employing agency's school year. This date is provided by the employer on the Verification of Requirements for the Short-Term Staff Permit (CL-859).

The following dating procedures will be used by Commission staff when processing STSP applications:

- When the employer submits the CL-859 with an ending date that falls in the next school year the Commission will modify the expiration date to July 1st.
Example: The employer requests an issuance date of 11/06/06 and the CL-859 indicates the ending date of the school year is 11/06/07. The Commission will issue the STSP with an expiration date of 07/01/07.
- When the employer does not provide the ending date of the school year on the CL-859, the STSP will be issued with an expiration date of July 1st of the appropriate year. The Commission will not return the application to request verification of the ending date of the school year.
- The latest expiration date that will be allowed on a STSP covering a summer school session is September 1st, provided the valid dates do not go over one year.

Note: The dating procedures outlined above apply to all types of school calendars (traditional, year-round, etc.)

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING
CERTIFICATION, ASSIGNMENT AND WAIVERS DIVISION

P.O. BOX 944270, SACRAMENTO, CA 94244-2700

Telephone: (888) 921-2682 (toll free) or (916) 445-7254 (1:00 to 4:45 pm)

Email: credentials@ctc.ca.gov

Public Notice Requirement

Provisional Internship Permit requests must include verification that a notice of intent to employ the applicant in the identified position was made public. Public school districts must present this notice to the governing board in a public meeting. The permit request must include a signed statement from the superintendent, or designee, that the item was acted upon favorably. This information is provided on the Verification for Requirements for the Provisional Internship Permit (CL-857). A copy of the agenda item must be submitted with the application packet.

General Reminder

- The BCLAD authorization cannot be listed on any type of STSP or PIP document. When a STSP or PIP application is submitted requesting a BCLAD authorization the document will be issued without the bilingual authorization. If an individual with a STSP or PIP document needs a BCLAD authorization, the employing agency will need to submit a request for a Variable Term Waiver for the BCLAD.

Information on routes to English learner authorizations for STSP and PIP documents is available in Credential Information Alerts 06-10 and 06-11.

Resources

Short-Term Staff Permit (CL-858)

<http://www.ctc.ca.gov/credentials/leaflets/cl858.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>

Provisional Internship Permit (CL-856)

<http://www.ctc.ca.gov/credentials/leaflets/cl856.pdf>

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

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

Short-Term and Provisional Internship Permits (CIA 06-05)

http://www.ctc.ca.gov/credentials/cig/alerts/2006_alerts/0605.pdf

Helpful Tips for the Short-Term Staff and Provisional Internship Permits (CIA 06-12)

http://www.ctc.ca.gov/credentials/cig/alerts/2006_alerts/0612.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).