



# Credential Information Alert

**DATE:** December 8, 2008

**NUMBER:** 08-19

**SUBJECT:** Emergency Crosscultural, Language, and Academic Development (CLAD) Permit

The Commission has received questions regarding the initial issuance and renewal requirements for an Emergency CLAD Permit. This Credential Information Alert (CIA) discusses aspects of the requirements for the initial issuance and renewal of the emergency permit and possibilities of extensions for time if the renewal requirements are not met.

## **Background:**

Emergency permits are currently issued in four areas: Resource Specialist, Teacher Librarian, CLAD, and Bilingual Crosscultural, Language, and Academic Development (BCLAD). Emergency permits may be issued for a total of five years in one year increments if the individual meets the annual renewal requirements and the permit is requested by the local employing agency.

**Note:** A new leaflet (CL 5330 CLAD/BCLAD) designed solely for the Emergency CLAD and BCLAD Permits has been developed. Information on the other emergency permits (resource specialist, teacher librarian, and clinical rehabilitative) are now on a separate leaflet.

A new separate *Emergency Permit Renewal Verification Form* is also available for the Emergency CLAD/BCLAD Permits (CL-469 CLAD/BCLAD). **Effective 7/1/2009**, the Commission will stop accepting the old CL-469 (rev. 12/07) and will only accept the new form.

See the References section of this CIA for a link to the new leaflet and form. An application and non-refundable appropriate fee is required for all applications whether for initial issuance or renewal, as well as appropriate supporting materials.

**General Requirements** – See *Emergency CLAD/BCLAD Permit leaflet for complete information*

## *Prerequisite*

A valid California teaching credential, Visiting Faculty Permit, Clinical Rehabilitative or Speech-Language Pathology Services Credential with Special Class Authorization, Child Development Permit, Children's Center Instructional or Supervision Permit is required for initial issuance and renewal. The following do not meet the appropriate prerequisite definition: emergency permits, Short-Term Staff or Provisional Internship Permits, Exchange Credentials, District or University Internship Credentials, and Sojourn Credentials.

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**CERTIFICATION, ASSIGNMENT AND WAIVERS DIVISION  
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*Basic Skills Requirement (BSR)*

Verification of basic skills is required for initial issuance or renewal of an Emergency CLAD Permit. However, an individual is exempt from the BSR if the applicant holds a non-emergency California teaching credential which required a bachelor's degree or a Visiting Faculty Permit. If an individual holds a preliminary California teaching credential for which they must complete the BSR in the first year of their credential (individuals prepared outside of California), BSR is not required if the Emergency CLAD permit is issued within the first year validity period of the preliminary teaching credential. If the emergency permit is issued after the first year of validity, the individual must meet the BSR requirement.

Holders of a Child Development Permit, Children's Center Instructional or Supervision Permit, Adult Education Credential that did not require a bachelor's degree to earn the document, or Designated Subjects Vocational and Career Technical Education Credentials are required to meet the BSR.

*Declaration of Need*

The employing agency must have an annual Declaration of Need for Fully Qualified Educators (form CL-500) on file with the Commission for both initial issuance and renewal documents to be issued.

*Statement of Intent to Enroll*

The applicant must provide written intent to complete requirements for renewal during the valid period of the permit for the initial issuance of the permit.

**Renewal Requirements** – See *Emergency CLAD/BCLAD Permit leaflet for complete information**Course Work or Examination*

An individual has two options to renew an Emergency CLAD Permit:

- 1) Complete six semester units or nine quarter units of course work in a Commission-approved California Teacher of English Learners (CTEL) program.

The process to earn a CLAD Certificate by completing approved course work at universities and applying directly to the Commission has sunset. Course work under that process had to be completed by January 31, 2008. New standards were developed for Commission-approved CTETL programs for the CLAD Certificate. There are currently eighteen programs at California universities. If an individual completed course work prior to the January 31, 2008 sunset date, it may be used toward renewal of the emergency permit.

- 2) Pass a combination of any two of the following: Test 1, Test 2, or Test 3 of the CTETL Examination if these exams were not passed prior to the issuance of the current permit.

The first administration of the CTETL Examination was December 10, 2005. CLAD examinations were phased out in 2006 and replaced by the CTETL examination. If an individual with an expired Emergency CLAD Permit passed sections of the CLAD examinations while the permit was valid, those examinations may be used toward renewal of the permit. However, examination scores must be used for credentialing purposes within five years of date of passage.

Individuals who have completed the required course work or examinations but still need to satisfy the second language requirement for the CLAD Certificate, must complete six semester units of course work toward the second language requirement or verify progress toward the completion of the second language requirement to renew the Emergency CLAD Permit.

**Emergency Permit Renewal Verification Form (CL-469)** – See *Emergency Permit Renewal Verification Form leaflet for complete information*

Renewal of all emergency permits requires submission of a completed appropriate *CL-469 Form*. This includes the Emergency CLAD Permit whether the individual completed the course work or the examination renewal option.

On the new verification form (*CL-469 CLAD/BCLAD*), there are two sections that must be completed. On the front of the form, the Orientation, Guidance and Assistance section must be completed for first time and subsequent renewals including a local level authorized signatory. The back of the form must be completed and signed to verify whether the course work or examination renewal option was met. Employing agencies and universities should start using the new form immediately. **Effective 7/1/2009**, the Commission will stop accepting the old CL-469 (rev. 12/07) and require the new verification form.

**Appeal Extensions** – See *Staff Appeals for Extending the Term of a Credential leaflet for complete information*

Commission staff may grant a one-year appeal extension of a permit when an applicant verifies good cause for not completing renewal requirements. **An extension may be issued only once**, except in cases where the extenuating circumstances (i.e., medical/health appeal found below) continue to exist and the applicant has made sufficient progress toward completion of the requirements. Financial hardship cannot be considered as a valid reason for an extension. Appeal extension applications are reviewed on an individual basis.

The *Staff Appeals for Extending the Term of a Credential Information Leaflet* contains the materials that must be submitted with an appeal application. See the link in the list of References below.

There are three reasons that may be used for either a course work or examination appeal extension.

- 1) unable to complete requirements because of personal medical/health problems or the medical/health problems of a family or household member
- 2) unable to attend university because of job or family demands
- 3) has not been employed in the California public school system since the emergency permit was issued

Since there are two options for renewal of an Emergency CLAD Permit, there is a set of reasons that may be used for each option.

1. Good cause for individuals who are ***completing the course work option*** for the Emergency CLAD Permit renewal includes the following:
  - a) no California university can be reached within one and one-half hours of traveling time
  - b) no openings in the university program or the required course work was unavailable
2. Good cause for individuals who are ***completing the CTEL examination option*** for the Emergency CLAD Permit renewal includes the following:
  - a) took two sections of the CTEL examination during the valid period of the permit but did not pass both sections
  - b) took one section of the CTEL examination as the other two sections were previously passed but did not pass the final section of the examination

**References:**

*Emergency CLAD/BCLAD Permit Information Leaflet:*

<http://www.ctc.ca.gov/credentials/leaflets/CL-5330-CLAD-BCLAD.pdf>

*Staff Appeals for Extending the Term of a Credential Information Leaflet:*

<http://www.ctc.ca.gov/credentials/leaflets/al3.pdf>

*Emergency Permit Renewal Verification Form (CL-469 CLAD/BCLAD):*

<http://www.ctc.ca.gov/credentials/leaflets/CL-469-CLAD-BCLAD.pdf>

*Information Leaflet for CLAD Certificate:*

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

*Declaration of Need for Fully Qualified Educators:*

<http://www.ctc.ca.gov/credentials/cig/CIG-LEAFLETS/CIG-LEAFLETS/c1500.pdf>

*Approved CTEL Programs:*

[http://134.186.81.79/fmi/xsl/CTC\\_apm/recordlist\\_SCCclad.html](http://134.186.81.79/fmi/xsl/CTC_apm/recordlist_SCCclad.html)

**Contact Information:**

For further questions about this topic, contact the Commission's Information Services Unit at 1-888-921-2682, Monday through Friday between 1:00 PM to 4:45 PM or by email at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov).