



CREDENTIAL INFORMATION ALERT

DATE: February 01, 2010	NUMBER: 10-02
SUBJECT: General and Special Education Limited Assignment Teaching Permits	

Summary:

Coded Correspondence 09-15, distributed on July 23, 2009, provided information on the changes to regulations for the issuance of General and Special Education Limited Assignment Teaching Permits. The purpose of this Credential Information Alert is to provide clarification on requirements for initial issuance and renewal of these permits.

Key Provisions:

Effective issue date July 3, 2009, the Commission established the Special Education Limited Assignment Teaching Permit. In addition, the Multiple and Single Subject Limited Assignment Teaching Permits were replaced by the new General Education Multiple and Single Subject Limited Assignment Teaching Permits.

General Education Limited Assignment Teaching Permit (GELAP)

With the exception of the name change of the permit, the requirements for the initial issuance of the GELAP stayed the same as for the initial issuance of the Multiple and Single Subject Limited Assignment Teaching Permits. However, effective July 3, 2009, renewal requirements for the GELAP were expanded to allow either completion of coursework *or* passage of examinations. Coursework and exams used toward the renewal of a GELAP must have been taken after the issuance date of the current GELAP and prior to the requested renewal date. All renewal coursework must be closely related to the subject listed on the GELAP and it is important to include a course description if a course title is unclear. Coursework or exams taken prior to the issuance of the GELAP will not be acceptable for renewal purposes. Refer to the link in the References section for Coded Correspondence 09-15 for additional information.

Holders of a GELAP with an issuance date on or after July 3, 2009, may no longer use completion of a professional development plan as a renewal option. Completion of a professional development plan may only be used if renewing a Multiple or Single Subject



Limited Assignment Teaching Permit (LATP) initially issued prior to July 3, 2009. See the References section for a link to the GELAP leaflet for more information.

Applicants may be issued a total of three GELAPs per subject area including any LATPs in a subject area issued prior to July 3, 2009.

Special Education Limited Assignment Teaching Permit (SELAP)

The Special Education Limited Assignment Teaching Permit may be issued in any of the current Education Specialist Instruction Credential specialty areas. See the link to the SELAP leaflet in the References section for definitions of each specialty area.

Individuals serving outside the specialty area of their special education credential may earn a SELAP while completing the requirements for either an Added Authorization in Special Education (AASE) or a full authorization in one of the Education Specialist Instruction specialty areas. See the link in the References section to Coded Correspondence 09-16 for additional information on the AASE.

Applicants are encouraged to contact their local colleges or universities for guidance in completing the required coursework.

Prior to applying for a SELAP, an employer should refer to the *Administrator's Assignment Manual* to review the Federal Disability Chart to determine that the teacher is not already authorized for the specialty area by his/her prerequisite teaching credential as some specialty areas authorize services in more than one disability area. For example, the holder of an Education Specialist Instruction Credential in Moderate/Severe is authorized to serve students with Autism Spectrum Disorders (ASD) and does not need an ASD authorization. However, the holder of an Education Specialist Instruction Credential in Deaf and Hard of Hearing would need an Added Authorization in ASD to serve children with Autism Spectrum Disorders. See the References section for a link to the Federal Disability Chart.

Initial Issuance of the SELAP

One of the requirements for initial issuance of an SELAP is completion of three semester units of coursework or one year of experience in the area(s) requested on the permit. This may be satisfied by one of the following methods:

1. Official transcripts that verify a minimum of three semester units of special education coursework in each special education specialty area requested. The course title must clearly indicate that the content is within the specialty area requested or a course description will be required. Special education coursework that includes more than one specialty area is acceptable for the initial issuance of a SELAP so long as one of the specialty areas included in the content is the area requested on the permit, **or**
2. An original letter on official letterhead from the employing agency and signed by the Superintendent or his or her designee verifying that the applicant has one year of successful full-time experience, or the equivalent in part-time experience, working with



students or in a classroom with a minimum of one student in the specific specialty area requested. The experience may be paid or volunteer service and experience as an aide is acceptable.

Full-time experience is defined as a minimum of four hours per day, five days a week, for 75% of a school year or a minimum of two hours per day for 75% of *each* school year for *two* years or four summer school assignments (minimum of 28 days *each* year per session). When calculating part-time experience, the Commission will be flexible and will consider mixing years and time bases to achieve the necessary experience. These will be considered on a case-by-case basis. In addition, teaching experience earned while holding an Education Specialist Internship Credential is acceptable as long as it meets the one-year requirement.

All letters verifying the applicant's experience must include a statement that the applicant received a favorable recommendation or evaluation from the employer.

Renewal Requirements for the SELAP

Individuals must complete six semester units of special education coursework towards the new authorization in *each* specialty area listed on the document after the issuance date of the current SELAP and prior to the requested renewal date. If the applicant completes coursework in only one of the areas, the other authorization(s) for which no coursework was completed will be removed upon renewal. Applicants should work closely with their college or university to ensure that they are enrolled in the appropriate coursework as part of a Commission-approved program. There is no examination option to renew the SELAP.

Transition Period (2009-2010 school year ending June 30, 2010)

The Commission's Approved Program Webpage includes the new Added Authorization in Special Education (AASE) programs. See the link in the References section to the webpage. Currently there are only a few AASE programs available and the Commission realizes that finding appropriate renewal coursework may be difficult during this transition year. If an applicant is unable to find coursework to renew the SELAP, the applicant may apply for an appeal to renew the permit. The appeal application should include a letter from the applicant stating that after a thorough search, coursework was not available and must be submitted through an employing agency. The Commission's leniency in issuing appeals during this transition period will be discontinued as additional coursework and programs become available.

Fully-credentialed individuals working toward an AASE should apply for a SELAP instead of a Variable Term Waiver or Short-Term Staff Permit (STSP) whenever possible. However, the Variable Term Waiver and STSP still remain viable employment options as long as the applicant has completed the appropriate requirements for those documents.

**Background:**

To provide an opportunity for individuals to be appropriately assigned while working toward an AASE or adding an additional special education specialty area, the Commission established the Special Education Limited Assignment Permit.

The original purpose of the Limited Assignment Teaching Permit was to allow fully-credentialed general education teachers to serve in a subject or specialty area outside of the subject(s) or specialty area(s) listed on their basic teaching credentials while completing the required coursework or examinations necessary to add that new subject to their existing credentials. The Limited Assignment Teaching Permit is initially issued for one year and may be renewed twice, in one-year increments, as long as the holder shows substantial progress toward the new authorization with each renewal. With the establishment of the Special Education Limited Assignment Permit, the Commission changed the name of the Multiple and Single Limited Assignment Permit to the General Education Limited Assignment Permit.

Important Date:

Provisions related to this correspondence became effective on July 3, 2009.

Source:

5 California Code of Regulations sections 80027 and 80027.1.

References:

General Education Limited Assignment Teaching Permits:

<http://www.ctc.ca.gov/credentials/leaflets/cl828.pdf>

Special Education Limited Assignment Teaching Permits:

<http://www.ctc.ca.gov/credentials/leaflets/cl889.pdf>

Adding Authorizations in Special Education:

<http://www.ctc.ca.gov/credentials/leaflets/cl890.pdf>

Coded 09-16: Adding Authorization in Special Education:

<http://www.ctc.ca.gov/notices/coded/2009/0916.pdf>

Coded 09-15: General Education and Special Education Limited Assignment Teaching Permits:

<http://www.ctc.ca.gov/notices/coded/2009/0915.pdf>

Administrator's Assignment Manual: (See Section F, pages 19-22)

<http://www.ctc.ca.gov/credentials/manuals-handbooks/Administrator-Assignment-Manual.pdf>



Commission-Approved Professional Preparation Programs

http://134.186.81.79/fmi/xsl/CTC_apm/recordlist.html

Federal Disability Area(s) Chart: Title 34 Code of Federal Regulations

<http://www.ctc.ca.gov/credentials/CREDS/federal-disability-definitions.pdf>

Contact Information:

For further questions about this topic, contact the Commission's Information Services Unit at 1-888-921-2682, Monday through Friday between 12:00 p.m. to 4:45 p.m. or by email at credentials@ctc.ca.gov.