



# Credential Information Alert

**DATE:** April 7, 2014

**NUMBER:** 14-12

**SUBJECT:** Requirements for Extensions by Appeal for Teaching Credentials

## **Summary:**

This Credential Information Alert provides clarification on the requirements for one, two, and three year extensions by appeal for general and special education credential holders. Common employment and program enrollment scenarios that may affect an applicant's eligibility for an extension, as well as specific details regarding determining if an educator qualifies for an extension are discussed.

## **Key Provisions:**

An educator may request an extension by appeal for a credential if good cause for not completing the document's renewal requirements is verified. When assisting an educator with applying for an extension, employers should verify that the educator has submitted all required documentation for the type of extension being requested and that the educator's employment and program enrollment status align with the requirements for the requested extension. Additional details on specific extension types and their requirements are outlined below.

### *Three Year Extensions*

The three year extension is available only once and solely for an educator who holds a Preliminary Multiple or Single Subject Credential issued on or after August 30, 2004, based on completion of an SB 2042 credential program. To qualify, an educator's employment must fall into one of the two categories below:

- 1) Never employed in a teaching position that allowed for completion of the Clear Multiple or Single Subject Credential requirements (this includes no current offers of employment); OR
- 2) Previously (but not currently) employed for one year or less in a position eligible to complete the clear credential requirements.

To appeal for granting of a three year extension an educator must submit a completed [Application Form 41-4](#), current application fee, and extension form [CL-884](#) verifying the educator's qualifying employment history.

The Commission commonly encounters three year extension applications where the educator certifies that they qualify under the three year extension option described above but also states that they have a current offer of employment in a teaching position that allows for completion of the clear credential requirements. An applicant with a current offer of employment does *not* qualify for the three year extension. In such cases the application will be returned with instructions for the educator to submit the supporting documentation required for the two year extension.



The educator must be clear and concise when completing form [CL-884](#) regarding their employment. Applications are often returned when form [CL-884](#) states that the educator is employed at a school but does not include employment details concerning the educator's type of position. Indicating current employment on form [CL-884](#) requires Commission staff to request additional information regarding the type of employment held by the educator. This information is necessary to complete the evaluation and determine if the employment negates the applicant's eligibility for the three year extension. The form must include the specific type of position held if an educator is employed as a substitute (day-to-day or long term), temporary, or part-time teacher and is not ineligible for enrollment in a program to complete the clear credential requirements.

Additionally, an educator who is employed for more than one year in a teaching position at a private school is not eligible for the three year extension. Employment as a teacher at a private school does not render an individual ineligible for enrollment in a program to complete the clear credential requirements. An educator who is currently employed as a private school teacher may apply for a two year extension. An educator who was previously employed for more than one year as a private school teacher, but is not currently employed, may request a one year extension.

#### *Two Year Extensions*

The two year extension is available to an educator who is employed in a teaching position that allows for completion of the clear credential requirements but has not been employed (or in a program) long enough to earn the clear credential. Like the three year extension, this option is available only to those individuals who were issued a Preliminary Multiple or Single Subject Credential issued on or after August 30, 2004, based on the completion of an SB 2042 program. To obtain the two year extension an educator must submit a completed [Application Form 41-4](#), current application fee, and extension form [CL-885](#) completed in conjunction with the educator's employer *and* clear credential program sponsor.

Applications for the two year extension are often returned for additional information because one or more sections of form [CL-885](#) are incomplete. Form [CL-885](#) has sections for the employing agency *and* clear credential program sponsor to complete independently. An employer cannot complete the clear credential program sponsor section and vice versa. As well, induction program support providers who provide program mentoring are not considered authorized representatives and cannot complete the program sponsor section of form [CL-885](#).

#### *One Year Extensions*

A general education credential holder who is considered "unemployed" (not employed in a full-time teaching position) may enroll in a Commission-approved clear credential program that does not require employment in a teaching position. Such an educator would not qualify for the two year extension and may pursue the one year extension. This appeal option requires submission of a completed [Application Form 41-4](#), current application fee, a letter from the applicant stating the reason renewal requirements were not completed, and a letter from the clear credential program sponsor verifying current enrollment in the program.

An educator who wishes to extend a special education credential should also apply for the one year extension, as two and three year extensions are only available for specific general education credential



holders. The requirements for the special education credential holder to apply for the one year extension are the same as those described above for general education credential holders.

An educator may be in a situation where they cannot enroll in a Commission-approved clear general or special education credential program until they hold a valid credential. In such cases, the educator should apply for the one year extension and submit a letter from the program sponsor stating that the educator is eligible for enrollment once the credential extension has been granted. This letter would be in place of the letter verifying current enrollment and accompany the completed [Application Form 41-4](#), current application fee, and other supporting documentation.

#### *Induction Program Enrollment for “Unemployed” Educators*

To date, there are three universities that offer approved induction programs and enroll educators that may be considered an “unemployed” teacher. These universities allow an educator who is not employed in a full-time teaching position to enroll and complete the clear credential requirements. UC Los Angeles and Azusa Pacific University offer both types of programs (induction, which is support based and General Education Clear, which is coursework based), while Claremont Graduate University offers only the induction program. Additional information on each university’s program can be found at the links below.

UC Los Angeles: [https://www.uclaextension.edu/teachers/Pages/genEd\\_clear.aspx](https://www.uclaextension.edu/teachers/Pages/genEd_clear.aspx)

Azusa Pacific University: <http://www.apu.edu/education/teacher/induction/>

Claremont Graduate University: <http://www.cgu.edu/pages/9821.asp>

#### **Background:**

Commission staff may grant an extension by appeal for a credential when an applicant verifies good cause for not completing the renewal requirements. An extension may be issued only once, except in cases where the extenuating circumstances continue to exist and the applicant has made sufficient progress toward completion of the requirements. Individuals may apply for an extension at any time within one year of a credential’s expiration date (or at any time if the document is expired). Applications requesting extension by appeal are reviewed on a case-by-case basis. Appeals are not granted if an applicant cannot show good cause or provide documentation of the extenuating circumstances, substantial reasons for the extension request, and verify enrollment in a program or other pathway to complete renewal requirements during the term of the requested extension. Financial hardship is not a basis for an appeal.

#### **References:**

Extension by Appeal for Credentials and Permits, Leaflet AL-3

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

Request for a Three Year Extension, Form CL-884

<http://www.ctc.ca.gov/credentials/leaflets/cl884.pdf>

Request for a Two Year Extension, Form CL-885

<http://www.ctc.ca.gov/credentials/leaflets/cl885.pdf>



**Contact Information:**

The quickest and most direct method to receive a response to specific questions is by email to the Commission's Information Services Section at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov). Place key words indicating the nature of your question in the subject line to allow the Commission to direct the email to the appropriate staff.

You may also contact the Commission by telephone at (916) 322-4974 Monday through Friday between 12:30 p.m. and 4:30 p.m. Pacific time.