

California Commission on Teacher Credentialing



Request for Applications California Classified School Employee Teacher Credentialing Program

Who Is Eligible to Apply?

Eligible applicants for the California Classified School Employee Teacher Credentialing Program (Classified Grant) are Local Education Agencies (LEAs)—school districts, county offices of education, or charter schools—interested in securing grant funding to recruit classified school employees to participate in a program designed to support their completion both of an undergraduate degree and a Commission-approved teacher preparation program so that the employee can become qualified to provide instructional services as credentialed teachers in the public schools and/or to create a new program, or expand an existing program, that recruits and supports expanding learning and preschool program staff and addresses kindergarten and early childhood education teacher shortages. Note: Eligible applicants must have a CD or a CDS code issued by the California Department of Education.

Available Funding

The sum of \$125,000,000 for up to 5,208 participants has been appropriated for the California Classified School Employee Teacher Credentialing Program. Grant awards of up to \$4,800 per participant per year over the life of the grant, through June 30, 2026, may be made to eligible LEA applicants whose proposals are recommended for funding.

Project Period

Up to five years, from 2021-22 through June 30, 2026, with reporting requirements specified by the Commission.

Due Date for Receipt of Proposals at the Commission Office

Friday, June 10, 2022, by 5:00 p.m. PDT

Emailed applications must be received by this date and time. Paper copies must be received or postmarked by this date and time.

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Request for Applications

California Classified School Employee Teacher Credentialing Program

Section I: Introduction

Introduction

This Request for Application (RFA) is to provide grants up to \$4,800 per participant per year over the life of the grant, through June 30, 2026, for eligible Local Education Agency (LEA) applicants to develop and implement a Classified School Employee Teacher Credentialing Program (Classified Grant) to recruit classified school employees to participate in a program designed to support the completion of a bachelor's degree and teacher preparation program, and to provide instructional service as fully credentialed teachers. The Classified Grant must be operated by a school district, county office of education, or a charter school—that has a CD or CDS code issued by the California Department of Education—and is intended to meet the demand for bilingual cross-cultural teachers, teachers in shortage areas in transitional kindergarten, kindergarten, and grades 1 to 12 inclusive, and plan to support LEAs to create a new, or expand an existing program that recruits and supports expanding learning and preschool program staff and address kindergarten and early childhood education teacher shortages. The Classified Grant is intended to attract classified school staff who are enrolled in, may have previously been enrolled in, or would be interested in enrolling in, a teacher training program leading to a California Multiple Subject, Single Subject, or Education Specialist teaching credential.

LEA applicants should note that eligible Classified Grant participants must either have an Associate of Arts (AA) degree or have successfully completed two years of postsecondary education at the time of enrollment in a funded Classified School Employee Teacher Credentialing Program.

Per Education Code §44393(d)(2) participants must also commit to accomplishing the following:

- Graduate from a regionally accredited institution of higher education with a bachelor's degree,
- Complete all requirements for, and obtain, a California Multiple Subject, Single Subject, or Education Specialist teaching credential, and
- Complete one school year of classroom instruction in the school district, charter school, or county office of education for each year that individuals receive assistance for books, fees, and tuition while attending an institution of higher education under the Classified Grant.

Priority will be given to LEA applicants that have:

- Not previously received funding pursuant to Education Code §44393,
- A higher share of unduplicated pupils as defined in Education Code §42238.02, and
- A plan to create a new, or expand an existing, program that recruits and supports expanding learning and preschool program staff and addresses the kindergarten and

early childhood education shortages.

Allowable Activities and Use of Funds

In making these grants available, the Commission’s intention is that the grantees use these funds efficiently and effectively to administer a Classified School Employee Teacher Credentialing Program (Classified Grant) to recruit classified school employees to participate in a program designed to support the completion of a bachelor’s degree and teacher preparation program, and to provide instructional service as fully credentialed teachers. Grant funding may be used for, but is not limited to, any of the following: release time, recruitment activities, collaboration activities with institutions of higher education (IHEs), classified employee participant tuition, fees, books, examination fees, credential fees, stipends, and program administration.

Key Dates in the Application Process

Date	Activity
April 13, 2022	Request for Application (RFA) issued
April 22, 2022	Written questions about the RFA due to the Commission
April 29, 2022	Intent to Apply due (optional)
May 9, 2022	Responses to written questions posted and distributed
June 10, 2022	RFA Proposals must be received by the Commission
June 13 to June 24, 2022	Review of proposals
June 27, 2022	Announcement of Grant Awards

Notice of Intent to Apply

Entities with an interest in responding to this RFA are encouraged to submit a Notice of Intent to Apply ([Appendix B](#)) via email to ClassifiedGrants@ctc.ca.gov by **April 29, 2022**. The purpose of this notice is to inform the Commission of interested applicants so that any additional information about the RFA may be provided, including responses to written questions (see below). Submission of a Notice of Intent to Apply is not a promise or obligation to submit a proposal, and a lack of submitting a Notice of Intent to Apply does not disqualify or preclude an applicant from submitting a proposal in response to this RFA.

How to Submit Written Questions about this RFA

Applicants who have questions about information contained in this RFA may submit questions via email with “Classified Grant Program Questions” in the subject line **by April 22, 2022** to: ClassifiedGrants@ctc.ca.gov.

Responses to written questions submitted by the deadline will be distributed to those who submit the Notice of Intent to Apply form and will also be posted on the Commission’s website.

Section II: How to Respond to this RFA

Components to be Addressed in the Applicant's Response

Applicants must provide a narrative response to this Request for Applications (RFA) as described in the Selection Criteria for Applicant Response section below. To be considered, responses must include all components of the criteria, as indicated. The response by each applicant will be evaluated based on the selection criteria summarized at the end of this section. The applications receiving the highest scores as calculated using the selection criteria will be recommended to the Executive Director of the Commission on Teacher Credentialing for funding.

When responding to the application components, applicants should note that the authorizing legislation requires the selection criteria for this grant program include the following:

- The extent to which the applicant demonstrates the capacity and willingness to accommodate the participation of classified school employees in teacher training programs conducted at institutions of higher education or a local education agency.
- The extent to which the applicant's plan for the implementation of its recruitment program involves the active participation of one of or more local campuses of the participating institutions of higher education in the development of coursework and teaching programs for participating classified school employees. Each selected applicant shall be required to enter into a written articulation agreement with the participating campuses of the institutions of higher education.
- The extent to which the applicant's plan for recruitment attempts to meet the demand for teachers in bilingual cross-cultural settings, and shortage areas in transitional kindergarten (TK), kindergarten, and grades 1 to 12, inclusive.
- The extent to which a developmentally sequenced series of job descriptions leads from an entry-level classified school employee position to an entry-level teaching position in that school district, charter, or county office of education.
- The extent to which the applicant's plan for recruitment attempts to meet its own specific teacher needs.

Responses must include a **Cover Page** ([Appendix C](#)) that identifies two contact people at the applicant entity, along with contact information by telephone and email, and the signature of the superintendent/chief executive officer of the applicant entity.

Important note: The Commission will use the contact information provided on the cover page as the sole points of contact for each grantee. Please carefully select the individuals who will be responsible for all communications relating to the grant application and, if successful, to the grant program when funded. Additionally, in the event that the name of the contact person changes during the grant award period, it is the grantee's responsibility to provide updated contact information to the Commission.

Selection Criteria for Applicant Responses

Directions: Provide a narrative response to each of the following criteria. Responses should be focused, concise, and provide sufficient but not overly extensive information to substantiate how the applicant's proposed Classified Grant addresses the specified criteria.

1. Capacity, Ability, Willingness, and Interest to Accommodate the Participation of Classified School Employees in the Program (5 points)

Applicants should describe their capacity, ability, willingness, and interest to accommodate the participating of classified employees in the planned Classified Grant including current efforts to support classified or other individuals to become teachers in shortage areas, and how they will accommodate employees who may be in a wide range of job categories and have differing schedules, and individual circumstances and needs.

2. Local Need for Credentialed Teachers and Requested Number of Program Participants (10 points)

Describe and provide data to support the local need for credentialed teachers in shortage areas in transitional kindergarten, kindergarten, bilingual cross-cultural education, and grades 1-12, inclusive. Applicants should include applicant's prior and current efforts to meet the demand for teachers in these shortage areas, and how it recruits and supports expanding learning and preschool program staff to address kindergarten and early childhood education teacher shortages.

Applicants should also indicate the number of participant slots requested per year for the planned Classified Grant Program and describe how the number is determined.

3. Recruitment Plan and Implementation (10 points)

Applicants should describe their recruitment plan and explain how the plan involves the active participation of one or more local campuses of the participating institutions of higher education in the development of coursework and teaching programs for participating classified school employees, including how the applicant will determine that each potential classified employee meets the minimum requirements of an Associate in Arts (AA) degree or successful completion of two year of college and how they will establish priorities for the selection of participants in the event that not all of the requested participant slots are awarded.

4. Classified Grant Collaboration with Public and Private Institutions of Higher Education (10 points)

Eligible applicants must actively partner with one or more local institutions of higher education through which participants will complete a baccalaureate degree and teacher credential program. Applicants should identify their California Community College and/or California four-year public or not-for-profit institution of higher education (IHE), and a Commission-approved preparation program offered by a regionally accredited IHE partners and include a written articulation agreement.

Articulation agreements should include (1) a multi-year plan for moving participants through a program of study leading to a credential 2) specific with respect to the linkages between each component of the program; and (3) designed to prevent participants from having to repeat coursework in the program.

Articulation agreements must be in effect until the participants' scheduled finishing date. If the agreement is not in place by the time the grant application is submitted, then the application must include a detailed explanation of the status of the required articulation agreement. Completion of [Appendix G](#) indicates that articulation agreements are in place or will be in place for the duration of the grant funding period.

5. Classified Grant Program Design (25 points)

Applicants should address the following:

- a) **Classified Grant Overview and Focus:** Explain what credential areas the program will focus on (e.g., Multiple Subject, Single Subject, Education Specialist, or a combination) and why.
- b) **Classified Grant Planning, Implementation, Key Staff, and Governance:** Explain who will be involved in the development of the Classified Grant and what their roles will be in both the development and implementation of the Classified Grant and provide a timeline for planning and for implementation of the Classified Grant. The timeline should identify all significant activities and events by quarter and by year for each of the project years, including the expected date for completion of the Classified Grant planning process and implementation of the planned Classified Grant. Indicate what governance structure will be in place for the proposed program within the applicant's organization.

Provide a chart that identifies key staff to be involved in the Classified Grant planning and implementation processes, including the position title, roles, and responsibilities from both the LEA grantee and the partner IHE(s), and the full time equivalent (FTE) of each position. Identify which staff will be responsible for the overall management of the project, for the fiscal management of the project, and for providing the required project data indicated in Criterion 6 below.

- c) **Participant Advisement:** Applicants should describe the specific advisement participants will receive to ensure they are able to minimize the time needed to complete an undergraduate degree and teacher preparation program, and that candidates enroll in and complete only those classes applicable to their intended degree and certification goals. Applicants should also describe the process to ensure consistent, timely, and accurate participant advisement of the life of the Classified Grant, and how the progress of each participant will be monitored.
- d) **Participant Support:** Explain what supports for participants in the Classified Grant will be provided and how they will be provided. Participant support may be provided by the grantee and/or the partner institution of higher education and demonstrated in a variety of ways such as:
 - Providing access to coursework at times/locations convenient for participants,

- Providing economic support through paid release time,
- Providing flexibility to maintain one's classified position while pursuing the credential, and
- Ensuring timely access to academic advising, supporting participants with funds to cover costs for books, fee, and tuition while enrolled in the program.

e) **Progress Monitoring:** Explain how the progress of participants will be monitored and how often. Describe how the program will determine sufficient annual progress of participants (e.g., minimum successful completion of six semester units or the equivalent per year) to allow participants to continue to receive funding and support from the program. Applicants should also explain how they plan to monitor the progress and success of their ongoing Classified Grant implementation and participant support activities and adjust as needed.

6. Mandatory Data Collection and Reporting Requirement (5 points)

Applicants must provide assurance that, if funded, they will respond to the Commission's requirements for data collection, evaluation, and reporting. Additionally, applicants should describe their current or future processes to collect, analyze, report, and use of data regarding the outcomes of their current Classified Grant (if applicable) for continuous improvement.

A roster of Classified Grant participants including demographic data will be collected each year and submitted to the Commission. The following data will be required:

- A roster of Classified Grant participants,
- Name of participant, classified employment, county, enrollment date in Classified Program, end date, academic status at enrollment, credential area, length of enrollment in teacher preparation program, name of teacher preparation program, use of grant funds, etc.,
- The number of classified employees recruited and their job role.
- The ethnic and racial composition of the classified school employee participants in the program,
- The academic progress of the classified school employees recruited,
- The number of classified school employees recruited who are subsequently employed as teachers in the public schools, and
- The degree to which the applicant meets the teacher shortage needs of the school district, charter school, or county office of education.

Applicants will also be expected to provide narration related to program successes and challenges, impact of collaboration with IHE partners, and lessons learned.

Note: These data types may change as a result of any future legislation concerning the California Classified School Employee Teacher Credential Program grant.

7. Budget and Budget Narrative (20 points)

Eligible LEAs may receive \$4,800 per participant per year over the life of the grant, through June 30, 2026. In planning budget expenditures, it is expected that applicants will project the number of Classified Grant participants per year. Additionally, there are no matching funds

requirement for the Classified Grant program, and authorizing legislation states that a local educational agency receiving a grant shall not use more than 10 percent of a grant award for program administration costs.

Directions for Responding to the Budget Criterion

Provide a budget for the proposed California Classified School Employee Teacher Credentialing Program (Classified Grant), using the table on [Appendix E](#) for Year One grants funds, and provide a **budget narrative** explaining how each of the program costs were determined/calculated for the grant funds. Applicants should consider the most efficient and effective use of time, fiscal resources, material resources, and the expertise and preparation of those involved in planning and implementing the Classified Grant program.

It is expected that the Year One budget outlined in Appendix E will be the annual expenditures for the Classified Grant program over the life of the grant. Each year, program leadership will be asked to update expenditures, as necessary, relative to the approved program components. Once program components have been approved, no additional program components may be added. Only the sum number of expenditures in the approved program components may be updated yearly.

8. Statutory Priority Points (10 points)

Applicants must complete and submit the Statutory Priority Points form ([Appendix D](#)).

9. Grant Stewardship and Accreditation Status (5 points)

Applicants must complete and submit the Past Grant Awards and Accreditation Status form ([Appendix H](#)). Appendix H requires applicant LEAs to indicate whether or not the applicant LEA and/or the proposed partner IHE has been awarded a state-funded grant administered by the Commission and requires the applicant LEA to indicate the LEA's accreditation status (if applicable) and the accreditation status of the proposed partner IHE.

State-funded grant competitions have been readily available since 2016, and as recently as 2018. LEA applicants applying for this grant opportunity will be assessed on stewardship of past grant awards. The degree to which LEA applicants/IHE partners that previously received Commission-administered grants have repeatedly missed reporting deadlines, have not responded to Commission staff emails/calls, have not informed the Commission of program leadership changes, have used grant funds outside of the approved grant program, or otherwise exhibited poor stewardship of grant funds will be considered. Past stewardship of state-funded grants administered by the Commission may affect whether or not the LEA will be awarded grant funds.

Additionally, Appendix H requires the applicant LEA to know the accreditation status of the applicant LEA and the proposed IHE partner(s). As accreditation is a step in an institution's continuous improvement process, applications will not be affected if LEA applicants/IHE partners have an accreditation finding of "Accreditation with Stipulations." It is important to the Commission that applicant LEAs know the accreditation status of all partners included in the

Classified Grant program and consider that status when developing a partnership for the grant program.

Summary Review of the Selection Criteria

Proposal Component	Maximum Points
1. Capacity, Ability, Willingness, and Interest to Accommodate the Participation of Classified School Employees in the Program	5
2. Local Need for Credentialed Teachers and Requested Number of Program Participants	10
3. Recruitment Plan and Implementation	10
4. Classified Grant Collaboration with Public and Private Institutions of Higher Education	10
5. Classified Grant Program Design	25
6. Mandatory Data Collection and Reporting Requirement	5
7. Budgets and Budget Narratives, including Matching Funds	20
8. Statutory Priority Points	10
9. Grant Stewardship and Accreditation Status	5
Total Points Possible	100

Section III: Application Submission and Process for Application Review

How to Submit the Application

Applicants who wish to compete for funding for a Classified School Employees Teacher Credentialing Program Grant must submit **ALL** of the following:

- An emailed electronic copy of the entire grant application
- Two paper copies of the entire grant application

Applications must reach the Commission office by **5:00 p.m. PDT on Friday, June 10, 2022.**

Emailed applications must be received by this date and time. Paper copies must be received or postmarked by this date and time.

Email the electronic copy to: ClassifiedGrants@ctc.ca.gov

Mail or deliver the two paper copies to:

Cara Mendoza
Professional Services Division
Commission on Teacher Credentialing
1900 Capitol Avenue
Sacramento, CA 95811

Format and Length of the Proposal

Proposals should be formatted to an 8 ½ x 11 page, with one-inch margins on all sides, using a font of not less than 12 point. Pages may be double or single spaced. The suggested maximum length of a proposal is not more than 30 double spaced or 15 single spaced pages. Conciseness and brevity are appreciated to the extent possible.

Application Review and Award Processes

Applications received by the submission deadline will be reviewed first for technical compliance with the application instructions and completeness of the application in responding to all required information. Applications that meet the initial technical compliance screening will then be read by a team of Commission staff members and rated according to the scoring criteria provided in this RFA.

A recommendation for awarding the grants will be made to the Executive Director and will result in a grant award letter from the Commission and grant acceptance conditions to be signed and returned by each grantee. Further information about the grant process will be provided to grantees following the awarding of the grants.

Funding Considerations

Applicants should note that if awarded grant funding, they must do the following:

1. Provide information about the Classified Grant to all eligible classified school employees in the school district, charter school, our county office of education and assistance to each classified employee recruited under the program regarding admission to a teacher training program.
2. Provide an assurance to the Commission that they will require participants to satisfy both of the following requirements before participating in the program:
 - a. Pass a criminal background check.
 - b. Provide verification of one of the following:
 - i. Has earned an associate or higher-level degree.
 - ii. Has successfully completed at least two years of study at a postsecondary educational institution.
3. Provide certification to the Commission that the applicant has received a commitment from each participant that the following will be accomplished:
 - a. Under the program, graduate from an institution of higher education with a bachelor's degree.
 - b. Complete all the requirements for, and obtain, a multiple subject, single subject, or education specialist teaching credential.
 - c. Complete one school year of classroom instruction in the school district, charter school, or county office of education for each year the participant receives assistance from the Classified Grant program.

The grantee will be expected to make appropriate yearly progress in implementing the California Classified School Employee Teacher Credentialing Program (Classified Grant) according to the program design provided in the funded application. Funding for the Classified Grant program is contingent on satisfactory annual progress in implementing the Classified Grant program detailed in the initial application, annual certification of participants, updated annual budget plan expenditures, and to provide annual data as specified in the RFA.

Funds to grantees will be distributed in two total payments each fiscal year. The first payment will be 90 percent of the total budget amount, distributed in the spring, and the second payment will be the remaining 10 percent of the budget amount, distributed after the program submits its final data report.

An end of year budget form and program report will be collected annually and will be subject to Commission review and approval. Any unspent or unencumbered funds in a given year will affect the following year's budget disbursement such that the next year disbursement will be adjusted to include funds that had not been spent during the previous year.

Note: Each Classified Grant program participant may only receive a maximum of \$4,800 per year in support from the grant funds.

Fillable RFA Appendices

Appendix A Authorizing Legislation

AB 130 Section 129 (Chap. 44, Stats. 2021)

(a) For the 2021–22 fiscal year, the sum of one hundred twenty-five million dollars (\$125,000,000) is hereby appropriated from the General Fund to the Commission on Teacher Credentialing for the California Classified School Employee Teacher Credentialing Program, pursuant to Section 44393 of the Education Code. This funding shall be available for encumbrance until June 30, 2026.

(b) (1) A grant to a local educational agency shall not exceed twenty-four thousand dollars (\$24,000) over five years per participant teacher candidate.

(2) A local educational agency receiving a grant shall not use more than 10 percent of a grant award for program administration costs.

(c) The Commission on Teacher Credentialing shall do both of the following:

(1) Allocate grants for at least 5,208 new participants.

(2) Give priority to a local educational agency that meets any of the following:

(A) Has not previously received funding pursuant to Section 44393 of the Education Code.

(B) Has a higher share than other applicants of unduplicated pupils as defined in Section 42238.02 of the Education Code.

(C) Notwithstanding eligibility requirements pursuant to Section 44393 of the Education Code, has a plan to create a new, or expand an existing, program that recruits and supports expanding learning and preschool program staff and address kindergarten and early childhood education teacher shortages.

(d) For purposes of making the computations required by Section 8 of Article XVI of the California Constitution, the appropriation made by subdivision (a) shall be deemed to be “General Fund revenues appropriated for school districts,” as defined in subdivision (c) of Section 41202 of the Education Code, for the 2020–21 fiscal year, and included within the “total allocations to school districts and community college districts from General Fund proceeds of taxes appropriated pursuant to Article XIII B,” as defined in subdivision (e) of Section 41202 of the Education Code, for the 2020–21 fiscal year.

Section 44392 of the Education Code

44392. For the purposes of this article, unless the context clearly requires otherwise, the following terms shall have the following meanings:

(a) “Applicant” means a school district, charter school, or county office of education applying for program funds under the California Classified School Employee Teacher Credentialing Program.

(b) “Institutions of higher education” means the California Community Colleges, the California State University, the University of California, and private not-for-profit institutions of higher education that offer a commission-approved teacher preparation program.

(c) “Participant” means a classified school employee who elects to participate in the California

Classified School Employee Teacher Credentialing Program.

(d) "Program" means the California Classified School Employee Teacher Credentialing Program.

(e) "Classified school employee" means a noncertificated school employee currently working in a public school.

(f) "Teacher training program" means an undergraduate or graduate program of instruction conducted by a teacher preparation program approved by the commission that includes a developmentally sequenced career ladder to provide instruction, coursework, and clearly defined tasks for each level of the ladder, and that is designed to qualify students enrolled in the program for a teaching credential authorizing instruction in kindergarten and grades 1 to 12, inclusive.

Section 44393 of the Education Code:

44393. (a) The California Classified School Employee Teacher Credentialing Program is hereby established for the purpose of recruiting classified school employees to participate in a program designed to encourage them to enroll in teacher training programs and to provide instructional service as teachers in the public schools.

(b) Subject to an appropriation for these purposes in the annual Budget Act or another statute, the commission shall issue a request for proposals to all school districts, charter schools, and county offices of education in the state in order to solicit applications for funding. The criteria adopted by the commission for the selection of school districts, charter schools, or county offices of education to participate in the program shall include all of the following:

(1) The extent to which the applicant demonstrates the capacity and willingness to accommodate the participation of classified school employees in teacher training programs conducted at institutions of higher education or a local educational agency.

(2) The extent to which the applicant's plan for the implementation of its recruitment program involves the active participation of one or more local campuses of the participating institutions of higher education in the development of coursework and teaching programs for participating classified school employees. Each selected applicant shall be required to enter into a written articulation agreement with the participating campuses of the institutions of higher education.

(3) The extent to which the applicant's plan for recruitment attempts to meet the demand for teachers in shortage areas in transitional kindergarten, kindergarten, and grades 1 to 12, inclusive.

(4) The extent to which a developmentally sequenced series of job descriptions leads from an entry-level classified school employee position to an entry-level teaching position in that school district, charter school, or county office of education.

(5) The extent to which the applicant's plan for recruitment attempts to meet its own specific teacher needs.

(c) An applicant that is selected to participate pursuant to subdivision (b) shall provide information about the program to all eligible classified school employees in the school district, charter school, or county office of education and assistance to each classified school employee it recruits under the program regarding admission to a teacher training program.

(d) (1) An applicant shall require participants to satisfy both of the following requirements before participating in the program:

(A) Pass a criminal background check.

- (B) Provide verification of one of the following:
- (i) Has earned an associate or higher level degree.
 - (ii) Has successfully completed at least two years of study at a postsecondary educational institution.
- (2) An applicant shall certify that it has received a commitment from each participant that he or she will accomplish all of the following:
- (A) Graduate from an institution of higher education under the program with a bachelor's degree.
 - (B) Complete all of the requirements for, and obtain, a multiple subject, single subject, or education specialist teaching credential.
 - (C) Complete one school year of classroom instruction in the school district, charter school, or county office of education for each year that he or she receives assistance for books, fees, and tuition while attending an institution of higher education under the program.
 - (e) The commission shall contract with an independent evaluator with a proven record of experience in assessing teacher training programs to conduct an evaluation to determine the success of the program. The evaluation shall be completed on or before July 1, 2021. The commission shall submit the completed evaluation to the Governor and the education policy and fiscal committees of the Assembly and Senate.
 - (f) On or before January 1 of each year, the commission shall report to the Legislature regarding the status of the program, including, but not limited to, the number of classified school employees recruited, the academic progress of the classified school employees recruited, the number of classified school employees recruited who are subsequently employed as teachers in the public schools, the degree to which the applicant meets the teacher shortage needs of the school district, charter school, or county office of education, and the ethnic and racial composition of the participants in the program. The report shall be made in conformance with Section 9795 of the Government Code.

Appendix B Notice of Intent to Apply Classified School Employees Teacher Credentialing Program (Optional)

The form below is provided for reference. Please access the fillable electronic version of [Appendix B- Notice of Intent to Apply](#) available on the Commission’s Grant Funded Program website. Carefully read and follow the directions on the website to complete the form and generate a PDF version that can be attached to the final application. All narrative responses and PDF appendices must be submitted as one application.

As indicated by the signature of the Superintendent or authorized administrator, it is the intent of the institution identified below to apply for a Classified School Employees Teacher Credentialing Program to secure grant funding to recruit classified school employees to participate in a program designed to support their completion both of an undergraduate degree and a Commission-approved teacher preparation program.

The institution understands that this optional Intent to Apply must be received by the Commission by **April 29, 2022**, and that submission of this form does not require or otherwise obligate the institution to submit a proposal to the Commission. Applicants may submit proposals to the Commission without submitting an Intent form. Those who submit an intent form will be emailed any additional information regarding the application process that may become available. A copy of the signed Intent to Apply form may be emailed to ClassifiedGrants@ctc.ca.gov or sent by postal mail to:

Commission on Teacher Credentialing
Attn: Cara Mendoza, Administrator
1900 Capitol Ave.
Sacramento, CA 95811-4213

LEA	
CD/CDS Code	
Printed Name of Signatory	
Title of Signatory	
Signature	
Date	
Consortium application?	<input type="checkbox"/> Yes* <input type="checkbox"/> No

**if yes, indicate below all LEA consortium members

Appendix C
Application Cover Page
Classified School Employee Teacher Credentialing Program

The form below is provided for reference. Please access the fillable electronic version of [Appendix C- Application Cover Page](#) available on the Commission’s Grant Funded Program website. Carefully read and follow the directions on the website to complete the form and generate a PDF version that can be attached to the final application. All narrative responses and PDF appendices must be submitted as one application.

Applicant Information

Name of LEA Applicant: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
CD/CDS Code: _____

Contact Information

Contact Information

Name of LEA Contact Person: _____
Title: _____
Telephone: _____
Email: _____

Alternate Contact Information

Name of Alternate LEA Contact Person: _____
Title: _____
Telephone: _____
Email: _____

Fiscal Agent Information for the Local Education Agency (LEA)

Name of Fiscal Agent: _____
Agency: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____
Email: _____

Administrative Approval for the Local Education Agency (LEA)

Name of Superintendent of Authorized Administrator: _____
Title: _____
Signature: _____
Date: _____

Appendix D

Statutory Priority Points

Classified School Employee Teacher Credentialing Program

The form below is provided for reference. Please access the fillable electronic version of [Appendix D- Statutory Priority Points](#) available on the Commission’s Grant Funded Program website. Carefully read and follow the directions on the website to complete the form and generate a PDF version that can be attached to the final application. All narrative responses and PDF appendices must be submitted as one application.

Authorizing statute states that priority consideration will be given to grant applicants who has not previously received funding pursuant to Section 44393 of the Education Code, as a higher share than other applicants of unduplicated pupils as defined in Section 42238.02 of the Education Code, and notwithstanding eligibility requirements pursuant to Section 44393 of the Education Code, has a plan to create a new, or expand an existing, program that recruits and supports expanding learning and preschool program staff and to address kindergarten and early childhood education teacher shortages.

Directions: Indicate if the applicant LEA or consortium qualifies for any of the following statutory priority points:

- 1. Applicant LEA or consortium HAS NOT previously received Classified School Employee Teacher Credentialing Program funding.**

- Yes
- No

- 2. Applicant LEA or consortium has a higher percentage than other applicants of unduplicated pupils as defined in Section 42238.02.**

Indicate the percentage of unduplicated pupils in the applicant LEA or consortium. Applicant responses will be compared during the technical review process by Commission staff.

- 3. Applicant LEA or consortium has a plan to create a new, or expand an existing, program that recruits and supports expanding learning and preschool program staff and to address kindergarten and early childhood teacher shortages.**

- Yes*
- No

*It is expected that all “Yes” answers will be explained in the response narrative.

Appendix E

Year One Budget Overview Form

Classified School Employee Teacher Credentialing Program

The form below is provided for reference. Please access the fillable electronic version of [Appendix E- Year One Budget Overview Form](#) available on the Commission’s Grant Funded Program website. Carefully read and follow the directions on the website to complete the form and generate a PDF version that can be attached to the final application. All narrative responses and PDF appendices must be submitted as one application.

Directions: Complete the table below using the listed program components, as applicable. If additional components are needed, please list in the spaces provided. Definitions for each component can be found in Appendix F, Budget Definitions. All program components must be detailed in the budget narrative. Note: Each Classified Grant program participant may only receive a maximum of \$4,800 per year in support from the grant funds.

Projected number of participants per year: _____

Program Component	Grant Funds Requested per Participant	Targeted # of Participants Per Year	Year One Total Grant Funds Requested
Participant recruitment activities			
Collaboration with IHEs			
Release time			
IHE tuition, fees, books			
Examinations and credential fees			
Living stipends for participants			
Other support services for participants			
Program administration (10% cap on grant funds used for this purpose)			

Program Component	Grant Funds Requested per Participant	Targeted # of Participants Per Year	Year One Total Grant Funds Requested
TOTALS	May not exceed \$4,800.00		

Grant funds will be distributed annually in two total payments each fiscal year. The first payment will be 90 percent of the total budget amount, distributed in the spring, and the second payment will be the remaining 10 percent of the budget amount, distributed after the program submits its final data report.

An end of year budget form and program report will be collected annually and will be subject to Commission review and approval. Any unspent or unencumbered funds in a given year will affect the following year's budget disbursement such that the next year disbursement will be adjusted to include funds that had not been spent during the previous year.

Appendix F

Budget Definitions

Classified School Employee Teacher Credentialing Program

Directions: For each of the line-item budget components on the Appendix E, provide the details of how the yearly total was calculated. Below are clarifications of what type of information should be included for each line item.

Release Time: Use this line item to indicate if participants will be supported with release time as they pursue their teaching credential.

Participant Recruitment Activities: Use this line item to indicate any recruitment activities.

Collaborative Activities with IHEs: Use this line item to indicate any collaborative activities with IHEs providing coursework and other services to participants.

IHE Tuition, Fees, Books for Participants: Use this line item to indicate the amount expected to be expended on behalf of the participants for books, tuition, and fees, calculated for participants attending a California Community College and participants attending a CSU, UC or private four-year IHE, based on initial estimates of the number of participants.

Other Support Services for Participants: Use this line item to indicate any other type of support services that may be provided to participants through the grant funds (e.g., tutoring, transportation, etc.)

Examinations and Credential Fees: Use this line item to indicate any examination fees (e.g., CBEST, CSET, RICA) and any credential fees to be paid on behalf of participants through the grant funds.

Program Administration: Use this line item to indicate any costs for program administration not included in any other budget category. Authorizing legislation for 2021 grant funds indicate a 10% cap on program administration using grant funds.

Other: Add any additional line items with associated expenditures.

Appendix G

LEA/IHE Partnership Agreements

Classified School Employee Teacher Credentialing Program

The form below is provided for reference. Please access the fillable electronic version of [Appendix G- LEA/IHE Partnership Agreements](#) available on the Commission’s Grant Funded Program website. Carefully read and follow the directions on the website to complete the form and generate a PDF version that can be attached to the final application. All narrative responses and PDF appendices must be submitted as one application.

Administrative Approval from both the Superintendent or Authorized Administrator of the applicant local education agency (LEA) and the Authorized Administrator of the Applicant IHE Partner

****It is expected that if the application represents a consortium, ALL LEA partners will sign these agreements, including partner LEAs within a county office of education****

By signing below, I affirm that articulation agreements are in effect as outlined in #4 in Section II of this application.	
Name of Signatory:	
Title of Signatory:	
LEA Signatory Represents:	
Signature: <small><i>Electronic signatures are acceptable</i></small>	
Date:	

Administrative Approval from an Authorized Administrator of the Applicant’s IHE Partner(s)

****Please add rows as necessary if the application represents multiple IHE partners****

****It is expected that ALL IHE partners will sign these agreements****

By signing below, I affirm that articulation agreements are in effect as outlined in #4 in Section II of this application.	
Name of Signatory:	
Title of Signatory:	
IHE Signatory Represents:	
Signature: <small><i>Electronic signatures are acceptable</i></small>	
Date:	

Appendix H

Grant Stewardship and Accreditation Status

Classified School Employee Teacher Credentialing Program

The form below is provided for reference. Please access the fillable electronic version of [Appendix H- Grant Stewardship and Accreditation Status](#) available on the Commission’s Grant Funded Program website. Carefully read and follow the directions on the website to complete the form and generate a PDF version that can be attached to the final application. All narrative responses and PDF appendices must be submitted as one application.

Section I - Past Grant Stewardship

In the table below, list the names of all state-funded Commission-administered grants that have been awarded to the LEA, any LEA member listed in a consortium, and any of the IHE partners named in the application. Commission administered grants include:

- Teacher Residency Grant Program
- Classified School Employee Teacher Credentialing Program
- Local Solutions to the Shortage of Special Education Teachers Grant
- Integrated Undergraduate Teacher Preparation Grants

Important note: if applicants and IHE partners have never received a grant award, enter N/A in each column of the first row of the table.

***Please add rows as necessary.**

LEA or IHE Name	Commission-Administered Grant Awarded	Academic Year of Grant Award

Section II – Accreditation Status

In the table below, enter the current accreditation status of each Commission-approved institution (LEA, IHE) - including induction programs - named in the application. For assistance in completing this table, refer to the [Accreditation Report](#) page on the Commission’s website.

***Please add rows as necessary.**

LEA or IHE Name	Commission-Approved Teacher Preparation Program	Accreditation Decision (awarded to the unit)	Date of Accreditation Report