



State of California  
Commission on Teacher Credentialing  
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Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## CERTIFICATE OF COMPLETION OF STAFF DEVELOPMENT

The Certificate of Completion of Staff Development (CCSD) authorizes the holder to teach Specially Designed Academic Instruction Delivered in English (SDAIE) to English learners (EL) within the subject matter content and grade level of the holder's prerequisite credential.

### REQUIREMENTS

Individuals must satisfy **all** of the following requirements:

1. Hold a valid prerequisite teaching credential (preliminary, clear, or life California Designated Subjects Teaching Credential, including Full-time or Part-time, or Services Credential with a Special Class Authorization)
2. Complete **one** of the following:
  - a) 45 clock hours in a Commission-approved staff development program, verified by the program sponsor on form 41-CCSD, entitled *Recommendation for a Certificate of Completion of Staff Development*, or
  - b) Submit official transcripts verifying completion of approved course work in methods of providing SDAIE from an institution with a Commission-approved CTEL program

Applicants must obtain an original letter from the authorized person in the credentials office of an approved California Teachers of English Learners (CTEL) program verifying course work taken meets that program's SDAIE requirement. Each approved CTEL program must determine if it will offer this option and notify the Commission of their intent. Regardless of when the course was taken, Form 41-CCSD does not need to be submitted with the application packet.

3. Submit a completed application ([form 41-4](#)) and [processing fee](#)

### PERIOD OF VALIDITY

The Certificate will remain valid for as long as the prerequisite teaching credential is valid. The Certificate does not need to be renewed.

COMMISSION-APPROVED STAFF DEVELOPMENT AGENCIES	Contact Person
University of California-Riverside, Extension (online program)	Abril Chavando (951) 827-1654 <a href="mailto:achavando@ucx.ucr.edu">achavando@ucx.ucr.edu</a> Brenda Montiel (951) 827-1661 <a href="mailto:bmontiel@ucx.ucr.edu">bmontiel@ucx.ucr.edu</a>
San Joaquin County Office of Education	Karin Linn-Nieves (209) 468-4865 <a href="mailto:klinnnieves@sjcoe.net">klinnnieves@sjcoe.net</a>

COMMISSION-APPROVED STAFF DEVELOPMENT AGENCIES (cont.)	Contact Person
Ventura County Office of Education	Diana Westbrook (805) 437-1320 <a href="mailto:dwestbrook@vcoe.org">dwestbrook@vcoe.org</a>

*Reference: California Education Code 44253.11*