



State of California
Commission on Teacher Credentialing
1900 Capitol Avenue
Sacramento, CA 95811-4213
Email: credentials@ctc.ca.gov
Website: 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
Orange County Department of Education	Tracey Gaglio (714) 966-4233 tgaglio@ocde.us
University of California-Riverside, Extension (online program)	Abril Chavando (951) 827-1654 achavando@ucx.ucr.edu Brenda Montiel (951) 827-1661 bmontiel@ucx.ucr.edu

COMMISSION-APPROVED STAFF DEVELOPMENT AGENCIES (cont.)	Contact Person
San Diego County Office of Education	Olympia Kyriakidis (858) 569-5491 olympia.kyriakidis@sdcoe.net
San Joaquin County Office of Education	Karin Linn-Nieves (209) 468-4865 klinnnieves@sjcoe.net
Ventura County Office of Education	Diana Westbrook (805) 437-1320 dwestbrook@vcoe.org

Reference: California Education Code 44253.11