



State of California
 Commission on Teacher Credentialing
 Certification Division
 1900 Capitol Avenue
 Sacramento, CA 95811-4213

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 Website: www.ctc.ca.gov

SINGLE SUBJECT SHORT-TERM STAFF PERMIT Evaluation Worksheet

Name _____

Degree Major _____

Subject Requested _____

To qualify, individuals must have either a degree major in the subject area or at least 18 semester units, or 9 upper division semester units, of course work in the subject to be listed on the permit. For a permit in one of the science subjects, at least nine semester units must be in the specific science area. For a permit in Foundational-Level General Science, an individual must either verify a bachelor's or higher degree in science (does not include health science) or verify 18 semester units (or nine upper division semester units) across the four science areas of biological science, chemistry, geosciences, and physics. A minimum of one course in each of the four areas is required. If subject matter exams were passed in the subject(s) requested on the permit *prior to the issuance date of the permit*, an evaluation of course work will not be necessary.

Check one:

- Passed all required subject matter examinations prior to the issuance of the permit (no course work evaluation necessary)
- Degree major in the subject area (no course work evaluation necessary)
- Course work evaluation completed (complete worksheet below)

All course work must meet the following criteria:

- Must be completed at a regionally-accredited college or university
 - Must be baccalaureate degree-applicable (non-remedial)
 - Must be earned with a "C" grade or higher ("Pass" and "Credit" grades meet this requirement)
- *Individuals who were issued an emergency permit in the same subject area of the requested STSP will not be required to submit verification of this requirement.*

Dept.	Course Number	Course Title	Semester Units	Quarter Units	Grade

TOTAL UNITS _____