

Short Term Staff Permits & Provisional Internship Permits

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Teaching Permits

Short-Term Staff Permit (STSP)

Acute staffing need

Provisional Internship Permit (PIP)

Anticipated staffing need

STSP & PIP Requirements

Requirements:

- Bachelor's or higher degree
- Basic Skills Requirement
- Subject Matter Competence (CSET, Units)
- Specific requirements for requested permit type
(Refer to Credential Leaflet)
- Fingerprint Clearance
- Employment Offer (apply through employer)

Short Term Staff Permit (STSP)

Short Term Staff Permit (STSP) – Initial Issuance Only

- Non-renewable
- Restricted to Employer
- Employer requirements:
 - Recruitment
 - Provide orientation and ongoing support
 - Written justification signed by superintendent or designee

Short Term Staff Permit (STSP)

Short Term Staff Permit (STSP) – Resources

[Short Term Staff Permit Leaflet \(CL-858\)](#)

[Verification of Requirements for STSP \(CL-859\)](#)

[STSP Multiple Subject Worksheet \(CL-861\)](#)

[STSP Single Subject Worksheet \(CL-863\)](#)

[STSP Education Specialist Worksheet \(CL-865\)](#)

Provisional Internship Permit (PIP)

- Non-Renewable
- Restricted to Employer
- Not available to individuals who have passed the CSET
- Not available in the Early Childhood Education Specialty area
- Specific Employer requirements:
 - Verification of diligent search for fully credentialed teacher
 - Public notice of intent to hire on basis of a PIP
 - Orientation, guidance, and assistance to permit holder
 - Assist PIP holder with verifying subject matter competence & program enrollment

Provisional Internship Permits (PIPS)

Provisional Internship Permit (PIP) – Resources

[Provisional Internship Permit Leaflet \(CL-856\)](#)

[Verification of Requirements for PIP \(CL-857\)](#)

[PIP Multiple Subject Worksheet \(CL-860\)](#)

[PIP Single Subject Worksheet \(CL-862\)](#)

[PIP Education Specialist Worksheet \(CL-864\)](#)

Difference in STSP & PIP

The PIP cannot be issued if Subject Matter Competency (SMC) has been met

If individual has passed all CSET exams for the credential authorization being requested on the PIP, they do NOT qualify

If individual has degree major in the subject area and therefore has met subject matter competency (SMC), they do NOT qualify

STSPs & PIPs

Single Subject Eligibility

- At least 18 semester units, or 9 upper division semester units, of coursework in the subject to be listed on the permit
- For Foundational Level: General Science – verification of a BA or higher degree in science (not health science) or verification of 18 SU (or 9 upper division SU) across the 4 science areas of Biological science, chemistry geosciences, and physics. A minimum of 1 course in each of the 4 areas is required.
- For Science in one of the science areas, the educator must have at least 9 semester units in the **specific** science area

STSPs & PIPs

Multiple Subject Eligibility

- A minimum of 10 Semester Units in at least 4 of the subject areas below,
OR
- At least 10 Semester Units in 3 subject areas plus an additional 10 semester units between a combination of two of the remaining subject areas:
 - Language studies, literature, history, social science, mathematics, science, humanities, visual/performing arts, physical education and human development

STSPs & PIPs

Education Specialist Eligibility

1. Three years of Full-time classroom experience working with students with exceptional needs
2. A minimum of 9 semester units of coursework in special education or in a combination of special education and regular education
3. Meet the coursework requirement for a multiple subject STSP or PIP
4. Meet the coursework requirements for a single subject PIP/STSP

Application Materials

STSP and PIP applications must be submitted via employing agency on CTC Online Portal OR via paper application.

If paper application, the application form 41-4/Section 8 must indicate “Employing Agency Information” on page 4 of the application 41-4. Other agencies, such as non-public and charter schools are required to provide information.

STSP Application Materials

If submitting a paper application, submit the following:

- [Application form 41-4](#)
- Transcripts verifying BA or higher degree
- Verification of BSR and applicable course or experience
- Completed [Form CL-859](#) – Verification of Requirements for the Short-Term Staff Permit
- Money Order or Cashier's check for \$100.00 payable to CTC
- [Temporary County Certificate Form](#)

PIP Application Materials

If submitting a paper application, submit the following:

- [Application form 41-4](#)
- Transcripts verifying BA or higher degree
- Verification of BSR and applicable course or experience
- Public Notice
- Completed Form [CL-857 – Verification of Requirements for the Provisional Internship Permit](#)
- Money Order or Cashier's check for \$100.00 payable to CTC
- [Temporary County Certificate Form](#)

STSPs & PIPs Online Submission

- Both documents are eligible for online submission
- Must be an approved CTC online submitter
- If no access to CTC online, must submit CL-896 for authorized designee and CL-897 for authorized submitter and go through the approval process via CTC online
- Forms need to be emailed to ctconline@ctc.ca.gov

STSPs & PIPs Online Submission

Temporary County Certificate issuance for online submission must include the following:

- EC Code 44332 allows the County Office to issue a temporary county certificate to cover the assignment while waiting for the CTC to process the application. **Must possess the *Certificate of Clearance* or another valid document in order to activate.**
- Submit the following to obtain a Temporary County Certificate (TCC)
 - 1) Printout of CTC payment confirmation email
 - 2) Completed TCC, including the authorization/subject area and issuance/effective date

Temporary County Certificate will be issued for **three months** from the date paid/received at CTC.

STSPs & PIPs Period of Validity

STSP - issued with the requested effective date as determined by the employer on the application form and will be valid for no more than one full year. The STSP will expire at the end of the employing agency's school year. It can cover summer school. The CL-859 form must indicate an end date for the assignment.

PIP – issued with the requested effective date and issued for one year.

STSP'S & PIP'S are **NOT** renewable

Resources

[FAQ's for Teaching and Emergency Permits](#)

[SDCOE Online Recommendations Webinar](#)

[CTC Online Handbook for Online PIP/STSP Submission](#)

Thank you
for
attending!