Declaration of Need

Tuesday, April 23, 2024

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San Diego County Office of Education
What is the Declaration of Need For Fully Qualified Educators?
The Declaration of Need (DON) is an annual form submitted to the Commission from employing agencies, county offices of education, school districts, charters and nonpublic schools.

This form contains the estimated number of emergency permit and limited assignment teachers that will be employed for the school year.

Estimated number is based on previous years actual needs and projections of enrollment.
What is the DON certifying?
The LEA is certifying the following:

• A diligent search was made to recruit a fully prepared teacher for said assignment

• If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit

There is an insufficient number of certificated persons who meet the district’s specified employment criteria for position
What Permit types need to be reported on the DON?
Type of Emergency Permits that need to be estimated for the DON:

- English Learner Authorization/CLAD
- Bilingual Authorization and target language
- Resource Specialist
- Teacher Librarian
- Emergency Transitional Kindergarten (ETK)
Limited Assignment Permits need to be estimated for the DON:

- Multiple Subject
- Single Subject (Subject area must be specified)
- Special Education

Only issued to educators who hold a valid California teaching credential based on a baccalaureate degree and professional preparation program including student teaching

These type of permits are known as GELAP or SELAP
What if our LEA does NOT submit a DON?
If this form is NOT submitted, applications for Emergency permits will NOT be processed by the CTC.

Applications will be rejected by our office OR by the CTC indicating that there is not a DON on file for the LEA.
When do I need to submit a DON?
• Must be completed on an **annual** basis
• Typically completed and submitted prior to the new school year
• Must be taken to the governing board/body of the school district or charter as part of the board **agenda**
• If State Agency – Non-Public School (NPS) or NPA, **public announcement** (must be posted minimum of 72 hours)
If there are changes, can the DON be revised?
• The DON must be revised by the LEA when the total number of Emergency Permits applied for exceeds the estimate by ten percent.

• A DON form can be revised but Board approval is required for a revision.

• The form has a place to indicate that it is a revision.

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

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 

Revised Declaration of Need for year: 
What are most common questions regarding the DON?
The numbers do not add up or do not match.

Example – total does not add up.

Also, number of Single subject Limited Assignment permits must match the estimated number above.
What is District CDS Code?

What is the County CDS Code?
BEFORE THE SAN DIEGO COUNTY OFFICE OF EDUCATION
COUNTY OF SAN DIEGO, STATE OF CALIFORNIA

PUBLIC NOTICE

YOU ARE HEREBY NOTIFIED that per the California Code of Regulations §80026, a Declaration of Need for Fully Qualified Educators public notice is posted. The San Diego County Office of Education (SDCOE) is declaring that there is an insufficient number of certificated persons who meet the county’s specified employment criteria. Therefore, the SDCOE is requesting from the Commission on Teacher Credentialing dispensation for the following emergency credential types:

<table>
<thead>
<tr>
<th>Type of Emergency Permit</th>
<th>Estimated Number Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAD/English Learner Authorization (applicant already holds teaching credential)</td>
<td>15</td>
</tr>
<tr>
<td>Bilingual Authorization (applicant already holds teaching credential)</td>
<td>15</td>
</tr>
</tbody>
</table>

List target language(s) for bilingual authorization:

Spanish

Resource Specialist

Teacher Librarian Services

In addition, the SDCOE is also requesting from the Commission on Teacher Credentialing dispensation for the following Limited Assignment Permits:

Dr. Bobbi Burkott
Executive Director, Human Resource Services

May 3, 2023
Date
EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?  
☐ Yes  ☐ No

If no, explain.________________________________________________________________________

Does your agency participate in a Commission-approved college or university internship program?  
☐ Yes  ☐ No

If yes, how many interns do you expect to have this year? ________________________________

If yes, list each college or university with which you participate in an internship program.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

If no, explain why you do not participate in an internship program.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
What are the main reasons that a DON gets rejected?
• The signature is NOT an original, wet signature OR an acceptable electronic signature (such as adobe or docusign)
• Board agenda OR Public Notice is not submitted with the DON form
• Incorrect version of the form submitted
Where do I need to submit the DON?
Three Ways to Submit

• Submit *electronically* via email direct to credentials@ctc.ca.gov and cc: mrobinson@sdcoe.net Include subject Line: DON Form 24 -25. Submit DON form with the acceptable electronic signatures and copy of board agenda item. This method is quicker and **PREFERRED**.

• Submit to our office via *hard paper copy* – SDCOE Main Campus/Attention: Monica Robinson- by **June 21, 2024**. If the DON is incomplete OR does not have the acceptable signatures, the DON will be returned to your district office for the additional information or documentation

• Submit a *copy* of DON to our office via email or hard copy indicating that it was sent directly to CTC via US mail
DON Resources

- Declaration of Need Form **CL-500** (Revision 07/2023)
- Declaration of Need Updates and Guidance - see Credential Information Alert (**CIA 23-04**)
- **California School Directory (CA Dept of Education)**
Resources

Credential Information Guide (CIG)
To access the CIG, do the following:
1) Type in the following link:
   [http://www.ctc.ca.gov/credentials/cig/cig_toc.html](http://www.ctc.ca.gov/credentials/cig/cig_toc.html)
2) A box will appear labeled “Enter Network Password”
3) Enter the following:
   a) Username: cig2011
   b) Password: ctcguide
4) Click box to save your password
   • Coded Correspondence & Credential Information Alerts (CIA) available on CIG or CTC website.
   • Workshops, Presentations and Charts on the CIG
THANK YOU FOR ATTENDING!