

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?



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: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: _____ District CDS Code: _____

Name of County: _____ County CDS Code: _____

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on ___/___/___ certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► Enclose a copy of the board agenda item

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, _____.

Submitted by (Superintendent, Board Secretary, or Designee):

Name Signature Title

Fax Number Telephone Number Date

Mailing Address

E-Mail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

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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**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

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	3
Single Subject	15
Special Education	5
TOTAL	25

Authorizations for Single Subject Limited Assignment Permits

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	10
Art		Music	
Business		Physical Education	
Dance		Science: Biological Sciences	5
English		Science: Chemistry	5
Foundational-Level Math	5	Science: Geoscience	5
Foundational-Level Science		Science: Physics	
Health		Social Science	
Home Economics		Theater	
Industrial & Technology Education		World Languages (specify)	



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**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 for the following emergency credential types:

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	15
Bilingual Authorization (applicant already holds teaching credential)	15
List target language(s) for bilingual authorization: <u>Spanish</u>	
Resource Specialist	5
Teacher Librarian Services	5

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



Dr. Bobbi Burkett
Executive Director, Human Resource Services

May 3, 2023
Date

**Do you
have a
sample
of the
Public Notice
Announcement?**

**State Agency
OR
Non-Public School
ONLY**

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.

If answer is NO, an explanation is required

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

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

QUESTIONS OR COMMENTS

**THANK YOU FOR
ATTENDING!**