

Credentials for Charter Schools

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Agenda

- Education Code provisions affecting Charter Schools including Charter Flexibilities
- Charter Requirements
- Legal Flexibility via Local Assignment Options (LAO)
- English Learner Requirement
- Transitional Kindergarten (TK)
- Career Technical Education (CTE)
- Teaching Permits
- Tools/Resources

Charter Credentialing Requirements

Credential Requirements for Charters

- Education Code §47605 provides that teachers in charter schools must hold the appropriate teaching credential required for the teacher's certificated assignment
- Requires charter schools to maintain "on file" the credentials, emergency/teaching permits, or waivers that authorize individuals to teach in the schools
- Documents regarding teacher assignments are subject to "periodic" inspection/audit by the school's chartering authority

Is a Credentialed Teacher Required

Three things to consider:

1. Student receives a grade or credit for the course and/or;
2. The course counts towards the required daily instructional minutes; and
3. If either of the above are true, does a credential exist that covers the assignment's subject or setting?

Education Code §44001 provides that if certification requirements are established, then a certificated educator is ***required***

Charter Assignment Compliance Checklist

- ☐ All teachers are cleared by CTC professional fitness (Background Check)
- ☐ Teachers in general education core (reading, writing, mathematics, history/social science, and science) hold the appropriate credential
- ☐ Teachers using assignment flexibility (AB 1505) are teaching noncore/non-college-preparatory general education or career technical education courses
- ☐ Teachers using assignment flexibility (AB 1505) were assigned to the same position in 2019-20
- ☐ Charter school administrators and credential analysts are aware that teachers using AB 1505 flexibility are misassigned and have been advised on assignment correction options

Charter Assignment Compliance Checklist cont.

- ☐ Teachers have the legally required appropriate English learner authorization to provide instruction to the students enrolled in their classes
- ☐ Teachers who provide special education and related services have the appropriate credentials and certifications to serve their students
- ☐ Volunteers and docents are supervised by credentialed educators and are not acting as teachers of record
- ☐ Every course that the student receives: 1) a grade; 2) graduation credit; and/or 3) the course counts towards the required daily instructional minutes; is staffed by a credentialed teacher
- ☐ Teachers must hold a California Credential/Permit, Out of state credentials are not acceptable

2019- 2020 Charter Flexibility

- The 2019-2020 Charter Flexibility option is ending Tuesday, *July 1, 2025*
- Educators are required to be ***legally authorized*** for their certificated teaching position and MUST hold a valid credential or permit
- It can be a full authorization, Emergency permit, or waiver

Charter School Credential Exemptions

Exemption for service positions only applies to:

- Administrative Services
- Pupil Personnel – School Counseling, School Psychology, School Social Work
- School Nurses and other Health Service providers
- Librarian Services

However, the Chartering authority or Board Policy may require an appropriate credential. Background checks/Professional fitness are still required. (*Ed Code §44237*)

Education Code §44258.9(b)(3) states that misassignments can only be accrued for ***teaching positions*** in charter schools

Teachers must hold a valid CA Credential/Permit.

Out of State credentials/certification is NOT acceptable

Assembly Bill (AB) 1219 (Jones-Sawyer, 2019)

- Annual Assignment Monitoring replaces the four-year cycle
- Implementation of a new monitoring system: California Statewide Assignment Accountability System (CalSAAS)
- Data Sharing with CDE through the California Longitudinal Pupil Achievement Data System (CalPADS)
- Charter Schools included in annual monitoring
- Statutory Responsibility to appropriately assign educators and service providers
- Results will be published to the public

Approved 10/12/2019, Effective 19/20 school year

Appropriate Credentials – Priority for Assignment

1. Full Credential – Professional, Clear, Preliminary (Subject Area, Subject Matter Authorization or Supplementary Authorization)
2. Internship Credential (University or District)
3. General Education Limited Assignment Permit (GELAP) *OR* Special Education Limited Assignment Permit (SELAP)
4. Short Term Staff Permit (STSP) *OR* Provisional Internship Permit (PIP) *OR* Emergency Permit
5. Local Assignment Option (LAOs) – Ed Code Options or Committee on Assignments
6. Waivers - Short Term Waiver *OR* Variable Term Waiver – **Last**

Waivers – Last Resort

- **Variable Term Waiver** – Used when a fully credentialed teacher is not available. Employer should continue to search for a fully credentialed teacher in the subject area or it can give the waiver holder additional time to complete requirements.
- **Short-Term Waiver** – Gives local employing agencies the ability to cover unanticipated, immediate and short-term needs. Teachers must hold a basic credential and can only cover for one semester or less with the teachers' consent.

Legal Flexibility Local Assignment Options (aka LAOs) (Ed Code Options or regulations)

Local Teaching Assignment Options

Local Teaching Assignment Option Requirements:

- **Full teaching credential** (Intern, Waiver, Provisional Internship, and Short-Term Staff Permit holders cannot serve on Local Assignment Options)
- **Teacher consent** on file for the assignment
- Are for **general education assignment assignments only**, and cannot be used for special programs such as Special Education, Career Technical Education, or English Learner services.

Local Assignment Options (LAO)

Ed Code Option	Requirement	Grade teaching	Basic Credentials
EC §44256(b) Board Resolution (core subjects)	6/12 semester units, Board approval, Teacher Consent	K-8 Below 9 th grade	Elementary
EC §44258.2 Board Resolution (core subjects)	6/12 semester units, Board approval, Teacher Consent	5-8 Middle school	Secondary
EC §44263 Board Resolution (core subjects)	9/18 semester units, Board approval, Teacher Consent	K-12 Usually grades 9-12	Elementary & Secondary
EC §44258.7(c)(d) (Committee on Assignment) Elective Classes Only	Board approval, Teacher Consent	K-12	Elementary & Secondary
EC §44865 Opportunity, alternative, and continuation schools	Teacher Consent	K-12	Elementary & Secondary
Title 5 80005 (b) Classes outside broad statutory subject areas	Teacher Consent	K-12	Elementary & Secondary

English Learner Requirement

English Learner (EL) Authorization

Document	Integrated ELD	Designated ELD AND Integrated and Designated ELD	Departmentalized ELD (CALPADS Course 9104)	Bilingual Instruction
full English Learner Authorization (or CLAD Emphasis) Authorization Codes: ELA1, SA12	✓	✓	✓	
Multiple Subject, Single Subject, or Education Specialist Credential with revised ELA Authorization Codes: ELAM, ELAS, or ELAE	✓	✓		
Bilingual Authorization Authorization Codes: BA**	✓	✓	✓	✓ ²
Certificate of Completion of Staff Development Authorization Code: Various	✓	✓ ¹		



1. Authorizations may vary based on auth code or certificate - review educator auth or certificate
2. Bilingual authorization will be checked against language of delivery. If languages do not match, an exception will generate

English Learner Assignment Options

Assignment Options:

Serving English Learner students:

Emergency CLAD permit – requires full authorization teaching credential (41-4 application, statement of intent, fee)

GELAP - Single Subject: World Language: English Language Development

Serving Bilingual students:

Emergency BCLAD permit – requires full authorization teaching credential and target language oral competency (41-4 application, statement of intent, fee)

Transitional Kindergarten (TK)

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Ed Code Section 48000(g)

- Senate Bill (SB) 876 (2014) Requires credentialed teachers who are first assigned to a TK classroom after July 1, 2015, to have one of the following by **August 1, 2025**:
 - At least 24 units in early childhood education, or childhood development, or both (comparability determined by the local employing agency)
 - Child Development Teacher Permit or higher issued by the CTC
 - Professional experience in a classroom setting with preschool age children comparable to the 24 units of education described in bullet 1 (comparability determined by the local employing agency)

Transitional Kindergarten *Ed Code* Section 48000(g)

Grandfather Clause:

Any teacher who is or was assigned to teach TK, or a combination of kindergarten and TK, on or before July 1, 2015, is "grandfathered in" to teach TK without having to meet the additional unit requirement for TK teachers set forth in *Ed Code* Section 48000(g).

Transitional Kindergarten (TK)

Can Charter school TK teachers provide *independent study instruction*? Yes.

- A fully credentialed teacher who is authorized to teach TK such as a Multiple Subject teaching credential or PK-3 Early Childhood Education Specialist credential

OR

- Any credentialed teacher using Local Assignment Option (LAO) EC44865. Must have teacher consent on file

AND

- Must meet CDE's apportionment requirements

Transitional Kindergarten (TK)

Can charter school offer TK as part of an independent study program?

- Yes. However, the program that the local educational agency (LEA) is providing would need to meet the requirements of independent study in order to be eligible for funding.

Career Technical Education (CTE)

Career Technical Education/Vocational Education

- Authorizes the holder to teach in the subject(s) named on the credential in grades twelve and below and in classes organized primarily for adults, in career technical, trade or vocational courses. There are **15** CTE sectors.

Agriculture & Natural Resources	Energy, Environment, and Utilities	Information and Communication Technology
Arts, Media, and Entertainment	Engineering and Architecture	Manufacturing and Product Development
Building and Construction Trades	Fashion and Interior Design	Marketing, Sales, and Services
Business and Finance	Health Science and Medical Terminology	Public Services
Education, Child Development, and Family Services	Hospitality, Tourism, and Recreation	Transportation

Single Subjects/CTE

- Agriculture
- Business
- Home Economics
- Industrial Arts (no longer initially issued)
- Industrial and Technology Education (ITE)

General or Special Education Teacher Assignment Options

Teaching Permits

Employer driven documents that are valid for one year. Authorize the educator to be employed while completing requirements for their prospective credentials.

- [Short Term Staff Permit \(STSP\)](#)
- [Provisional Internship Permit \(PIP\)](#)

Update Related to CPR requirement:

Per Education Code 44831 - Effective July 1, 2025, local educational agencies (LEA's) must NOT hire an individual on a Short Term Staff Permit, Provisional Internship Permit, or Teaching Permit for Statutory Leave unless the individual has earned a Cardiopulmonary Resuscitation (CPR) certification.

Teaching Permits

Employer driven documents for fully credentialed educators that are valid for one year. Authorize the educator to be employed while completing requirements for their prospective authorizations.

- Limited Assignment Permits
 - [General Education \(GELAP\)](#)
 - [Special Education \(SELAP\)](#)
- Educator must consent to serve
- Renewable with completion of six units towards the authorization

Emergency Permits

Employer driven documents that are valid for one year. Authorize the educator to provide same service as a full teaching credential in that permit area.

May be renewed a maximum of two times, authorizing a maximum of three years of service.

Emergency Cross Cultural, Language and Academic Development

Emergency Resource Specialist (RSP)

Emergency Bilingual Authorization

Emergency Teacher Librarian

In order to employ an individual on an emergency permit, the Employing agency must have a valid [Declaration of Need](#) (DON) on file with CTC. The DON is employer's proof to the CTC that there is a need to hire a teacher who does not hold a credential.

Online Recommendation Applications

Employers have ability to complete Emergency type documents and Child Development Permits (courtesy application) via CTC online

- Approval Process required in order to become an authorized designee and/or submitter
- In the near future, applications will need to be submitted online by employing agencies, no paper applications will be accepted.
- We strongly encourage that you begin this process

[Online Recommends Webinar Video](#)

[Online Recommends PPT](#)

[CTC Online Recommends Training Webinar](#)

Emergency Documents available via CTC Online:

Emergency 30-day Substitute

Emergency Crosscultural, Language and Academic Development Permit (EM CLAD)

Provisional Internship Permit (PIP)

Emergency Bilingual Permit

Short Term Staff Permit (STSP)

Emergency Teacher Librarian Services Credential

General Education Limited Assignment Permit (GELAP)

Teaching Permit for Statutory Leave (TPSL)

Special Education Limited Assignment Permit (SELAP)

Specialist Teaching Permit in Early Childhood Education also known as the Emergency Transitional Kindergarten Permit (ETK)

Emergency Resource Specialist Permit

Online Recommendations

Emergency Permits- Online Recommendations
Coded Correspondence [22-05](#)

Add or Change Authorized *Designee* Form: [CL-896](#)

Add or Change Authorized *Submitter* Form: [CL-897](#)

Emergency Permits Require a DON

- [Declaration of Need for Fully Qualified Educators](#) (DON). Anticipated/Estimated number of Emergency Permits and Limited assignment permits for school year
- Emergency or Limited Assignment Permits, etc. **cannot** be processed without a DON on file
- Please submit your DON form and board agenda item as soon as you are able

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

Credentials Resources

- [CTC Website](#)
- [Credential Information Guide \(CIG\)](#)
- [Credential Leaflets](#)
- [Coded Correspondence](#)
- [Credential Information Alerts \(CIA's\)](#)
- [Administrator's Assignment Manual \(AAM\)](#)
- [SDCOE Credentials LEA Resources](#)
- [Credentials Corner Newsletter](#)
- [SDCOE Educator Pathways](#)

Resources

- Are you signed up to get the **CTC information via e-mail?**
 - [CTC News](#) Information on Commission Activities
 - [Certification Division News & Information](#)
 - [Assignment News](#) Info relating to Assignment Monitoring
- **Administrator's Assignment Manual (AAM)**- used by HR/Personnel Staff, credential technicians, and site administrators responsible for assigning teachers and other certificated employees.
- **Credential Guides in the CIG** – Subject Matter Auth Guideline Book, Supplementary Auth Guideline Book, Waiver Handbook, Child Development processing Guidebook, etc. Questions or comments about the CIG: cig2@ctc.ca.gov
- Information on credentials issued, their authorizations, and options for employers. Assignment monitoring info and CalPADS course code guides.
- **CIG Charts** – Science, Math, Special Education, etc.

Unit Conversion Tool

Credential requirements are typically done by *semester units*. Use the [Unit Conversion Tool](#) available on the Credential Information Guide (CIG).

Convert Quarter to Semester Units

To convert quarter units to semester units, enter total number of quarter units and any semester units, and click *Calculate*

Quarter Units

Semester Units

Total Units

Total, as Semester Credits:

State SEID Lookup

- State Employee ID#

Educator Credentialing System (ECS) provides authorized users access to various tools, like the SEID Lookup.

- Look up SEID # using educators SS# and DOB or name
- Please email SEID@ctc.ca.gov if you would like to request access to system or have any questions.

[Login | ECS Tools \(ca.gov\)](#)

CTC Contacts

- **Certification Division**..... [Contact Us Form](#)

Phone/Email/Chat no longer exists.

- **Fingerprint Card Request Portal**
- **Division of Professional Practices (DPP)/Educator Misconduct** [Contact Us Form](#)

Fax... 916-323-6735

- **Waivers**.....

Email... Waivers@ctc.ca.gov (Employing Agency Only)

- **SLMS Email**... SLMS@ctc.ca.gov

SAVE THE DATE!

Credential Counselors & Analysts of California (CCAC)

46th Annual Conference 2025

Believe in the Journey

When: November 5 – 7, 2025

Where: Sacramento, CA

[Registration](#) opens July 30, 2025

More information to follow

QUESTIONS OR COMMENTS

THANK YOU FOR
ATTENDING!