CERTIFICATION

~~The Superintendent or designee shall ensure that persons employed in positions requiring certification qualifications have the appropriate credential or permit authorizing their employment in such positions.~~

~~When fully qualified credentialed individuals are not available, the District may employ persons with emergency permits, intern permits, pre-intern certificates or credential waivers in accordance with law.~~

~~The District will facilitate and support the professional development of persons with emergency permits so that they may become fully qualified teachers. The Superintendent or designee shall develop a plan which meets the requirements of law.~~

~~The Governing Board highly encourages Tracy Unified School District teachers to achieve National Board Certification. The National Board for Professional Teaching Standards (NBPTS) is an organization of teachers and other education stakeholders who are working to strengthen the teaching profession and to improve student learning. NBPTS, created in 1987, is a nonpartisan, independent and nonprofit organization. Offered on a voluntary basis, the advanced system of National Board Certification complements, but does not replace state licensing. National Board Certificates are available in a wide variety of areas including Art, English Language Arts, Exceptional Needs Specialist, Generalist, Library Media, Mathematics, Music, Science, Social Studies, Physical Education, and World Languages other than English.~~

~~National Board Certification is a demonstration of a candidate's teaching practice as measured against high and rigorous standards. A National Board for Professional Teaching Standards (NBPTS) is a certificate attesting that a teacher has been assessed by his or her peers as one who is accomplished, makes sound professional judgments about student learning, and acts effectively on those judgments. Equally important, National Board Certification is a means to professional growth and improvement.~~

~~Candidates achieve National Board Certification after they successfully complete the assessment process. A candidate's efforts to achieve National Board Certification take the better part of a school year and involve a total of 200-400 hours of work.~~

~~Legal Reference:~~

~~EDUCATION CODE~~

~~8360-8370~~	~~Qualifications of child care personnel~~
~~32340-32341~~	~~Unlawful issuance of a credential~~
~~44066~~	~~Limitations on certification requirements~~
~~44200-44405~~	~~Teachers credentialing, especially:~~

CERTIFICATION

~~44225.6~~	~~CTC annual report on credentials, internships and emergency permits~~
~~44225.7~~	~~Priorities for recruitment when fully prepared teacher not available~~
~~44251~~	~~Period of credentials~~
~~44252~~	~~Standards and procedures for issuance; proficiency testing of basic skills~~
~~44252.5~~	~~State basic skills assessment required for certificated personnel~~
~~44259~~	~~Minimum requirements for teaching credential~~
~~44259.5~~	~~Standards for teachers of all students, including English language learners~~
~~44259.8~~	~~Alternative means of entering teaching profession~~
~~44270.3-44270.4~~	~~Out-of-state credentials, administrative services~~
~~44274-44274.5~~	~~Out-of-state credentials~~
~~44275.3~~	~~Employment of teachers with out-of-state credentials~~
~~44277~~	~~Requirements for maintaining valid credentials~~
~~44278~~	~~Credential appeal~~
~~44300-44301~~	~~Emergency permits~~
~~44302~~	~~CTC notification re district options when fully qualified teacher not available~~
~~44305.44308~~	~~Pre-internship teaching certificates~~
~~44325-44329~~	~~District interns~~
~~44330-44355~~	~~Certificates and credentials~~
~~44395-44399~~	~~National Board for Professional Teaching Standards~~
~~44400-44405~~	~~California Mathematics Initiative for Teaching~~
~~44735~~	~~Teaching as a priority block grant~~
~~44751~~	~~Recruitment centers~~
~~44830-44929~~	~~Employment of certificated persons; requirement of proficiency in basic skills~~
~~56060-56063~~	~~Substitute teachers in special education~~
~~90530~~	~~Recruitment centers~~

~~CODE OF REGULATIONS, TITLE 5~~

~~80001-80690.1~~	~~Commission on Teacher Credentialing~~

~~MANAGEMENT RESOURCES:~~

~~CTC memo #94-9414, August 15, 1994~~

CERTIFICATION

The Governing Board recognizes that the district's ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and competency in the subject matter to be taught. The Superintendent or designee shall ensure that persons employed to fill positions requiring certification qualifications possess the appropriate credential, permit, or other certification document from the Commission on Teacher Credentialing (CTC) and fulfill any additional state, federal, or district requirements for the position.

The Superintendent or designee shall provide assistance and support to teachers holding preliminary credentials to enable them to meet the qualifications required for the clear credential.

Priorities for Hiring Based on Unavailability of Credentialed Teacher

The Superintendent or designee shall make reasonable efforts to recruit a fully prepared teacher who is authorized in the subject or setting for each assignment or, when necessary, a fully prepared teacher serving on a local assignment option. Whenever a teacher with a clear or preliminary credential is not available, and the Board adopts a resolution that it has made reasonable efforts to recruit a fully prepared teacher for the assignment, the Superintendent or designee shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)

1. **A candidate who enrolls in an approved internship program in the region of the district and possesses an intern credential**

2. **A candidate who is scheduled to complete preliminary credential requirements within six months and who is granted a provisional internship permit (PIP) or short-term staff permit issued by CTC**

   The Board shall take action to approve, at an open Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1)

3. **An individual who has been granted a credential waiver by CTC**

Annually, the Board shall, prior to requesting that CTC issue an emergency permit or limited assignment permit, approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action

CERTIFICATION

item at a regularly scheduled open Board meeting, with the entire Declaration of Need being included in the Board agenda (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) and that the district has made reasonable efforts to recruit individuals who meet the qualifications specified in Items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits and limited assigned permits that the district estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. It shall also specify each subject to be listed on the General Education Limited Assignment Single Subject Teaching Permits and the target language on Emergency Bilingual Permits. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the Declaration of Need. (5 CCR 80026)

Whenever it is necessary to employ noncredentialed teachers to fill a position requiring certification qualifications, the Superintendent or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional program.

National Board for Professional Teaching Standards Certification

With Board approval and funding, and consistent with the collective bargaining agreement and applicable law, the Superintendent may provide an incentive for teacher participation in NBPTS certification, such as a stipend or other compensation for those who complete the certification process.

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall notify the parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to, whether the teacher: (20 USC 6312)

1. **Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction**

CERTIFICATION

2. **Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived**

3. **Is teaching in the field of discipline of the teacher's certification**

In addition, the Superintendent or designee shall notify parents/guardians in a timely manner whenever their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area to which the teacher has been assigned. (20 USC 6312)

Legal References:

State	Description
5 CCR 80001-80674.6	Commission on Teacher Credentialing
5 CCR 80001-80694	Commission on Teacher Credentialing
Ed. Code 32340-32341	Unlawful issuance of a credential
Ed. Code 35186	Complaints related to instructional materials, teacher vacancy or misassignment, and facility conditions that pose emergency or urgent threat
Ed. Code 44066	Limitations on certification requirements
Ed. Code 44200-44418	Teacher credentialing
Ed. Code 44250-44277	Credentials and assignment of teachers
Ed. Code 44300-44302	Emergency permit
Ed. Code 44325-44328	District interns
Ed. Code 44330-44355	Certificates and credentials
Ed. Code 44395	National Board for Professional Teaching Standards Certification Incentive Program
Ed. Code 44420-44440	Revocation and suspension of credentials
Ed. Code 44450-44468	University internship program
Ed. Code 44830-44929	Employment of certificated persons; requirement of proficiency in basic skills
Ed. Code 56060-56063	Substitute teachers in special education

CERTIFICATION

State	Description
Ed. Code 8295-8305	Child development program; personnel qualifications
Federal	**Description**
20 USC 6312	Title I local educational agency plans; notifications regarding teacher qualifications
34 CFR 200.61	Parent notification regarding teacher qualifications
Management Resources	**Description**
Commission on Teacher Credentialing Publication	Proposed Amendments to Title 5 of the California Code of Regulations Pertaining to Subject Matter Competency, Coded Correspondence 22-06, October 21, 2022
Commission on Teacher Credentialing Publication	Proposed Amendments and Additions to Title 5 of the California Code of Regulations Pertaining to Subject Matter Competence, Coded Correspondence 21-06, September 20, 2021
Commission on Teacher Credentialing Publication	Assembly Bill 320: Regional Accreditation for Coursework and Degrees Used for Certification Purposes, Credential Information Alert 22-02, March 1, 2022
Commission on Teacher Credentialing Publication	Waiver Requests Guidebook, 2015
Commission on Teacher Credentialing Publication	Subject Matter Authorization Guideline Book, December 2019
Commission on Teacher Credentialing Publication	Supplementary Authorization Guideline Book, December 2019
Commission on Teacher Credentialing Publication	Hiring Hierarchy in Education Code 44225.7, Coded Correspondence 13-01, January 30, 2013
Commission on Teacher Credentialing Publication	Approved Addition and Amendments to Title 5 of the California Code of Regulations Pertaining to Teaching Permit for Statutory Leave (TPSL), Coded Correspondence 16-10, Aug 23, 2016
Commission on Teacher Credentialing Publication	California Standards for the Teaching Profession (CSTP), October 2009

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Management Resources	Description
Commission on Teacher Credentialing Publication	CL-667 Basic Skills Requirement
Commission on Teacher Credentialing Publication	CL-856 Provisional Internship Permit
Commission on Teacher Credentialing Publication	CL-858 Short-Term Staff Permit
Court Decision	Association of Mexican-American Educators (AMAE) et al. v. State of California and the Commission on Teacher Credentialing (2000) 231 F.3d 572
Nat'l Board for Prof. Teaching Stds. Publication	Using Federal Funds for National Board Activities: An Action-Planning Guide
Nat'l Board for Prof. Teaching Stds. Publication	Considerations for Using Federal Funds to Support National Board Certification
Website	Office of Administrative Law
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education, CA NBPTS Certification Incentive Program 2021-26
Website	National Board Resource Center
Website	National Board for Professional Teaching Standards
Website	Commission on Teacher Credentialing
Website	Commission on Teacher Credentialing, Credential Information Guide (for employers' use only)
Website	CSBA
Website	U.S. Department of Education

TUSD Adopted: 3/25/03
TUSD Revised:

CERTIFICATION

~~A. Purpose and Scope~~

~~To provide guidance and direction for certificated personnel, principals and/or other administrative personnel regarding credentials and National Board Certification.~~

~~B. General~~

1. ~~Certificated personnel are responsible for renewing and registering their credentials and keeping them valid.~~

2. ~~Teachers may teach on emergency or provisional credentials providing no regularly credentialed teachers are available.~~

3. ~~The Governing Board will not employ any certificated personnel on a permanent, temporary or substitute basis unless that person has demonstrated basic skills proficiency as required unless that person is exempted from this requirement.~~

4. ~~National Board Certification is a demonstration of a candidate's teaching practice as measured against high and rigorous standards. A National Board for Professional Teaching Standards (NBPTS) is a certificate attesting that a teacher has been assessed by his or her peers as one who is accomplished, makes sound professional judgments about student learning, and acts effectively on those judgments. Equally important, National Board Certification is a means to professional growth and improvement.~~

~~C. Forms Used and Additional References~~

~~Application for credential authorizing Public School service.~~
~~App National Board Certification application~~
~~National Board Certificate~~
~~Application for issuance of temporary county certificate.~~

~~D. Procedure~~

~~Responsibility for District Registration and Renewal~~
~~Each person employed by the district for a position requiring certification qualifications shall, within 60 days after beginning employment, register with the district a valid credential authorizing the person to work in that position. All certificated personnel are personally responsible for renewing of their credentials and for~~

CERTIFICATION

keeping them valid. Certificated employees also shall register renewed credentials with the district within 60 days after the renewal.

No Pay for Invalid Credential
A teacher whose credential is not valid cannot be paid for the time service is rendered under such conditions.

Responsibility for County Registration
Each credential actively used by the teacher must be registered with the office of the county superintendent of schools. This is the teacher's responsibility.

Certification and Registration Required
A teacher whose credential is not on file with the county office as required by law will be subject to automatic suspension. No warrant will be drawn in favor of any person requiring certification until he/she is properly credentialed and registered with the county.

Emergency and Provisional Credentials
Teachers may teach on emergency or provisional credentials, providing no regularly credentialed teachers are available; or one or more credentialed persons are available, but are not deemed qualified.

Proficiency in Reading, Writing and Mathematics
Prior to being hired by the Governing Board, all certificated persons, whether hired on a permanent, temporary or substitute basis, shall demonstrate basic skills proficiency in reading, writing and mathematics, unless specifically exempted from this requirement by Education Code 44830.

Certificated persons who have not held a position requiring certification within 39 months of employment and who have not taken the state basic skills proficiency test may be hired as temporary employees, provided they pass a basic skills proficiency test developed and administered by the district. Such employees shall subsequently take the state test within one year of employment.

Persons holding a designated subjects special subjects credential or vocational designated subject credential shall not be required to take the state basic skills proficiency test unless their specific credential requires the possession of a baccalaureate degree. Instead, these persons shall be assessed with district proficiency criteria established by the Board for these credentials, which shall be at least equivalent to the district test required for graduation from high school.

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~~Out-of-State Credentials~~

~~The district may employ an out-of-state applicant who has met the requirements of Education Code 44274.2, 44275.3 or 44275.4 and obtained a preliminary or professional clear credential from the Commission on Teacher Credentialing.~~

~~A teacher trained out of the state or country who has been issued a five-year California preliminary credential shall pass the state basic skills proficiency test described above within one year of the issuance date of the credential in order to be eligible to continue teacher. To be eligible for a professional clear credential, he/she must also meet legal requirements for subject matter competence, course completion, and either a fifth-year postsecondary program or an induction program for beginning teachers.~~

~~National Board Certification~~

1. ~~The teacher shall submit a completed copy of the National Board Certification application to the Human Resources Office. Once the Human Resources Office has received the National Board Certification application, the District shall initially provide a total of $300 toward the National Board Certification fee.~~

2. ~~Each teacher seeking National Board Certification shall apply for the maximum Subsidy offered by the State of California to further offset the National Board Certification fee.~~

3. ~~Upon receiving verification that the teacher has achieved National Board Certification, TUSD shall reimburse the teacher the cost of the National Board Certification fee to a maximum of $2,300 minus the initial amount of $300 provided by TUSD and any subsidy provided by another organization including the $1,000 subsidy if obtained from the State of California.~~

4. ~~Each teacher who obtains National Board Certification shall receive an annual stipend equal to 5% of the non-adjusted Class I, Step I of the Tracy Unified School District Certificated Salary Schedule A. The annual stipend will continue for the life of the National Board Certificate.~~

~~E. Reports Required~~

~~None~~

~~F. Record Retention~~

~~Copies of credentials in employee's personnel file.~~

TUSD ACKNOWLEDGED: 2/25/03
TUSD REVISED:

CERTIFICATION

~~National Board Certificate (Personnel file)~~

~~**G. Responsible Administrative Unit**~~

~~Human Resources~~

~~**H. Approved By**~~

~~Associate Superintendent for Human Resources~~

Verification of Credentials

The Superintendent or designee shall verify that each employee in a position requiring certification qualifications possesses a valid certification document issued by the Commission on Teacher Credentialing (CTC). Such verification shall occur not later than 60 days after the commencement of employment or the renewal of a credential. (Education Code 44857)

The Superintendent or designee shall verify that any person who is employed by the district while CTC is processing the application for certification possesses a temporary certificate based on a demonstration of basic skills and completion of a criminal background check. (Education Code 44332, 44332.5, 44332.6)

The Superintendent or designee shall maintain records of the appropriate certification of all employees serving in certificated positions.

Basic Skills Proficiency

The district shall not initially hire a person in a position requiring certification, on a permanent, temporary, or substitute basis, unless that person has demonstrated basic skills proficiency in reading, writing, and mathematics or is specifically exempted from the requirement by law. (Education Code 44252, 44252.6, 44830)

A person may demonstrate basic skills proficiency in reading, writing, and mathematics by:

1. **Passage of the California Basic Educational Skills Test (CBEST) (Education Code 44252.5)**

CERTIFICATION

2. **Passage of the California Subject Examinations for Teachers: Multiple Subjects plus Writing Skills Examination**

3. **Passage of the California State University (CSU) Early Assessment Program or the CSU Placement Examinations (Education Code 44252)**

4. **Achieving a qualifying score on the Scholastic Aptitude Test or the American College Test (Education Code 44252)**

5. **Achieving a qualifying score on College Board Advanced Placement Examinations**

6. **Passage of a basic skills examination from another state**

7. **Qualifying coursework (Education Code 44252)**

8. **Qualifying coursework and exams (Education Code 44252)**

The district may hire a certificated employee who has not taken a test of basic skills proficiency if the employee has not yet been afforded the opportunity to take the test, provided that the employee takes the test at the earliest opportunity. The employee may remain employed by the district pending the receipt of the test results. (Education Code 44830)

An out-of-state prepared teacher shall meet the basic skills requirement within one year of being issued a California preliminary credential by CTC unless the teacher has completed a basic skills proficiency test in another state, passed a basic skills proficiency test developed and administered by the district, by cooperating districts or by the county office of education (COE), or is otherwise exempted by law. The district shall develop a basic skills proficiency test, which shall be at least equivalent to the district test required for high school graduation, for purposes of assessing out-of-state prepared teachers pending completion of the basic skills requirement. (Education Code 44252, 44274.2; 5 CCR 80071.4, 80413.3)

Any person holding or applying for a "designated subjects special subjects" credential which does not require possession of a bachelor's degree shall pass a district proficiency test in lieu of meeting the state basic skills proficiency requirement. (Education Code 44252, 44830)

The district may charge a fee to persons being tested to cover the costs of

CERTIFICATION

developing, administering, and grading the district proficiency test. (Education Code 44252, 44830)

Short-Term Staff Permit

The district may request that CTC issue a short-term staff permit (STSP) to a qualified applicant whenever there is a need to immediately fill a classroom based on unforeseen circumstances, including, but not limited to: (5 CCR 80021)

1. **Enrollment adjustments requiring the addition of another teacher**

2. **Inability of the teacher of record to finish the school year due to approved leave or illness**

3. **The applicant's need for additional time to complete preservice requirements for enrollment into an approved internship program**

4. **Inability of the applicant to enroll in an approved internship program due to timelines or lack of space in the program**

5. **Unavailability of a third-year extension of an internship program or the applicant's withdrawal from an internship program**

The Superintendent or designee shall ensure that the applicant possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021 for the multiple subject, single subject, or education specialist STSP as appropriate. (5 CCR 80021)

When requesting issuance of an STSP, the Superintendent or designee shall submit to CTC: (5 CCR 80021)

1. **Verification that the district has conducted a local recruitment for the permit being requested**

2. **Verification that the district has provided the permit holder with orientation to the curriculum and to instruction and classroom management techniques and has assigned a mentor teacher for the term of the permit**

3. **Written justification for the permit signed by the Superintendent or designee**

CERTIFICATION

The holder of an STSP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021)

Provisional Internship Permit

Before requesting that CTC issue a provisional internship permit (PIP), the district shall conduct a diligent search for a suitable credentialed teacher or intern, including, but not limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media. (5 CCR 80021.1)

Whenever a suitable credentialed teacher cannot be found after a diligent search, the Superintendent or designee may request that CTC issue a PIP to an applicant who possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021.1 for the multiple subject, single subject, or education specialist PIP as appropriate. (5 CCR 80021.1)

When submitting the request for a PIP, the district shall provide verification of all of the following: (5 CCR 80021.1, 80026.5)

1. **A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern as evidenced by documentation of the search.**

2. **Orientation, guidance, and assistance will be provided to the permit holder as specified in 5 CCR 80026.5.The orientation shall include, but not be limited to, an overview of the curriculum the permit holder is expected to teach and effective instruction and classroom management techniques at the permit holder's assigned level. The permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or COE and who has completed at least three years of full-time classroom teaching experience.**

3. **The district will assist the permit holder in developing a personalized plan through a district-selected assessment that would lead to subject-matter competence related to the permit.**

4. **The district will assist the permit holder to seek and enroll in subject-matter training, such as workshops or seminars and site-based courses, along with**

training in test-taking strategies, and shall assist the permit holder in meeting the credential subject-matter competence requirement related to the permit.

5. **A notice of intent to employ the applicant in the identified position has been made public.The district shall submit a copy of the agenda item presented at an open Governing Board meeting which states the name of the applicant, the assignment in which the applicant will be employed including the name of the school, subject(s), and grade(s) that the applicant will be teaching, and that the applicant will be employed on the basis of a PIP. The district also shall submit a signed statement from the Superintendent or designee that the agenda item was acted upon favorably.**

6. **The candidate has been apprised of steps to earn a credential and enroll in an internship program.**

The holder of a PIP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021.1)

Teaching Permit for Statutory Leave

Whenever there is an anticipated need for the district to temporarily fill the teaching assignment of a teacher of record who will be on sick leave, differential sick leave, industrial accident or illness leave, pregnancy disability leave, administrative leave related to dismissal and suspension proceedings, military leave, or family care and medical leave under the federal Family and Medical Leave Act or California Family Rights Act, the Superintendent or designee may request that CTC issue a Teaching Permit for Statutory Leave (TPSL) to a qualified individual who will be serving as the interim teacher of record. Prior to submitting an application to CTC, the district shall provide the applicant with 45 hours of preparation in the content areas listed in 5 CCR 80022. (5 CCR 80022)

A request for the TPSL shall only be submitted if the district has made reasonable efforts to hire a substitute with a full teaching credential that matches the setting and/or subject for the statutory leave position and no such candidate is available. (5 CCR 80022)

The district shall verify to CTC that it will provide the interim teacher: (5 CCR 80022)

CERTIFICATION

1. **An orientation to the assignment before or during the first month of service in the statutory leave assignment**

2. **An average of two hours of mentoring, support, and/or coaching per week through a system of support coordinated and/or provided by a mentor who possesses a valid life or clear credential that would also authorize service in the statutory leave assignment**

3. **Lesson plans for the first four weeks of the assignment as well as continued assistance in the development of curriculum, lesson planning, and individualized education programs**

The holder of the TPSL may serve as the interim teacher of record for up to the full length of the leave(s) during the school year. (5 CCR 80022)

The Superintendent or designee shall maintain documentation on the assignment in accordance with 5 CCR 80022 and annually report data on the use of the TPSL to the County Superintendent of Schools for assignment monitoring pursuant to Education Code 44258.9. (5 CCR 80022)

The Superintendent or designee may annually request renewal of the TPSL, provided that no substitute with a full teaching credential is available for the assignment. The application for each reissuance shall include verification that the interim teacher has completed an additional 45 hours of preparation and the district is continuing to provide mentoring in accordance with Items #2-3 above. (5 CCR 80022)

Long-Term Emergency Permits

As necessary, the Superintendent or designee may request that CTC issue an emergency resource specialist permit, emergency teacher librarian services permit, emergency crosscultural language and academic development permit (CLAD), or emergency bilingual authorization permit. (5 CCR 80024.3.1, 80024.6, 80024.7, 80024.8)

The Superintendent or designee shall provide any first-time recipient of an emergency teaching permit with an orientation which, to the extent reasonably feasible, shall occur before beginning a teaching assignment. The Superintendent or designee may vary the nature, content, and duration of the orientation to match the amount of training and experience previously completed by the emergency permit teacher. The orientation shall include, but not be limited to, the curriculum the

CERTIFICATION

teacher is expected to teach and effective techniques of classroom instruction and classroom management at the assigned grade-level span. The emergency permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or COE and who has completed at least three years of full-time classroom teaching experience. (5 CCR 80026.5)

Early Childhood Education Emergency Specialist Permit/Emergency Transitional Kindergarten Permit (ETK)

If, after conducting a diligent search, the district has been unable to recruit a sufficient number of certificated teachers, including teacher candidates pursuing full certification through internship, district internship, or other alternative routes established by CTC, the Superintendent or designee may request CTC to issue a one-year early childhood education (ECE) emergency specialist permit that authorizes the teacher to teach all subjects in a self-contained transitional kindergarten (TK) general education classroom. (Education Code 44300)

The request to CTC shall include the following justifications for the need for the ECE emergency specialist permit: (Education Code 44300)

1. **Annual documentation that the district has adopted in policy and practice a process for conducting a diligent search as defined in Education Code 44300**

2. **A Declaration of Need for Fully Qualified Educators based on the documentation set forth in Item #1, and adopted by the Board at a regularly scheduled Board meeting**

3. **Verification that the district will provide the required orientation, mentoring, and support**

4. **The Board's receipt, at a regularly scheduled Board meeting, of a report on the orientation, mentoring, and support described in Item #3**

The district may request CTC to renew the ECE emergency specialist permit for one additional year provided the following occurs: (Education Code 44300)

1. **The applicant verifies current enrollment in a commission-approved teacher preparation program that will result in a credential authorizing teaching TK**

CERTIFICATION

2. **The district submits a Declaration of Need for Fully Qualified Educators in the same manner as described in Item #2, above**

3. **The district verifies that the applicant continues to successfully serve in the assignment on the basis of the ECE emergency specialist permit**

4. **The district verifies continued orientation, mentoring, and support, with reporting to the Board in the same manner as described in Item #3, above**

Substitute Teaching Permits

The district may employ a person whose credential or permit authorizes substitute teaching services, provided that:

1. **A person holding an emergency 30-day substitute teaching permit, STSP, PIP, TPSL, or any valid teaching or services credential that requires at least a bachelor's degree and completion of the CBEST, shall not serve as a substitute for more than 30 days for any one teacher during the school year or as a substitute in a special education classroom for more than 20 days for any one teacher during the school year. (5 CCR 80025, 80025.3, 80025.4)**

2. **A person with an emergency career substitute teaching permit shall not serve as a substitute for more than 60 days for any one teacher during the school year. (5 CCR 80025.1)**

3. **A person with an emergency substitute teaching permit for prospective teachers shall not serve as a substitute for more than 30 days for any one teacher during the school year and not more than 90 days total during the school year. (5 CCR 80025.2)**

4. **A person with an emergency designated subjects 30-day substitute teaching permit for career technical education shall teach only in a program of technical, trade, or vocational education and shall not serve as a substitute for more than 30 days for any one teacher during the school year. (5 CCR 80025.5)**

Before employing a person with an emergency substitute permit pursuant to Item #1 or 4 above, the Superintendent or designee shall prepare and keep on file a signed Statement of Need for the school year. The Statement of Need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit

CERTIFICATION

holder and state either that a credentialed person is not available or that the available credentialed person does not meet the district's specified employment criteria. (5 CCR 80025, 80025.5)

Legal References

State	Description
5 CCR 80001-80674.6	Commission on Teacher Credentialing
5 CCR 80001-80694	Commission on Teacher Credentialing
Ed. Code 32340-32341	Unlawful issuance of a credential
Ed. Code 35186	Complaints related to instructional materials, teacher vacancy or misassignment, and facility conditions that pose emergency or urgent threat
Ed. Code 44066	Limitations on certification requirements
Ed. Code 44200-44418	Teacher credentialing
Ed. Code 44250-44277	Credentials and assignment of teachers
Ed. Code 44300-44302	Emergency permit
Ed. Code 44325-44328	District interns
Ed. Code 44330-44355	Certificates and credentials
Ed. Code 44395	National Board for Professional Teaching Standards Certification Incentive Program
Ed. Code 44420-44440	Revocation and suspension of credentials
Ed. Code 44450-44468	University internship program
Ed. Code 44830-44929	Employment of certificated persons; requirement of proficiency in basic skills
Ed. Code 56060-56063	Substitute teachers in special education
Ed. Code 8295-8305	Child development program; personnel qualifications
Federal	**Description**
20 USC 6312	Title I local educational agency plans; notifications regarding teacher qualifications
34 CFR 200.61	Parent notification regarding teacher qualifications

TUSD ACKNOWLEDGED: 2/25/03
TUSD REVISED:

CERTIFICATION

Management Resources	Description
Commission on Teacher Credentialing Publication	Proposed Amendments to Title 5 of the California Code of Regulations Pertaining to Subject Matter Competency, Coded Correspondence 22-06, October 21, 2022
Commission on Teacher Credentialing Publication	Proposed Amendments and Additions to Title 5 of the California Code of Regulations Pertaining to Subject Matter Competence, Coded Correspondence 21-06, September 20, 2021
Commission on Teacher Credentialing Publication	Assembly Bill 320: Regional Accreditation for Coursework and Degrees Used for Certification Purposes, Credential Information Alert 22-02, March 1, 2022
Commission on Teacher Credentialing Publication	Waiver Requests Guidebook, 2015
Commission on Teacher Credentialing Publication	Subject Matter Authorization Guideline Book, December 2019
Commission on Teacher Credentialing Publication	Supplementary Authorization Guideline Book, December 2019
Commission on Teacher Credentialing Publication	Hiring Hierarchy in Education Code 44225.7, Coded Correspondence 13-01, January 30, 2013
Commission on Teacher Credentialing Publication	Approved Addition and Amendments to Title 5 of the California Code of Regulations Pertaining to Teaching Permit for Statutory Leave (TPSL), Coded Correspondence 16-10, Aug 23, 2016
Commission on Teacher Credentialing Publication	California Standards for the Teaching Profession (CSTP), October 2009
Commission on Teacher Credentialing Publication	CL-667 Basic Skills Requirement
Commission on Teacher Credentialing Publication	CL-856 Provisional Internship Permit
Commission on Teacher Credentialing Publication	CL-858 Short-Term Staff Permit
Court Decision	Association of Mexican-American Educators (AMAE) et

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Management Resources	Description
	al. v. State of California and the Commission on Teacher Credentialing (2000) 231 F.3d 572
Nat'l Board for Prof. Teaching Stds. Publication	Using Federal Funds for National Board Activities: An Action-Planning Guide
Nat'l Board for Prof. Teaching Stds. Publication	Considerations for Using Federal Funds to Support National Board Certification
Website	Office of Administrative Law
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Education, CA NBPTS Certification Incentive Program 2021-26
Website	National Board Resource Center
Website	National Board for Professional Teaching Standards
Website	Commission on Teacher Credentialing
Website	Commission on Teacher Credentialing, Credential Information Guide (for employers' use only)
Website	CSBA
Website	U.S. Department of Education