



Administrative Regulation

AR 4112.2

Personnel

July 6, 2021

VERIFICATION OF CREDENTIALS

The Santa Cruz County Superintendent of Schools (County 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 County Superintendent or designee shall verify that any person who is employed by the Santa Cruz County Office of Education (Santa Cruz COE) while his/her application for certification is being processed by the CTC 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)**

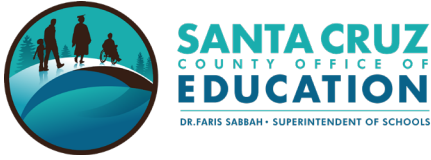
The County Superintendent or designee shall maintain records of the appropriate certification of all employees serving in certificated positions.

Basic Skills Proficiency

The Santa Cruz COE 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)**

The Santa Cruz COE may hire a certificated employee who has not taken a test of basic skills proficiency if he/she has not yet been afforded the opportunity to take the test, provided that he/she takes the test at the earliest opportunity. The employee may remain employed by the Santa Cruz COE pending the receipt of his/her 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 the CTC unless he/she has completed a basic skills proficiency test in another state or is otherwise exempted by law. The district shall develop a basic skills proficiency test, which shall be at least equivalent to the Santa Cruz COE 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 Santa Cruz COE may charge a fee to cover the costs of developing, administering, and grading the district proficiency test. **(Education Code 44252, 44830)**

Short Term Staff Permit

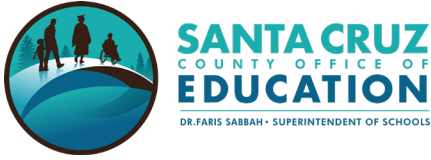
The Santa Cruz COE may request that the CTC issue a short-term staff permit (STSP) to a qualified applicant whenever there is a need to immediately fill a classroom based on unforeseen circumstances, including, but not limited to: **(5 CCR 80021)**

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 intern program.
4. Inability of the applicant to enroll in an approved intern program due to timelines or lack of space in the program.
5. Unavailability of a third-year extension of an intern program or the applicant's withdrawal from an intern program.

The County 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 County Superintendent or designee shall submit to the CTC: **(5 CCR 80021)**

1. Verification that the Santa Cruz COE 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 County Superintendent or designee.

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 the CTC issue a provisional internship permit (PIP), the Santa Cruz COE 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 County Superintendent or designee may request that the 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 shall 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 Santa Cruz COE employee or a certificated retiree from a California district or county office of education and who has completed at least three years of full-time classroom teaching experience.

3. The Santa Cruz COE shall 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 Santa Cruz COE shall 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 County Superintendent shall annually approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be public notice for no less than 72 hours.

6. The candidate has been apprised of steps to earn a credential and enroll in an intern 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 Santa Cruz COE 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, or family care and medical leave under the federal Family and Medical Leave Act or California Family Rights Act, the County Superintendent or designee may request that the 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 the 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 Santa Cruz COE 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 Santa Cruz COE shall verify to the CTC that it will provide the interim teacher: **(5 CCR 80022)**

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 County Superintendent or designee shall maintain documentation on the assignment in accordance with 5 CCR 80022. He/she shall 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 County 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)**

Emergency Permits

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

The County 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 he/she begins a teaching assignment. The County 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 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 county office of education and who has completed at least three years of full-time classroom teaching experience. **(5 CCR 80026.5)**

Substitute Teaching Permits

The Santa Cruz COE 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 California Basic Educational Skills Test, shall not serve as a substitute for more than 30 days for any one teacher during the school year. He/she shall not serve 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 County Superintendent or designee shall prepare and keep on file a signed Declaration of Need for the school year. The Declaration of Need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit holder and state either that a credentialed person is not available or that the available credentialed person does not meet the Santa Cruz COE's specified employment criteria. **(5 CCR 80025, 80025.5)**