



Credential Information Alert

DATE:

June 10, 2021

NUMBER:

21-03

SUBJECT: Declaration of Need Guidance and Updates

Summary:

The purpose of this Credential Information Alert (CIA) is to provide information regarding the Declaration of Need (DON) including guidance for charter schools who wish to apply for emergency documents.

Key Provisions:

The Declaration of Need (DON) is an annual document required by an employing local education agency as a prerequisite to the issuance of any emergency permit and/or limited assignment permit for that agency. The DON is established by California Code of Regulations §80026. This regulatory section was recently amended to align with statute requiring parity in credentialing requirements between charter schools all other public schools. The updates to the language are now complete and all employing agencies, including charter schools, must comply with the regulation to be eligible to apply for any emergency and/or limited assignment permit restricted to their organization. Additionally, there is also an update to the CL-500 form to accurately comply with the regulation.

The updated CL-500 form must be used for any DON submissions received after the date of this CIA. If a DON for 2021-2022 has already been submitted it is not necessary to resubmit or update the information.

Charter Schools:

Prior to the passage of Assembly Bills (AB) 1505 (Chap. 486, Stats. 2019) and 1219 (Chap. 782, Stats. 2019), charter schools were not subject to the same credentialing provisions and assignment monitoring regiment as non-charter public schools. As of January 1 2020, these

pieces of legislation went into effect, and the certification requirements are more aligned. Furthermore, assignment options at these schools were broadened, as Education Code §47605(l) was amended to provide charter schools the ability to request emergency permits or waivers from the Commission on Teacher Credentialing for individuals in the same manner as school districts.

These documents include Provisional Internship Permits, Short-Term Staff Permits, Emergency Cross-cultural, Language and Academic Development (CLAD) permits, and Variable Term Waivers. These documents allow qualified individuals to be legally authorized to serve in their teaching assignment while they are working towards completing the credential requirements for the appropriate teaching credential for the educator's assignment.

CL-500:

The Commission's CL-500 form was created to allow employing agencies to meet the DON submission requirements. While the regulation always required the agency to provide an estimate of how many General Education Limited Assignment Permits they anticipate needing, the form has been updated to include the subject(s) anticipated for those permits. As of the date of this CIA, any new DON submissions must use the new form and include the subject information.

References:

CL-500 Declaration of Need form

<https://www.ctc.ca.gov/docs/default-source/cig-leaflets/cl500.pdf>

Contact Information:

Credential questions can be directed to the Commission's Information Services Unit at credentials@ctc.ca.gov.

Date: June 11, 2021

To: Human Resource Administrators
Personnel & Credential Specialists

From: Casey Choate, Credentials and Livescan Services Supervisor
Monica Robinson, Lead Credential Technician

Subject: 2021-2022 Declaration of Need for Fully Qualified Educators

The Declaration of Need (DON) is the annual form submitted to the California Commission on Teacher Credentialing (CCTC) by county offices of education, public school districts, charter schools, state-wide agencies or non-public schools or agencies. Prior to this upcoming school year, Charters were exempt from submitting a Declaration of Need (DON) form annually. The updates to the language based on the changes with AB 1505 are now complete and all employing agencies, **including charter schools**, must comply with the regulation to be eligible to apply for any emergency and/or limited assignment permit restricted to their organization. This form contains the employing agency's **estimated** number (it is **acceptable to overestimate with no penalty**) of *Emergency Permits (such as Emergency CLADs and BCLADs), Limited Assignments, and Internship Credentials* that will be requested during the upcoming school year.

The CCTC must have a current DON on file **prior to** processing applications for the Emergency and Limited Assignment Permits. The DON will be valid for twelve months and will expire on June 30, 2022.

The DON must be presented in its entirety to the governing board at a regularly scheduled public meeting of that board. **It may NOT be presented as part of a consent calendar.**

Once the DON has been approved by the board, the cover page must be signed and completed by the individual, the board, or superintendent designee, such as the board's secretary, the personnel director, or the credentials specialist. The original completed Declaration of Need board agenda item, along with the supporting material that was presented to the board, must be sent **to SDCOE as soon as you are able to submit (do not send directly to CTC)**. If the DON is incomplete or the supporting materials are not submitted, the DON will be returned to your district office for the additional information or documentation.

Please use the current Declaration of Need (6/2021) form (see attachment) approved by the CCTC as it is to be used for the school year 2021-2022.

For questions, please contact Monica Robinson at 858.295.6993/mrobins@sdcoe.net or Casey Choate at 858.295.6994/casey.choate@sdcoe.net.

Thank you.



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 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: 2021-22

Revised Declaration of Need for year: _____

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

Name of District or Charter: Innovations Academy District CDS Code: 37 68338 0118083

Name of County: San Diego County CDS Code: 37 10371 0128520

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 06/22/21 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, 2022.

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

Christine Kuglen _____ Director
Name *Signature* *Title*

858-271-1418 858-271-1414 _____
Fax Number *Telephone Number* *Date*

5454 Ruffin Rd. San Diego, CA 92123
Mailing Address

christine@innovationsacademy.org
E-Mail Address

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

Name of County San Diego County CDS Code 37 10371 0128520

Name of State Agency (charter school) Innovations Academy

Name of NPS/NPA _____ County of Location _____

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	0
Special Education	3
TOTAL	6

AUTHORIZATION(S) FOR SINGLE SUBJECT LIMITED ASSIGNMENT PERMITS (A separate page may be used if needed)	ESTIMATED NUMBER NEEDED
N/A	

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.

We participate in the High Tech High School of Education internship program

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

