



## **Chico Unified School District**

1163 East Seventh Street, Chico, CA 95928-5999  
(530) 891-3000

**Administrative  
Regulation:**

**#4112.2**

**Section: 4000**

**Personnel**

**Page 1 of 10**

---

### **Certificated Personnel**

#### **CERTIFICATION**

##### **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)
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)



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1163 East Seventh Street, Chico, CA 95928-5999  
(530) 891-3000

**Administrative  
Regulation:**

**#4112.2**

**Section: 4000**

**Personnel**

**Page 2 of 10**

---

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 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 the district proficiency test in lieu of meeting the state basic skills proficiency requirement. (Education Code 44252, 44830)

The district 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 district 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 pre-service requirements for enrollment into an approved internship 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 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 the 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



## **Chico Unified School District**

1163 East Seventh Street, Chico, CA 95928-5999  
(530) 891-3000

**Administrative  
Regulation:**

**#4112.2**

**Section: 4000**

**Personnel**

**Page 3 of 10**

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 district shall conduct a diligent search for a suitable credentialed teacher or intern, including, but not be 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 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 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 a public Governing Board meeting which shall state 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**

Regulation Approved: 03/06/08, 11/19/09; 12/09/11; 09/30/15; 02/12/18; 08/14/23; 10/30/23



## **Chico Unified School District**

1163 East Seventh Street, Chico, CA 95928-5999  
(530) 891-3000

**Administrative  
Regulation:**

**#4112.2**

**Section: 4000**

**Personnel**

**Page 4 of 10**

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, 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 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 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 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 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 the CTC issue an emergency resource specialist permit, emergency teacher librarian services permit, emergency cross-cultural 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 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



## **Chico Unified School District**

1163 East Seventh Street, Chico, CA 95928-5999  
(530) 891-3000

**Administrative  
Regulation:**

**#4112.2**

**Section: 4000**

**Personnel**

**Page 5 of 10**

---

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
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



## Chico Unified School District

1163 East Seventh Street, Chico, CA 95928-5999  
(530) 891-3000

Administrative  
Regulation:

#4112.2

Section: 4000

Personnel

Page 6 of 10

---

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 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 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)

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

### 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 regarding teacher vacancy or misassignment](#)

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](#)





## Chico Unified School District

1163 East Seventh Street, Chico, CA 95928-5999  
(530) 891-3000

Administrative  
Regulation:

#4112.2

Section: 4000

Personnel

Page 7 of 10

---

### State

Ed. Code 44450-44468

### Description

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

20 USC 6312

### Description

Title I local educational agency plans; notifications regarding teacher qualifications

34 CFR 200.61

Parent notification regarding teacher qualifications

### Management Resources

Commission on Teacher  
Credentialing Publication

### Description

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



## Chico Unified School District

1163 East Seventh Street, Chico, CA 95928-5999  
(530) 891-3000

**Administrative  
Regulation:**

**#4112.2**

**Section: 4000**

**Personnel**

**Page 8 of 10**

### Management Resources

### Description

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*

### Cross References

### Code

### Description

0460

*Local Control And Accountability Plan*

1312.4

*Williams Uniform Complaint Procedures*

3580

*District Records*

4111

*Recruitment And Selection*

4112

*Appointment And Conditions Of Employment*

4112.21

*Interns*

4112.22

*Staff Teaching English Learners*

4112.5

*Criminal Record Check*

4112.6

*Personnel Files*

4113

*Assignment*

4114

*Transfers*

4117.14

*Postretirement Employment*





## **Chico Unified School District**

1163 East Seventh Street, Chico, CA 95928-5999  
(530) 891-3000

**Administrative  
Regulation:**

**#4112.2**

**Section: 4000**

**Personnel  
Page 9 of 10**

---

<b>Code</b>	<b>Description</b>
4117.3	<i>Personnel Reduction</i>
4119.21	<i>Professional Standards</i>
4121	<i>Temporary/Substitute Personnel</i>
4131	<i>Staff Development</i>
4131.1	<i>Teacher Support And Guidance</i>
4161.1	<i>Personal Illness/Injury Leave</i>
4161.11	<i>Industrial Accident/Illness Leave</i>
4161.3	<i>Professional Leaves</i>
4161.8	<i>Family Care And Medical Leave</i>
4211	<i>Recruitment And Selection</i>
4212.5	<i>Criminal Record Check</i>
4212.6	<i>Personnel Files</i>
4219.21	<i>Professional Standards</i>
4222	<i>Teacher Aides/Paraprofessionals</i>
4261.11	<i>Industrial Accident/Illness Leave</i>
4261.8	<i>Family Care And Medical Leave</i>
4311	<i>Recruitment And Selection</i>
4312.5	<i>Criminal Record Check</i>
4312.6	<i>Personnel Files</i>
4317.14	<i>Postretirement Employment</i>
4319.21	<i>Professional Standards</i>
4361.1	<i>Personal Illness/Injury Leave</i>
4361.11	<i>Industrial Accident/Illness Leave</i>
4361.8	<i>Family Care And Medical Leave</i>
5145.6	<i>Parent/Guardian Notifications</i>
5148	<i>Child Care And Development</i>
6142.7	<i>Physical Education And Activity</i>
6146.1	<i>High School Graduation Requirements</i>

**Chico Unified School District**

1163 East Seventh Street, Chico, CA 95928-5999  
(530) 891-3000

**Administrative  
Regulation:**

**#4112.2**

**Section: 4000**

**Personnel**

**Page 10 of 10**

---

<b>Code</b>	<b>Description</b>
6146.2	<i>Certificate Of Proficiency/High School Equivalency</i>
6158	<i>Independent Study</i>
6162.51	<i>State Academic Achievement Tests</i>
6163.1	<i>Library Media Centers</i>
6164.2	<i>Guidance/Counseling Services</i>
6170.1	<i>Transitional Kindergarten</i>
6172	<i>Gifted And Talented Student Program</i>
6178	<i>Career Technical Education</i>
6178.1	<i>Work-Based Learning</i>
6183	<i>Home And Hospital Instruction</i>
6200	<i>Adult Education</i>