



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: Authorization to Teach English Learner (EL) Students

NUMBER: MEM-2049.1

ISSUER: Roger L. Buschmann
 Chief Human Resources Officer
 Human Resources Division

DATE: November 13, 2006

ROUTING
 Local District School
 Support Directors
 Administrators
 EL Coordinators
 UTLA Chapter Chairs

PURPOSE: The purpose of this Memorandum is to provide information regarding authorizations for teachers who teach English learners (EL). It is also designed to provide guidance for K-12 administrators when assigning teachers who serve EL students. It should be noted that the described authorizations do not necessarily lead to differential payments.

MAJOR CHANGES: The *Plan to Remedy (PTR) the Shortage for Teachers in Training* in its present form is no longer an option for California school districts. However, the *Certificate of Completion of Staff Development* (formerly AB 2913) continues to be an option for eligible teachers. Teachers who are not eligible for the *Certificate of Completion of Staff Development* training must secure an Emergency CLAD Permit in order to serve English learners. Lastly, the CLAD examination has been replaced by the *California Teacher of English Learners Examination (CTEL)*.

INSTRUCTIONS: Teachers assigned to teach English learner students must possess the appropriate credential or certificate that authorizes the holder to teach English learner students.

I. BACKGROUND

The California Commission on Teacher Credentialing (CCTC), in conjunction with the California Department of Education (CDE), has established State guidelines for the purpose of determining who is authorized to teach English learners. Individuals who teach English learners will be monitored by the State Annual Certificated Assignment Monitoring and Review Report, the annual Williams Legislation Monitoring Report, the annual Language Census Report (R-30), and as a component of Categorical Program Monitoring.



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II. CCTC/CDE AUTHORIZATION TO TEACH EL STUDENTS

Teachers assigned to teach EL students must possess the appropriate credential or certificate that authorizes the holder to teach English learners. Since there are numerous authorizations that EL teachers may possess in California, a chart is provided (Attachment A) outlining the appropriate authorizations to teach English learners. The authorization required is directly linked to the type of program that the English learner receives (i.e., a waiver to basic program with primary language instruction requires the BCLAD Certificate or its equivalent). Be advised that an EL authorization will enable the teacher to serve English Learners within the subject area authorized by their credential or permit.

III. CERTIFICATE OF COMPLETION OF STAFF DEVELOPMENT

The locally issued SB 1969 Certificate of Completion was developed in 1994. While the certificates remain valid for those teachers who currently hold them, the District may no longer continue to issue them. SB 1969 was replaced by earning a *Certificate of Completion of Staff Development* through SB 395 training. The passage of AB 2913 extended the availability to earn a Certificate of Completion of Staff Development via training, to January 1, 2008.

Effective July 1, 2005, the *Plan to Remedy/Teacher-in-Training* (PTR) can be offered only to teachers who enroll in Certificate of Completion of Staff Development training. To be considered eligible, (1) teachers had to have achieved permanent status as of January 1, 1999 and (2) have completed nine years of public school teaching experience prior to the training. Only teachers with evidence of enrollment in *Certificate of Completion of Staff Development* training will be considered authorized to teach EL students (Attachment B).

LAUSD continues to offer numerous *Certificate of Completion of Staff Development* training sessions at locations throughout the District on a first-come, first-served basis. It is critical that teachers avail themselves of these trainings in order to ensure that they are properly assigned to teach English learners.

IV. EMERGENCY CLAD PERMITS

Teachers of English learners who are not eligible to earn the *Certificate of Completion of Staff Development* must transition to an Emergency CLAD Permit. Yearly renewal requirements must be met in order to continue working under these authorizations.



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Teachers applying for the Emergency CLAD Permit will need a \$55.00 money order, made payable to the CCTC. Teachers should apply at:

Certificated Credentials and Contract Services
333 South Beaudry Ave., 15th Floor
Los Angeles, CA 90017

PARKING (Visitor parking available at 333 South Boylston)

V. CALIFORNIA TEACHER OF ENGLISH LEARNERS EXAMINATION (CTEL)

The CLAD examination has been phased out and replaced by the CTEL examination. For information and test dates, teachers can go to http://www.ctel.nesinc.com/BC12_testdates.asp.

VI. ADVISEMENT

Completing Attachment C of this Memorandum will identify teachers of EL students who do not hold an approved authorization, but are pursuing training to earn a Certificate of Staff Development, to serve English learners.

Teachers of EL students who do not hold approved authorizations and/or designations will be identified as misassigned according to the Williams Settlement and the State misassignment monitoring report. The misassignments are reported annually to the Board of Education, Los Angeles County Office of Education and the California Commission on Teacher Credentialing.

The State and District expect all parties to adhere to the teacher assignment requirements described in this memorandum. Failure to do so may lead to sanctions against the District and the individuals involved.

Teachers who are unwilling to avail themselves of the options outlined above may be subject to transfer to another school.

VII. COURSE OFFERINGS

In an effort to support teachers to attain their authorization, LAUSD will offer Certificate of Staff Development training. Upon passage of the culminating examination, the District will reimburse the teachers for \$250 of the cost of the total cost of \$490 for the course. (This total does not include the \$55 fee to the CCTC, for the authorization.) This subsidy is being offered for the 2006-07



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school year. Further ability to provide this subsidy in any future year will be subject to budgetary constraints.

Additionally, the District will also offer training towards the CTEL and BCLAD examinations. Dates for these trainings are located in Human Resources Reference Guide No. REF-1196.2. Teachers may register by contacting the Master Plan Teacher Training Program at (323) 932-2277.

**RELATED
RESOURCES:**

Credential Information Leaflet: CL-622 dated April, 2006. Subject: Serving English Learners. Human Resources Reference Guide No. REF-1196.2 dated August 21, 2006 entitled Preparation Classes for the California Teachers of English Learners (CTEL) and Bilingual, Crosscultural, Language and Academic Development (BCLAD) Examinations.

ASSISTANCE:

For assistance or further information please contact your Personnel Specialist at (213) 241-5100, or Certificated Credentials and Contract Services, at (213) 241-6520 or credentialservices@lausd.net. For assistance regarding implementation of Master Plan Instructional Compliance, please call your Local District English Learner Coordinator. For assistance regarding Master Plan differential payments, please call the Master Plan Verification Unit at (213) 241-5862.

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ATTACHMENT A

Credentials, Certificates, Permits, and Supplementary Authorizations Issued by the Commission that Authorizes Instruction to English learners¹

Document	<i>Types of Instruction Authorized</i>		
	ELD²	SDAIE²	Primary Language Instruction²
<i>Multiple or Single Subject Teaching Credential with English learner Authorization or CLAD Emphasis</i>	■	■	
<i>Multiple or Single Subject Teaching Credential with a BCLAD Emphasis</i>	■	■	■
<i>Bilingual Crosscultural Specialist Credential</i>	■	■	■
<i>CLAD Certificate</i>	■	■	
<i>BCLAD Certificate</i>	■	■	■
<i>Language Development Specialist (LDS) Certificate⁵</i>	■	■	
<i>Bilingual Certificate of Competence (BCC)⁵</i>	■	■	■
<i>General Teaching Credential³</i>	■		
<i>Supplementary Authorization in English as a Second Language (ESL) or Introductory ESL⁵</i>	■		
<i>University Internship Credential with English learner Authorization or CLAD Emphasis</i>	■	■	
<i>University Internship Credential with a BCLAD Emphasis</i>	■	■	■
<i>District Intern Credential with English learner Authorization</i>	■	■	
<i>District Intern Credential with a BCLAD Emphasis</i>	■	■	■
<i>Special Temporary Certificate with English learner Authorization or CLAD⁵</i>	■	■	
<i>Special Temporary Certificate with BCLAD⁵</i>	■	■	■
<i>Emergency CLAD Permit</i>	■	■	
<i>Emergency BCLAD Permit</i>	■	■	■
<i>Emergency Multiple or Single Subject Teaching Permit with English learner Authorization or CLAD Emphasis</i>	■	■	
<i>Emergency Multiple or Single Subject Teaching Permit with BCLAD Emphasis⁵</i>	■	■	■
<i>Provisional Internship Permit</i>	■	■	
<i>Short Term Staff Permit</i>	■	■	
<i>Certificate of Completion of Staff Development⁴</i>	■	■	
<i>Certificate of Completion of Staff Development (SB 1969)^{4,6}</i>	■	■	

- 1 Some of the authorizations have restrictions related to grade level and subject. See the appropriate leaflet or call the Commission for complete information about a document's authorization.
- 2 ELD.....Instruction for English language development
SDAIE.....Specially designed academia instruction delivered in English
Primary Language Instruction.....Instruction for primary language development and content instruction delivered in the primary language
- 3 No longer initially issued but may be renewed. Although the holder may legally be assigned to teach ELD, the Commission does not recommend this assignment unless the holder possesses skills or training in ELD teaching.
- 4 Some of the authorizations have restrictions based on the methods used to qualify for the certificate. See the appropriate leaflet or call the Commission for complete information about the document authorization.
- 5 No longer issued but holders of valid documents may continue to serve on these documents.
- 6 Never resulted in the issuance of a certificate. The Commission served as repository of program completion information only.

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ATTACHMENT B

TEACHER IN-TRAINING CONFIRMATION LETTER

Date:

Dear

Your commitment to serve our English learners has been evidenced by your willingness and agreement to teach in a Teacher-in-Training interim assignment.

As a teacher in training, you may teach English learners on an interim basis as long as you are participating in an approved and verifiable training program with the goal of earning the Certificate of Completion of Staff Development to serve English learners.

The California Commission on Teacher Credentialing (CCTC) and the California Department of Education (CDE) require school districts to identify "Teachers-in-Training" and to monitor their progress toward certification. Verification of progress toward your certification goal during the 2006-07 school year will be requested in the spring semester. Failure to show progress may result in your assignment being identified as a "misassignment" and will be subject to the procedures and sanctions described in EC 44258.9. In addition, evidencing no progress may impact your future assignment pursuant to Article IX, 6.1 (b) of the District/UTLA Agreement. You may obtain appropriate authorization for your assignment by pursuing the following option:

Certificate of Completion of Staff Development TRAINING (if eligible)
Formerly SB 1969 or SB 395 or AB2913
Authorizes you to teach:

Specially Designed Academic Instruction in English
(SDAIE) and/or

English Language Development (ELD)
(self-contained only)

Please complete and sign the attached Teacher-in-Training Certification Agreement (Form #3180-10 08/05) indicating your certification goal and anticipated date of attainment.

Principal's Signature

Date

