



Commission on Teacher Credentialing

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January 8, 2016

To: School District and County Office of Education Superintendents

From: Mary Sandy, Executive Director
California Commission on Teacher Credentialing

Re: Employer Responsibilities for Teachers Serving on Provisional Intern Permits, and Short-Term Staff Permits, and Intern Credentials

Background

As a result of the current teacher shortage, some school districts have turned to employing individuals serving on Provisional Intern Permits (PIPs), Short-Term Staff Permits (STSPs), and Intern credentials to assure classroom staffing. While employing persons serving on these types of credentials and/or permits provides a viable solution to the problem, **employers must recognize their responsibilities to provide these teachers with appropriate support and supervision.** These individuals have not completed a Preliminary Preparation program and cannot teach unless the required support and supervision is provided to the individual. The required support and supervision are discussed below.

Teachers Serving on a Provisional Intern Permit (PIP)

If an employing district chooses to apply for a PIP, it must verify all of the following with each request for a PIP:

- The employer will provide orientation, guidance and assistance to the permit holder.
- The employing agency will assist the permit holder in developing a personalized plan through an agency-defined assessment that would lead to meeting subject matter competence related to the permit.
- The employing agency 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.
- The candidate has been apprised of steps to earn a credential and enroll in an intern program.
- The employing agency will ensure a notice of intent to employ the applicant in the identified position has been made to the governing body.

For more information on Provisional Intern permits see Leaflet CL-856:
<http://www.ctc.ca.gov/credentials/leaflets/cl856.pdf>

Teachers Serving on a Short-Term Staff Permit (STSP)

The employing agency must verify all of the following with each request for the Short-Term Staff Permit:

- The employing agency will ensure the permit holder is placed in a position that matches the identified subject matter competency area and grade level.
- The employer will provide orientation to the curriculum and to techniques of instruction and classroom management to the permit holder.
- The employer has assigned a mentor teacher to the permit holder for the term of the STSP.

For more information on Short-Term Staff Permits see Leaflet CL-858: <http://www.ctc.ca.gov/credentials/leaflets/cl858.pdf>

Teachers Serving on an Intern Credential

Teachers hired on an intern credential must be enrolled in a Commission-approved intern program. The employing district and the Commission-approved intern program have shared responsibility for supporting and supervising the intern teacher. **A Memorandum of Understanding (MOU) must be in place between the Intern program and the district(s) with which it partners** that outlines the specific roles and responsibilities, including financial responsibilities, of each party, consistent with the following requirements:

- The employing agency will ensure the intern is placed in a position that matches the identified subject matter competency area and grade level.
- The employer must identify a mentor or other designated individual who meets the Commission's specified criteria (see Coded Correspondence 14-04) prior to an intern assuming daily teaching responsibilities.
- Programs must ensure that a minimum of 144 hours of general support/mentoring and supervision is provided to each intern teacher per school year, including coaching, modeling, and demonstrating within the classroom; assistance with course planning; and problem-solving regarding students, curriculum, and development of effective teaching methodologies. A minimum of two hours of support/mentoring and supervision must be provided to an intern teacher every five instructional days.
- An additional 45 hours of support/mentoring and supervision specific to meeting the needs of English learners shall be provided to an intern teacher who enters the program without a valid English learner authorization listed on a previously issued Multiple Subject, Single Subject, or Education Specialist Teaching Credential or a valid English Learner Authorization or Crosscultural, Language and Academic Development (CLAD) Certificate. The support/mentoring and supervision should be distributed in a manner that sufficiently supports the intern teacher's development of knowledge and skills in the instruction of English learners.

- The employer and Commission-approved Intern must collaborate in tracking the hours of support and supervision provided to the intern teacher as outlined in the required MOU.
- The employer and Commission-approved Intern program must communicate and collaborate regularly to ensure that a qualified mentor is selected and appropriately trained.

Additionally, the individual holding an Intern credential must complete coursework and/or observations of credentialed teachers to continue moving toward earning a preliminary teaching credential. The following should be addressed in the required MOU:

- Potential release time from teaching responsibilities to complete necessary classroom observations of credentialed teachers.
- Potential requirements of release time to attend classes at the teacher preparation institution.

For more information on teachers serving on an intern credential, see Coded Correspondence 14-04: <http://www.ctc.ca.gov/notices/coded/2014/1404.pdf> and PSA 13-06 <http://www.ctc.ca.gov/educator-prep/PS-alerts-2013.html>