



State of California
 Commission on Teacher Credentialing
 Certification Division
 1900 Capitol Avenue
 Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
 Website: www.ctc.ca.gov

VERIFICATION OF REQUIREMENTS For the Short-Term Staff Permit

This form must be completed by the employing agency and submitted with each application for a Short-Term Staff Permit.

Name of Applicant: Jessica R. Selinger
 SSN: _____
 Name of Employing Agency: Santa Rosa City School District
 County/District/CDS Code: 49-70920 / 49-10496

- Multiple Subject
 Single Subject - Specify subject(s): _____
 Education Specialist - Specify specialty area(s): Mild/Moderate

The Short-Term Staff Permit can be issued for one year, provided that it expires at the end of the employing agency's school year. The end of the school year shall be no later than July 1 unless the permit is being used for a summer school assignment whereby the end of the school year shall be no later than September 1.

Provide the ending date of your school year below.

Ending Date 6/30/2019 This date will be the expiration date of the STSP.

Check here if this is a summer school assignment.

By submitting this form, the employing agency named above verifies that requirements 1-4 have been completed.

1. Local recruitment efforts have been conducted for the Short-Term Staff Permit being requested
2. The permit holder has been provided with orientation to the curriculum and to techniques of instruction and classroom management
3. The permit holder has been assigned a mentor teacher for the term of the Short-Term Staff Permit
4. Justification for the acute staffing need which requires the Short-Term Staff Permit (check one):
 - The individual needs additional time to complete pre-service requirements for enrollment into a Commission-approved intern program
 - Enrollment adjustments require the addition of another teacher
 - The individual is unable to enroll in a Commission-approved intern program due to timelines, lack of space in the program, or needs to complete NCLB core area subject matter (for education specialist permit)
 - Unavailability of a third-year extension or withdrawal from an intern program
 - The teacher of record is unable to finish the school year due to approved leave/illness

Employing Agency Certification

This form must be signed by the District/County Superintendent, Personnel Administrator, NPS/NPA Administrator, or Designee.

I certify under penalty of perjury that the information provided on this form is true and correct.

Signature May Brem
 Title Director of Human Resources Date 6/4/18

APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE

(For Privacy Act Notification see Application Instructions)

Mail application and payment
(check or money order) to:
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, California 95811-4213

Appeal: _____

Route to: _____

Commission Use Only: Fee Information

APP	FP	Other
-----	----	-------

CTC Use Only	IHE/County/District Use Only Issuance Date: _____ Email Address: _____
--------------	--

1. PERSONAL INFORMATION (type or print)

*Social Security or Individual Tax Identification Number: _____		*Date of Birth: (mm/dd/yyyy) _____	
*My Full Legal Name: <u>Jessica</u> <u>Rahmatulin</u> <u>Selinger</u>			
First	Middle	Last	
All Former/Maiden Name(s): _____		County or District of Employment: <u>SRCS</u>	
*Address: _____			
*City: _____		*State: <u>CA</u>	*Zip: _____
Home Phone: _____	Work Phone: _____	Message Phone: _____	
*Email Address: _____			

2. CREDENTIAL TYPE (choose only one type below) **OPTIONS:** Educational Specialist

<p>Substitute Permits (PT)</p> <p>_____</p> <p>Single Subject (Secondary Teaching)</p> <p>_____</p> <p>Specify Subject (If you are requesting more than one subject, enter it in <i>Comments</i>.)</p> <p>_____</p> <p>Specify World Language (if applicable)</p> <p>_____</p> <p>Term _____</p> <p>Multiple Subject (Elementary Teaching)</p> <p>_____</p> <p>Term _____</p> <p>Education Specialist (Special Education) (If you are requesting more than one subject, enter it in <i>Comments</i>.)</p> <p>_____</p> <p>Specify Specialty Area</p> <p>_____</p> <p>Term _____</p> <p>Other Specialist Credentials</p> <p>_____</p> <p>Added Authorizations (AASE)</p> <p>_____</p>	<p>English Learner Authorizations</p> <p>_____</p> <p>BILINGUAL AUTHORIZATION - Specify Language</p> <p>_____</p> <p>Services Credentials</p> <p>_____</p> <p>Term _____</p> <p>Specify Other Health Services</p> <p>_____</p> <p>Child Development Permits (PK)</p> <p>_____</p> <p><input type="checkbox"/> School-Age Emphasis</p> <p>Designated Subjects (PW)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Subject(s)</th> <th style="width: 30%;">Term</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p>Supplementary Authorization(s) (PJ)</p> <p>_____</p> <p>Subject Matter Authorization(s) (PJ)</p> <p>_____</p> <p style="text-align: center;">CTC Use Only</p>	Subject(s)	Term	_____	_____
Subject(s)	Term				
_____	_____				

* = Required Fields



3. CHILD DEVELOPMENT PERMIT RENEWAL SELF-VERIFICATION

As the holder of a Child Development Permit (any level except the Associate Teacher Permit) you must complete a specific number of planned and approved professional growth activities for each five-year renewal. These activities must be recorded on the *Professional Growth Plan and Record* form. As the holder of a Child Development Permit choosing to self-verify completion of these requirements, you may be subject to an audit. The Commission reserves the right to request submission of these forms for auditing purposes any time within one year following submission of this application. If the Commission determines through its audit that you did not complete the professional growth requirements, your permit will not be renewed and you may be subject to adverse action on other credentials you currently hold. You must retain your *Professional Growth Plan and Record* form for one year following the submission of this application.

DECLARATION:

I certify (or declare) that I have read the above and completed the following for this renewal of my Child Development Permit:

I have completed _____ hours of professional growth activities

My Professional Growth Advisor is Ed Navarro 707 890-3890
Advisor's Name Advisor's Phone Number
X 33105

4. PROFESSIONAL FITNESS QUESTIONS

Answers to the following questions are required. If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended



WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.



a. Have you ever been:

- dismissed or,
- non-reelected or,
- suspended without pay for more than ten days, or
- retired, or
- resigned from, or otherwise left school employment

because of allegations of misconduct or while allegations of misconduct were pending?

Yes

No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place?

You must disclose:

- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code Section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:

- misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.
- infractions (DUI or reckless driving convictions are not infractions)

Yes

No

c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

Yes

No

d. Are any criminal charges currently pending against you?

Yes

No

e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reprovved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes

No



f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes

No

5. CHILD ABUSE AND NEGLECT MANDATED REPORTING

As a documentholder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars (\$1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a documentholder, I will fulfill all the duties required of a mandated reporter.

I agree

6. EMPLOYING AGENCY INFORMATION

This section must be completed for all credential, certificate, and permit types where service is restricted to an employing agency.

County CDS Code 49-70920 School District CDS Code 49-10496

Charter School/Non-Public School or Agency/Statewide Agency Name Santa Rosa City Schools

Applications for One-year Nonrenewable Credentials, Provisional Internship Permits, Short-Term Staff Permits, Limited Assignment Permits, and Emergency Permits (except 30-Day or Prospective Substitute Teaching Permits), must be filed through the employing agency. Employers must have an annual Declaration of Need for Fully Qualified Educators on file with the Commission prior to the submission of any applications for Limited Assignment or Emergency Permits.

Before submitting, please review the application for completeness:

- 1) *Personal information with correct SSN, date of birth, and email address filled in on page 1*
- 2) *Type of credential clearly marked on page 1 (use box below for additional subject/authorization requests)*
- 3) *All Professional Fitness Questions marked Yes or No on pages 3 and 4*
- 4) *Read and agreed to your responsibilities as a mandated reporter*
- 5) *Payment (check or money order attached to the front of this form). See Credential Leaflet CL-659 for fee schedule.*



Checks or money orders may be made payable to the Commission on Teacher Credentialing. The Commission *does not* accept cash payments. All application fees are non-refundable.

Applications submitted that are incomplete or without the appropriate fee included will not be processed and will be returned.

7. OATH AND AFFIDAVIT

I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of California, and the laws of the United States and the State of California. I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all the foregoing statements in this application are true and correct.

Date 06/04/18 City Santa Rosa County Sonoma State CA
(where you sign the form)

SIGNATURE OF APPLICANT 

Comments/Additional Subject Requests:





State of California
Commission on Teacher Credentialing
1900 Capitol Avenue
Sacramento, CA 95811-4213
Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

SHORT-TERM STAFF PERMIT

The Short-Term Staff Permit (STSP) became available on July 1, 2005. Created in response to the phasing out of emergency permits, it allows an employing agency to fill an *acute staffing need* (see Terms and Definitions) when local recruitment efforts have been made but a fully-credentialed teacher cannot be found.

The STSP is only available at the request of an employing agency. Individuals may not apply directly to the Commission for this document. Holders of the STSP are restricted to service with the employing agency requesting the permit. An employing agency is defined as a California public school district, county office of education, nonpublic, nonsectarian school and agency as defined in Education Code sections 56365 and 56366, charter school, or statewide agency.

The STSP is available in the areas of Multiple Subject, Single Subject, and Education Specialist. Individuals who were issued four or fewer emergency permits may be issued a STSP. Individuals who were issued five emergency permits do not qualify for the STSP.

Requirements for Issuance

1. Possession of a baccalaureate degree or higher from a regionally-accredited college or university
2. Satisfy the basic skills requirement. See Commission leaflet CL-667, entitled *Basic Skills Requirement* for additional information.
3. Successful completion of course work for the permit type requested, as specified below:

Single Subject: A degree major in the subject area or at least 18 semester units, or 9 upper division semester units, of course work in the subject to be listed on the permit.*

For a permit in one of the science subjects, at least nine semester units must be in the specific science area. For a permit in one of the specialized science areas, **all** units must be completed in the area of the specialization.

For a permit in Foundational-Level General Science, an individual has two options. First is to verify a bachelor's or higher degree in science. This includes biological science, chemistry, geoscience, physics, and science areas that fall within these broad categories such as anatomy, earth science, and oceanography. This does not include a degree in health science. Second is to verify 18 semester units (or nine upper division semester units) across the four science areas of biological science, chemistry, geosciences, and physics. A minimum of one course in each of the four areas is required.

Passage of subject matter examinations in the single subject content area sought may also be used to meet this requirement. See Commission leaflet CL-674S.

The statutory subjects available for Single Subject Short-Term Staff Permit are as follows:*

Agriculture
Art
Business
English
Foundational-Level General Science
Foundational-Level Mathematics
Health Science
Home Economics
Industrial and Technology Education
Mathematics
Music

Physical Education
Science: Biological Sciences
Science: Chemistry
Science: Geosciences
Science: Physics
Social Science
World Language: English Language
Development
World Languages-Languages other
than English (specify)

- * The last date to submit an application for the Short-Term Staff Permit in one of the Specialized Science content areas was January 1, 2015.

Multiple Subject: A degree major in liberal studies or 40 semester units including 10 semester units of course work in each of at least four of the following subject areas or at least 10 semester units of course work in each of three of the subject areas and an additional 10 semester units in a combination of two of the remaining subject areas.[†] Subject areas include language studies, history, literature, humanities, mathematics, the arts, science, physical education, social science, and human development.

Passage of the appropriate subject matter examinations for the Multiple Subject Credential may also be used to meet this requirement.

Education Specialist: Complete the requirements for the Single Subject or Multiple Subject as listed above, or verify a minimum of three years of successful full-time classroom experience, or the equivalent in part-time experience, working with special education students (experience as an aide is acceptable) or verify a minimum of nine semester units of course work in special education or in a combination of special education and general education.[†]

Passage of all subtests required to verify subject matter competency by examination may also be used to meet this requirement.

Areas of specialization for the Education Specialist STSP include:

Mild/Moderate Disabilities	Physical and Health Impairments
Moderate/Severe Disabilities	Deaf and Hard of Hearing
Visual Impairments	Early Childhood Special Education
Language and Academic Development	

For all authorizations, all course work must meet the following criteria:

- Must be completed at a regionally-accredited college or university
- Must be baccalaureate degree-applicable (non-remedial)
- Must be earned with a “C” grade or higher (“Pass” and “Credit” grades meet this requirement)

[†] *Individuals who were issued an emergency permit in the same subject area of the requested STSP will not be required to submit verification of this requirement*

4. The employing agency must verify all of the following on Commission form CL-859, entitled *Verification of Requirements for Short-Term Staff Permit*, with each request:
 - Local recruitment efforts have been conducted for the STSP being requested
 - The employer has provided 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
 - Written justification for the STSP must be submitted to the Commission, signed by the employing agency's Superintendent or designee. In the case of a state certified nonpublic, nonsectarian school and agency as defined in Education Code sections 56365 and 56366, the school director's signature is required.
5. Completed application (form 41-4), processing fees, and if not previously submitted, a completed Live Scan receipt (form 41-LS)

Authorization

The Multiple Subject STSP authorizes the holder to teach in a self-contained classroom such as the classrooms in most elementary schools. However, a teacher authorized for multiple subject instruction may be assigned to teach in any self-contained classroom (preschool, K-12, or in classes organized primarily for adults). In addition, the holder of a Multiple Subject STSP may serve in a core or team teaching setting.*

The Single Subject STSP authorizes the holder to teach the specific subject(s) named on the credential in departmentalized classes such as those in most middle schools and high schools. However, a teacher authorized for single subject instruction may be assigned to teach any subject in his or her authorized fields at any grade level (preschool, grades K-12, or in classes organized primarily for adults).*

The Education Specialist STSP authorizes the holder to teach in the area of specialization listed on the credential in the following settings: special day classes, special schools, home/hospital settings, correctional facilities, nonpublic, nonsectarian schools and agencies as defined in Education Code sections 56365 and 56366, and resource rooms.*

* *All STSPs will be issued with an English learner authorization. This authorization allows the holder to teach English language development (also known as English as a Second Language or ESL) and specially designed academic instruction delivered in English (SDAIE) in the grade level(s) provided by their Multiple Subject, Single Subject, or Education Specialist authorization.*

Bilingual Authorizations

An English learner authorization is currently issued on all STSP documents. The bilingual authorization may be requested by the employing agency and added directly to a STSP document if target-language proficiency has been verified. Additional information may be found in Coded Correspondence 10-07.

Individuals may verify target-language proficiency by one of the following methods:

- Pass Test II or III (depending on the specific language) of the CSET: World Languages Examinations in the target language. Passing exam scores are valid for five years from the individual test date.

- If Test II or III of the CSET: World Languages Examination is not available, pass an assessment performed by an approved organization covering the integrated communication skills of listening, speaking, reading and writing in the target language
- Pass an assessment covering the integrated communication skills of listening, speaking, reading and writing administered by a California college or university as a part of its Commission-approved bilingual authorization program in the target language
- Possess a valid, non-emergency California Single Subject or Standard Secondary Teaching Credential with a major in the target language
- Possess a three-year or higher degree from a foreign institution in which all instruction was delivered in the target language. The foreign institution must be equivalent in status to a regionally-accredited institution of higher education in the United States.

Period of Validity

The STSP will expire at the end of the employing agency's school year and cannot be issued for more than one year. The end of the school year shall be no later than July 1 unless the STSP is being used for a summer school assignment whereby the end of the school year shall be no later than September 1. The permit is not renewable and is available to an individual only once in a lifetime.

TERMS AND DEFINITIONS

Acute Staffing Need

When an employing agency needs to fill a classroom immediately based on an unforeseen need, including, but not limited to:

- An individual needs additional time to complete pre-service requirements for enrollment into a Commission-approved intern program
- Enrollment adjustments require the addition of another teacher
- An individual is unable to enroll in a Commission-approved intern program due to timelines, lack of space in the program, or needs to complete NCLB core area subject matter (for education specialist permit)
- The unavailability of a third-year extension or withdrawal from an intern program
- The teacher of record is unable to finish the school year due to approved leave/illness

Reference: Title 5, California Code of Regulations, Section 80021