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Debra Duardo, M.S.W., Ed.D., Superintendent

December 7, 2022

TO: Certificated Personnel Administrators
Credential Analysts and Technicians
Los Angeles County School Districts (K-12)

FROM: Carolina Rangel, Credentials Coordinator
District Personnel Information Services
Division of School Financial Services

SUBJECT: Senate Bill 1397 - Basic Skills Requirement Waived Temporarily

Senate Bill 1397 waives the Basic Skills Requirement for the initial issuance of an Emergency 30-day Substitute Teaching Permit from January 1, 2023, through July 1, 2024. The Emergency 30-day Substitute Teaching permit authorizes the holder to serve as a substitute teacher for up to thirty days for any one teacher or class during a school year, or up to twenty days when subbing for any one teacher or class in a special education setting.

Please see the attached Commission on Teacher Credentialing (CTC) Credential Information Alert (CIA) that provides guidance on SB 1397. Note, the requested issuance date of the application must be between January 1, 2023 and July 1, 2024, inclusive.

When submitting a Temporary County Certificate (TCC) for the initial Emergency 30-day Substitute Teaching Permit based on SB 1397 regulations, please notate "SB 1397" in the "LIST SUBJECT(S)" field of the TCC.

Information About Your Application For Credential Or Permit Sent To CTC

Form with fields: CHECK ONE (Renewal, New credential/permit, Upgrade credential, Extension by appeal, Adding Suppl Auth, Adding SMA, Adding a full teaching area, Change of employer restriction, Adding Other Auth), APPLICATION IS FOR (Cred., Permit, Cert. (C8)), TERM (Emergency), TITLE OF CREDENTIAL PERMIT OR CERTIFICATE APPLIED FOR (30-day Substitute Teaching Permit), LIST SUBJECT(S) (SB 1397), DOCUMENT EFFECTIVE DATE IS, For County Office Use Only (Type/Title Code, Restricted).

Should questions arise regarding this bulletin, please contact the Certification Section at (562) 922-6504 or by email at Rangel\_Carolina@lacoedu.

Approved: Nkeiruka Benson, Director
Division of School Financial Services

CR:sm

SFS-A22-2022-2022



# CREDENTIAL INFORMATION ALERT

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**DATE:**

December 1, 2022

**NUMBER:**

22-12

**SUBJECT: Passage of Senate Bill (SB) 1397 Temporary Waives Basic Skills Requirement for Emergency 30-Day Substitute Teaching Permit**

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**Summary:**

This Credential Information Alert (CIA) provides guidance on SB 1397 (Boregas), which waives the basic skills proficiency requirement for the issuance of an Emergency 30-day Substitute Permit until July 1, 2024.

**Key Provisions:**

The California Education Code and Title 5 Regulations specify, in most cases, that applicants for a credential, certificate, or permit to serve in the public schools of California must verify basic skills proficiency before the credential, certificate, or permit will be issued. The Emergency 30-Day Substitute Teaching Permit is one document that requires the Basic Skills Requirement to be met prior to issuance. With the passage of SB 1397, this requirement is temporarily waived from January 1, 2023, to July 1, 2024. After that date, basic skills proficiency will once again be required for the initial issuance of the Emergency 30-Day Substitute Teaching Permit.

Individuals who receive an Emergency 30-Day Substitute Permit under the provisions of SB 1397 will not need to satisfy the Basic Skills Requirement after the flexibility ends on July 1, 2024, to renew the permit. Basic skills will remain waived for that document. This means that even after July 1, 2024, the educator will be able to renew the Emergency 30-Day Substitute Teaching Permit without basic skills if that document was initially issued under this flexibility.

This flexibility only applies to the Emergency 30-Day Substitute Teaching Permit. Other substitute permits—the Prospective Substitute Permit and the Career Substitute Permit—still require basic skills proficiency for issuance. Moreover, an individual who is granted an Emergency 30-Day Substitute Permit under this flexibility will still need to satisfy the Basic Skills Requirement if they wish to for another type of credential, certificate, or permit that requires it.

Documents issued with this flexibility will receive a unique renewal code stating the following:

*This Emergency 30-Day Substitute Permit was issued under SB 1397 (2022) and did not require the holder to meet the Basic Skills Requirement. This permit may be renewed without meeting the Basic Skills Requirement. The waiver of this requirement in the bill does not extend to any other document issued by the Commission on Teacher Credentialing.*

Only applications received where the issuance date is between January 1, 2023 and July 1, 2024 (inclusive) shall be eligible for issuance without meeting the Basic Skills Requirement. Applications received after January 1, 2023 where the requested issuance date is prior to January 1, 2023 must still meet basic skills.

Important Dates:

Effective Date: January 1, 2023

Flexibility Ends: July 1, 2024

**Sources:**

Senate Bill 1397 Teacher Credentialing: Emergency Teaching Permits:

[https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=202120220SB1397](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220SB1397)

**Contact Information:**

Credentialing questions can be directed to the Commission's Information Services Unit at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov).

Assignment related questions must be directed to the entity that serves as the monitoring authority for the Local Education Agency (LEA). County Offices of Education may contact the Commission's Assignment Unit directly with assignment-related questions regarding certificated staffing through the dedicated COE email address. County personnel who do not have access to the dedicated email address may request it by sending their full name, position, and county office of employment to [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov).