

Teaching Permit for Statutory Leave Frequently Asked Questions

EMPLOYER

Q1. Does a Local Employing Agency (LEA) have to identify the specific assignment/classroom that the TPSL holder will be placed in prior to applying for the permit?

No; an LEA does not need to have a specific statutory leave assignment in mind before applying for the TPSL. An LEA can request a TPSL for any qualified applicant to ensure that the LEA has a pool of permit holders available to serve in statutory leave assignments as they present themselves.

Q2. Can an educator with a full teaching credential (preliminary or clear) apply for a TPSL to authorize them to serve in a long-term assignment outside of their credential authorization?

Yes; nothing in the regulations precludes a fully credentialed teacher from holding a TPSL permit.

Q3: Can an individual qualify for the TPSL permit in one or more of the optional authorizations?

The TPSL permit may list more than one authorization. This includes more than one authorization for separate settings, such as Multiple Subject and Special Education. An educator who qualifies for two or more authorizations with their initial application would only be issued one document that lists all applicable authorizations.

Q4: Can an LEA request more than one authorization on a TPSL permit with an initial application?

Yes; an application for initial issuance can request more than one authorization. The same is true for applications for renewal or a change of restriction.

Q5: Is there an option to request a waiver for the initial 45-hours of preparation that must be completed prior to requesting an educator's first TPSL permit?

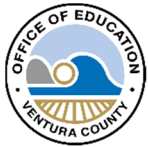
No, there is no option to waive the 45-hour preparation requirement for initial issuance. This preparation must be completed prior to requesting the initial permit.

Q6: Does a TPSL expire on June 30 (at the end of that academic year), similar to the Short-Term Staff Permit (STSP)?

No; the TPSL permit is valid for one full calendar year, regardless of the document's issuance date. This means that if an application is submitted with a requested issuance date of March 4, 2016, the TPSL permit would be valid until April 1, 2017.

Q7. If a teacher of record's preliminary/intern credential is about to expire, can that be filled with a TPSL holder?

No; the TPSL permit does not authorize the holder to serve as a teacher of record, meaning it cannot be used to cover vacancies.



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Q8. When requesting an added authorization, will the LEA need to submit a new application and fee?

Yes; as with all added authorizations, the Commission must receive a completed application, including the full application fee and verification as to how the educator qualifies for the additional authorization. The TPSL permit would be issued with the added authorization and would maintain the original expiration date. For this reason, best practices would be to make sure the LEA requests all authorizations that an educator may qualify for with either the initial application. If an LEA identifies that an educator qualifies for an additional authorization after submission of the initial application, it is advised that, if possible, the LEA wait to request the additional authorization upon submission of an application for renewal.

Q9. Can a TPSL permit holder cover an assignment for the entire school year?

In theory, yes. If an LEA has a teacher of record whose statutory leave begins on the first day of school, and continues for the entire school year, then a TPSL permit holder would be able to continue to serve as the temporary teacher of record for the entire length of that leave, assuming their TPSL permit remains valid. However, the Commission anticipates that this scenario would be rare.

Q10. Can someone who is out on administrative leave, or leave due to misconduct, be replaced by a TPSL permit holder?

No, the regulations do not allow for anyone on administrative leave or leave for misconduct to have a TPSL holder cover their classroom for more than 30 days (or 20 days for special education).

Q11. How will an LEA know if a teacher of record's specific leave is acceptable for a TPSL to serve in?

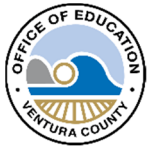
The TPSL regulations specifically list the types of leaves that a permit holder may serve under beyond 30 days (or 20 days for special education). Title 5 section 80022(f)(19) provides references to the specific statutory leaves that are authorized by the permit. Refer to Table 1 on page 2 of Coded Correspondence 16-10 for more information.

Q12. How does an LEA know what to include in the preparation?

The regulations specifically state the content that each broad area must cover. The definitions of each broad content area, which serves as a guide for what the preparation must include, can be found beginning on page 13 of Coded Correspondence 16-10. As long as the LEA makes sure that preparation includes all required specific content then it will meet the regulatory requirement.

Q13. If an individual holds a clear credential (and has completed a clear or induction program), are they required to complete the 45-hour TPSL preparation required for initial issuance?

Because the required TPSL preparation is locally designed and delivered, this would ultimately be a local level decision by the employer. The LEA would need to work with the Induction Program to evaluate the preparation completed by fully credentialed teachers to ensure that all the TPSL requirements have been met. Based on that



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evaluation, a fully credentialed teacher may have already completed most or all of the required TPSL preparation. The Commission suggests that LEAs consider developing a system or formula to check the existing preparation of fully credentialed teachers against the TPSL requirements for all three modules so that they have written documentation on file verifying an educator's preparation.

Q14. For the required 45-hours of preparation, can an LEA accept coursework taken at a college or university for this requirement?

The regulations for the required TPSL preparation do not put any constraints on what an LEA can consider as appropriate/equivalent preparation, other than to specify the required content and total number of hours needed. A college course may be used to meet some of the specific preparation requirements for the permit. LEAs are encouraged to keep records of and justification for an educator's TPSL preparation on file. For a college course, this might include the educator's official transcripts and a course description that details the specific content of the course that matched the content outlined in the TPSL regulations.

Q15. Do LEAs need to submit official transcripts, certificates of completion for preparation, or official letters to verify that the required preparation has been completed?

No; documentation verifying an educator's TPSL preparation does not need to be submitted to the Commission with an application. An LEA need only submit a completed form CL-903 to verify preparation.

Q16. Is there a recency requirement for outside preparation used to meet the TPSL requirements?

No; the regulations do not include a recency requirement for any component of the TPSL preparation.

Q17. Can a TPSL permit list more than one employing school district as a restriction?

Yes; a TPSL permit may list more than one restriction

Q18. If a TPSL holder moves from one LEA to another, can the new LEA accept the TPSL preparation completed through the first LEA, or will the TPSL holder need to repeat the preparation for the new LEA?

A district will need to make the decision as to whether or not they want to accept previous TPSL training that an individual may have completed through another employer. They can choose to accept the preparation outright, accept portions of the preparation, or require an individual to complete their district's preparation.

Q19. Will the TPSL permit be issued with an English learner authorization like the Short-Term Staff and Provisional Internship Permits are?

The TPSL will not be issued with any type of English learner authorization. The teacher of record who is out on leave should be appropriately authorized to serve English learners. The TPSL holder serves as the temporary teacher of record, similar to a substitute permit holder. Documents such as the STSP and PIP require an English learner authorization because the holder most often serves as the teacher of record for a vacant position.



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Q20. Page 6 of Coded Correspondence 16-10 states that a district must maintain documentation on TPSL permit holders employed by the district, and must report TPSL data during monitoring.

The TPSL reporting for Assignment Monitoring will be much like the vacancy data reporting. Districts will be required to provide counties with the following information so that counties may verify the teacher of record, authority for use of the TPSL for the statutory leave assignment, and mentoring/recruitment efforts:

- Name of the permit holder serving in the assignment;
- Teacher of record;
- Specific statutory leave section(s) that justifies use of the TPSL permit;
- School site of assignment;
- Setting, subject, and grade level of assignment;
- Name of mentor assigned to TPSL permit holder;
- Number of cumulative days the TPSL holder served in specific statutory leave assignment; and
- A declaration that reasonable efforts in hiring a substitute with a full teaching credential that matches the setting and/or subject for the statutory leave position were made, and that no such candidate was available.

Counties will need to report data to the Commission in a similar fashion as vacancy data is reported. This will include the total number of TPSL permit assignments used through the school year, including the following details for each assignment:

- School District
- Setting, Subject, and Grade Level of Assignment
- Length of Assignment