

APPENDIX F

PROFESSIONAL GROWTH FORMS

**PROFESSIONAL GROWTH REQUIREMENTS
RULES AND REGULATIONS**

**Article 7. Requirements and Procedures for Renewing Professional
Multiple and Single Subject Teaching Credentials**

§0331. Definitions.

The terms in this article shall have the following meanings:

(a) "Professional growth" refers to those activities which contribute to a teacher's competence, performance, or effectiveness in the field of education.

(b) The term "professional clear credential" refers to a clear multi-subject teaching credential that is issued after August 31, 1985 to a recipient's first clear basic teaching credential and whose validity is subject to the requirements of Education Code Section 44377.

NOTE: Authority cited: Section 44377(b), Education Code. Reference: § 44331(a)(1) and 44377, Education Code.

View Article 7 (Sections §0331-§0353, not consecutive) filed 10-1-86, operative 06-01-86, Register 62, No. 471. For history of former Article 7, see Register 62, No. 471.

§0332. Specific Requirements for Renewing Professional Clear Multiple and Single Subject Teaching Credentials.

The minimum requirements for renewing a professional clear multi-subject teaching credential shall include all of the following:

§ 80333
(p. 1088-1)

COMMISSION FOR TEACHER PREPARATION
AND LICENSING

(Register 86, 44)

(a) Submission of a professional growth plan and record that verifies completion of 180 hours of approved professional growth activities pursuant to 80334 through 80337, and one-half year of successful service pursuant to 80337 of this article.

(b) Submission of a completed application form provided by the Commission.

(c) Payment of the fee specified in Section 80337.

NOTE: Authority shall be Section 4423 (b), Education Code. Reference: Section 4427, Education Code.

Section 864, 19-1-61, operative 19-31-65; Register 86, No. 41.

80333. **Period of Validity and Renewal Cycle for Professional Clear and Single Subject Teaching Credentials.**

(a) A professional clear multiple and single subject teaching credential shall be valid for five years.

(b) The renewal cycle shall be the five-year period commencing on the date of issuance that appears on the credential until the first day of the following five-year later.

NOTE: Authority shall be Section 4423 (b), Education Code. Reference: Section 4427, Education Code.

Section 864, 19-1-61, operative 19-31-65; Register 86, No. 41.

80334. **Professional Growth Plan.**

(a) On a form provided by the Commission, a credential holder shall submit a professional growth plan, which shall identify his or her professional growth and the professional growth activities that he or she proposes to pursue. The professional growth plan of a credential holder shall include an list two or more categories of activities as defined in subdivision (c) of 80333.

(b) A credential holder may amend a professional growth plan by a decision or amending any of the original or previously amended (a) proposed activities.

(c) A professional growth adviser shall sign a professional growth plan and shall be responsible for a professional growth plan, that complies with Education Code Section 4427 and this article.

(d) A credential holder shall request a professional growth adviser to complete a professional growth plan for him or her and shall be responsible for providing the professional growth plan to the professional growth adviser.

(e) A credential holder shall be responsible for any change in the validity of a credential and shall request a professional growth adviser, any time the credential is renewed by the credential holder from one credential holder to another professional growth adviser, a credential holder shall request a professional growth adviser to complete a professional growth plan.

NOTE: Authority shall be Section 4423 (b), Education Code. Reference: Section 4427 and 4428, Education Code.

Section 864, 19-1-61, operative 19-31-65; Register 86, No. 41.

80335. **Professional Growth Record.**

(a) On a form provided by the Commission, a credential holder shall, at the time of renewal, submit a professional growth record, which shall accurately identify the professional growth activities that the credential holder has completed, and indicate the number of clock hours spent completing each act

TITLE 5 COMMISSION FOR TEACHER PREPARATION AND LICENSING

(Register 65, No. 44-12-201)

(b) A credential holder who willfully signs and submits an instructional growth record which he or she knows to be false to a professional growth advisor or to the Commission shall be subject to the penalties for unprofessional conduct pursuant to Education Code Section 4402.

(c) A professional growth advisor may require a credential holder reasonable verification that the elements of a professional growth record are accurate. Reasonable verification may include (but is not limited to) copies of activities, records of attendance, copies of notes, copies of records of meetings attended, materials distributed at classes, work samples or other development programs or other tangible records. If an advisor has sufficient evidence or reason to believe a growth record is accurate, he or she may decide not to require the holder to verify its accuracy.

(d) A professional growth advisor shall design a professional growth record corresponding to a signed professional growth plan, and that complies with Education Code Section 4402 and this article.

(e) A professional growth plan and record shall not include any information which is confidential to the holder of the credential or for the most recent renewal of a signed clear credential.

SECTION 50551.5. (Added by Chapter 100 of the 2011-12 Regular Session of the California State Legislature, Education Code, Reference: Sections 4402 and 4403 of the Education Code.)

Section 50551.5 operative 08-22-09; Register 65, No. 671.

50551. Professional Growth Advisor.

(a) The chief administrative officer, or his or her designee, of a public school district is required to hold a valid teaching credential shall employ one or more credentialed persons to be professional growth advisor agency employ one or more holders of professional clear credentials.

(b) To be eligible to be a professional growth advisor, a person must hold a valid clear teaching or services credential, and a baccalaureate degree from an approved institution of postsecondary education. An employer may employ one or more professional growth advisors may a school district may employ one or more.

(c) The employing agency shall adopt policies and procedures for the use of professional growth advisors which contribute the best possible between the credential holder and the advisor.

(d) District matter concerning interest in special topics, and late skills should be considered in selecting advisors.

(e) Proximity to the work location of the credential holder and team workload for the advisor shall be considered.

(f) An agency which employs holders of professional clear credentials appoint a professional growth panel(s) to act as an appeal body to a dispute between credential holders and professional growth advisor panel may also participate in selecting, orienting and assisting professional growth advisors.

(g) The responsibilities of a professional growth advisor shall be as set forth in this subdivision.

(Register 62, No. 4)

(1) Know the contents of Education Code Section 4027, this article, professional growth manual published by this Commission, and provide information of these with credential holders. The professional growth plan shall address the staff development needs of the employing agency or school with the credential holder and may recommend activities and other activities.

(2) Advise credential holders and approve professional growth plan records that have been developed by credential holders, and that comply with the terms of Education Code Section 4027 and this article.

(3) A public agency which employs or is required to hold valid to credential holders shall give each credential holder the means and work local the professional growth activities which have been designated by the agency.

(4) If a credential holder determines that his or her employing agency is not designated a professional growth activity, and cannot resolve the problem with a representative of the agency, or if the employer has not acted on professional growth activities, or if the credential holder is not employed by the agency, the credential holder may request the Commission to appoint a professional growth advisor.

(5) No credential holder may serve as his or her own professional growth advisor.

(6) No person or agency shall compel a credential holder to pay any fee for the preparation, review or for professional growth advice, or for approval of a professional growth plan or record.

(7) The appointing administrative officer, or his or her designee, of a public agency or agency shall remove any professional growth advisor his been designated by the agency or the Commission to have willfully obstructed professional Education Code Section 4027 or this article.

NOTE: Amendments to Education Code Section 4027, Education Code Reference Section 4027 and other Education Code.

(Register 62, No. 4; Register 62, No. 4; Register 62, No. 4).

160539. Professional Growth Activities

(1) Each activity that a credential holder includes in a professional growth plan and record shall satisfy standards (1), (2), and (3) of this subdivision. Professional growth activities may require a credential holder to explain how activity satisfies or is likely to satisfy one or more of the standards stated in this subdivision.

(2) The activity is of high quality and is consistent with the credential holder's professional growth goals, as stated in the professional growth plan.

(3) The activity will contribute to the credential holder's competence, performance or effectiveness in one or more of the domains of professional growth that are specified in subdivision (b) of this section.

(4) The activity fits one of the categories of professional growth activities that are specified in subdivision (c) of this section.

(b) Domains of professional growth shall be as defined in this subdivision.

(1) A subject the credential holder teaches, or reasonably expects to teach in kindergarten or in grades one through twelve.

TITLE 5 COMMISSION FOR TEACHER PREPARATION AND LICENSING

(Register 66, No. 41-16481)

(P)

- (1) A field of specialization in which the credential holder serves, or able expects to serve, in kindergarten or in grades one through twelve.
- (2) Concepts, principles and methods of effective teaching, curricula, evaluation in kindergarten or in grades one through twelve.
- (3) Concepts and principles of physical, intellectual, social and emotional development among children and youth.
- (4) Concepts and principles of human communication, learning, motivation and individuality.
- (5) Demographic and cultural backgrounds of groups of children and youth and of different schools.
- (6) Concepts and principles of effective relationships among schools, homes and communities.
- (7) Roles, organization and operation of public education and of institutions that promote public education.
- (8) Objectives of professional growth activities shall be as defined in subdivisions (1) through (7).
- (9) Description of one or more lower division, upper division or graduate courses offered as credits of transfer or in education by any regionally accredited university, college or university.
- (10) Participation in one or more conferences, world teacher forums, seminars or similar professional programs whose purpose is to increase the professional knowledge, competence, performance or effectiveness of participants.
- (11) Participation in one or more systematic programs of observation and/or reflection, provided that each program is planned, focuses on one more professional aspects of teaching and includes follow-up activities such as discussion, written reflection or what has been observed or analyzed.
- (12) Service in a leadership role in an educational institution, consistent with the following definition and restriction:
 - (A) Activities in which the credential holder contributes to the improvement of a school, district or other educational institution shall be acceptable including activities in which he or she assists student teachers or other teachers in their professional development, either as a mentor/teacher or in a dual appointment capacity.
 - (B) Activities shall not be acceptable if they are part of the routine functions of an educational institution, or if they are part of a (checkbox) basic regular school day activity, that not limited to: planning lessons, arranging a classroom environment, preparing printed instructional materials, assisting student preparation, or bookkeeping.
- (13) Service in a leadership role in a professional organization, consistent with the following definition and restriction:
 - (A) To be an acceptable activity, the credential holder must serve as a elected officer, or a chair of a committee, or an official representative of an organization of professional educators, and be or she must participate in clarifying, planning or formulating educational or professional policies, positions or directions for the organization to pursue.
 - (B) Activities that contribute to the ongoing operations or functioning of professional organization shall not be acceptable, such as efforts to increase its membership or participate in collective bargaining activities.

§ 0338
(p. 1008.8)

COMMISSION FOR TEACHER PREPARATION
AND LICENSING

(Register 66, No. 1)

(6) Participation in efforts to conduct educational research or to try educational innovations shall be acceptable, provided that the credential holder has an active role in one or more of the following stages of the effort: developing, piloting, field testing or evaluating a study or innovation; analyzing, interpreting, demonstrating or disseminating the results of a study or innovation.

(7) Other activities that shall be acceptable are defined below.

(A) Participation in a professional exchange program, provided a credential holder changes positions with another educator for a specified period of time.

(B) Participation in alternative work experience program, paid or unpaid, provided the credential holder holds no other professional responsibility during the program.

(C) Participation in a program of independent study, provided the credential holder completes a specified amount of education, produces a research paper or thesis, and presents and defends the independent study to a panel.

(D) Development of a program, provided that the credential holder creates a new program, that involves originality of thought and execution, or provides a new perspective on an existing program, and that the credential holder submits a written report on the program to the Commission, and that the program is subject to a panel review.

(E) Participation in a program of independent study, provided that the credential holder completes a specified amount of education, produces a research paper or thesis, and presents and defends the independent study to a panel.

(F) Participation in a program of independent study, provided that the credential holder completes a specified amount of education, produces a research paper or thesis, and presents and defends the independent study to a panel.

(Section filed 10-1-64, operative 10-31-64; Register 66, No. 47).

PROFESSIONAL GROWTH REQUIREMENTS

(1) For each year that a credential holder spends actively involved in a profession, the credential holder shall record one clock hour of time on the professional growth report.

(2) In a professional growth report, a credential holder shall not record time spent traveling to or from a professional growth activity, or any time so completely routine out-of-class assignments such as reading assignments, preparing for tests for an approved course, workshop, teacher center program staff development program or professional conference that the credential holder attends. A credential holder may record time spent on out-of-class assignments if the credential holder and the professional growth advisor agree that the assignments qualify as professional growth activities in the categories listed in Section 0338(c) (2 through 7). Time spent preparing to make formal presentations in professional conferences, or as the instructor of a course, workshop, teacher center program or staff development program for teachers, shall be recorded.

NOTE: Authority cited: Section 40225(c), Education Code. Reference: Section 40271(b) Education Code.

(Section filed 10-1-64, operative 10-31-64; Register 66, No. 41).

TITLE 5 COMMISSION FOR TEACHERS PREPARATION AND LICENSING

(Register 66, No. 42-44-001)

50367. Professional Service Requirement for Renewing a Professional Credential

(1) The chief administrative officer, or his or her designee of an educational institution that employs or has employed a credential holder shall verify that the holder has performed a minimum of 100 hours of professional service during the year immediately preceding the renewal year. The service shall include:

(II) The service was rendered for a minimum of 100 minutes per day for each day of the year. The service shall include the following:

(i) The credential holder shall be employed by the educational institution for the credential holder's professional class (K-12) for the entire year.

(ii) The service shall include a position that requires certification. However, the holder may be employed in a position that does not require certification, provided that the holder is a substitute teacher or employed under a contractual agreement.

(iii) The service was rendered on behalf of students and/or a group of affected persons in kindergarten or grades one through twelve at the one or more elementary schools or secondary schools.

(iv) The chief administrative officer, or his or her designee, shall direct the responsibility of the holder's professional service independently of any other duties of the credential holder's employment status.

NOTE: Amend Code Section 44501, Education Code, Reference: 5-44501(a)(1), Education Code.

(Section 1054 1974-94, operative 10-31-95; Register 66, No. 42)