



Credential Information Alert

DATE:

July 10, 2023

NUMBER:

23-04

SUBJECT: Declaration of Need Updates and Guidance

Summary:

The purpose of this Credential Information Alert (CIA) is to provide information regarding an update to the Declaration of Need for Fully Qualified Educators (DON) including guidance and information about the new DON email inbox.

Key Provisions:

The Declaration of Need (DON) is an annual document required by an employing local education agency as a prerequisite to the issuance of any emergency permit and/or limited assignment permit for that agency. The DON is established by California Code of Regulations §80026. There is an update to the Declaration of Need form, CL-500, to comply with regulations.

CL-500:

The Commission's CL-500 form was created to allow employing agencies to meet the DON submission requirements. While the regulation always required the agency to provide an estimate of how many General Education Limited Assignment Permits are anticipated for the school year, the form has been updated to include the specific single subject(s) anticipated for those permits. When completing the new version of the CL-500 form, the Commission will require the anticipated number of Single Subject Limited Assignment Permits be broken out by authorizations.

The update to the CL-500 form also includes the Emergency Transitional Kindergarten (ETK) Permit which is now available for issuance.

In addition to General Limited Assignment Teaching Permits, Emergency Permits that require a DON are as follows:

Emergency CLAD/English Learner Authorization
Emergency Bilingual Authorization
Emergency Resource Specialist
Emergency Teacher Librarian Services
Emergency Transitional Kindergarten (ETK)

Provisional Internship Permits and Short-Term Staff Permits do not require a DON. Waiver applications also do not require a DON.

As of the date of this CIA, any new DON submissions must use the new form. Old versions of the form will no longer be accepted.

The complete CL-500 form and required supporting documentation may be mailed directly to the Commission office or emailed to the Commission's DON inbox.

Submission Tips:

The following tips should be kept in mind when submitting the Declaration of Need:

- The CL-500 form must be signed with an original wet-ink signature or an acceptable electronic digital signature. For reference to the acceptable electronic digital signatures, please see the Credential Information Alert ([CIA 23-01](#)).
- DON submissions sent via email should include the completed CL-500 form with an acceptable signature and required supporting documentation as an attachment. Any form or supporting documentation sent separate from each other will not be processed.
- Charter schools with multiple sites have two options when submitting the DON.
 - Charter schools with multiple sites may submit one completed CL-500 form and board agenda. If only one CL-500 form is submitted, the board agenda must show that the DON was acted upon for all sites. A list of these sites by name should be provided on the board action. A list of the sites that the DON covers may also be included in an attached Appendix.
 - Alternatively, charter schools may submit a CL-500 form for each site accompanied by the required board agenda.
- If additional information is required in order to process the DON following its submission to the Commission, an email outlining what must be submitted will be sent to the local employing agency. A new board action is not required unless specified by the Commission.
- The DON shall be revised when the number of emergency permits and limited assignment permits needed exceeds the original estimate by ten percent. A new CL-500 form and required supporting documentation is required to be submitted to the Commission by the governing board or superintendent/administrator of the employing agency. A new board action or public notice will be required if there are revisions.

Validity Period:

The DON shall be valid for no more than twelve months and will expire on June 30th following its submission to the Commission. Although there is no deadline to submit the DON annually, the Commission must have a current DON on file prior to issuing applications for Emergency and Limited Assignment Permits.

References:

CL-500 Declaration of Need form

<https://www.ctc.ca.gov/docs/default-source/cig-leaflets/cl500.pdf>

Contact Information:

DON questions and email submissions can be directed to the Commission's Declaration of Need inbox at DON@ctc.ca.gov.