

Date: March 29, 2023

To: Human Resource Administrators
Personnel & Credential Specialists

From: Casey Choate, Credentials and Livescan Services Supervisor
Monica Robinson, Credential Analyst ^{MR}

Subject: 2023-2024 Declaration of Need for Fully Qualified Educators

The Declaration of Need (DON) is the annual form submitted to the California Commission on Teacher Credentialing (CCTC) by county offices of education, public school districts, state-wide agencies or non-public schools or agencies. This form contains the employing agency's **estimated** (it is acceptable to overestimate with no penalty) the number of *Emergency Permits (such as Emergency CLADs and BCLADs), Limited Assignments, and Internship Credentials* that will be requested during the school year.

The CCTC must have a current DON on file **prior to** processing paper or online submitted applications for the Emergency and Limited Assignment Permits. The DON will be valid for twelve months and will expire on June 30, 2024.

The DON must be presented in its entirety to the governing board at a regularly scheduled public meeting of that board. **It may NOT be presented as part of a consent calendar.**

Once the DON has been approved by the board, the cover page must be signed and completed by the individual, the board, or superintendent designee, such as the board's secretary, the personnel director, or the credentials specialist.

Unconditional must:

The original completed Declaration of Need with an acceptable signature (**must be an original "wet" signature or an acceptable electronic adobe or DocuSign signature**) and a copy of the board agenda item, along with the supporting material that was presented to the board must be submitted.

There are three options to submit:

- 1) Submit electronically via email direct to credentials@ctc.ca.gov and cc mrobinson@sdcoe.net
Subject Line: DON Form 23-24. Submit DON form with the acceptable electronic signatures and copy of board agenda item.
- 2) Submit to our office via hard paper copy – SDCOE Main Campus/Attention: Monica Robinson- by **June 16, 2023**. If the DON is incomplete or does not have the acceptable signatures, the DON will be returned to your district office for the additional information or documentation.
- 3) Submit a copy of DON to our office via email or hard copy indicating that it was sent direct to CTC via US mail.

San Diego County Superintendent of Schools Dr. Paul Gothold

San Diego County Board of Education
Paulette Donnellon Guadalupe González Alicia Muñoz Mark Powell Rick Shea

Please use the current Declaration of Need (06/2021) CL-500 form (see attachment) approved by the CCTC as it is to be used for the school year 2023-2024. **We strongly encourage you to submit it via electronic submission via email as these applications are processed quicker than hard copy DON paper requests.**

If you have already submitted your DON directly to the CTC, please email a copy of the form to our office or send the email from the CTC confirming that your DON has been processed.

For questions, please contact Casey Choate at 858-295-6994 / casey.choate@sdcoe.net or Monica Robinson at 858-295-6984 / mrobinson@sdcoe.net