



SUBJECT MATTER VERIFICATION PROCESS FOR SECONDARY TEACHERS IN SPECIAL SETTINGS

MATHEMATICS—LEVEL 1

This course is designed to teach and verify understanding of the fundamental concepts of mathematics as defined by the Mathematics Content Standards for California Public Schools. Level one will focus on the knowledge and teaching of mathematics surrounding rational numbers, basic algebra, and basic geometry.

Dates	Time	Dates	Time
July 9, 2009	8:00 a.m.– 3:00 p.m.	July 14, 2009	8:00 a.m.– 3:00 p.m.
July 10, 2009	8:00 a.m.– 3:00 p.m.	July 15, 2009	8:00 a.m.– 3:00 p.m.
July 13, 2009	8:00 a.m.– 3:00 p.m.	July 17, 2009	8:00 a.m.– 3:00 p.m.

A 4-hour pre-course session will be held on **July 8th from 8 am to noon** for those participants interested in a “refresher” on operations with fractions, decimals, and percents and for those participants who rely on calculators for those operations. Beginning on July 9, it will be assumed that all participants have a GOOD working knowledge and skill-base with arithmetic.

All sessions will be held at: Riverside County Office of Education
3939 Thirteenth Street, Riverside, CA 92502
Conference Center

Course Fee: \$550

Course Number: MATH-070909

Optional Credit: Four Extended Education units available. Additional information will be provided on the first day of class.

Registration Deadline: June 30, 2009 **Instructor:** Dr. Catherine Spencer
(late registrations will be accepted based on available space)

Payment Options: District Purchase Order (*District Support Verification Form required, see attached*)
Check (*made payable to RCOE, must be received prior to start of course*)
Credit Card (*Visa or MasterCard*)

How to Register: To register please complete the attached Professional Development Registration Form.

The Subject Matter Verification Process for Teachers in Special Settings is sponsored by

Riverside County Office of Education
Teacher Support Center
3939 Thirteenth Street
Riverside, CA 92502
(951) 826-6767 fax (951) 826-6950

California State University, San Bernardino
College of Education
5500 University Parkway
San Bernardino, CA 92407
(909) 537-7674 fax (909) 537-7397



MATHEMATICS—LEVEL 2

This course is designed to teach and verify understanding of the fundamental concepts of mathematics as defined by the Mathematics Content Standards for California Public Schools. Level two will focus on the knowledge and teaching of mathematics surrounding algebra, trigonometry, and elementary functions.

Dates	Time	Dates	Time
July 20, 2009	8:00 a.m.– 12:00 p.m.	July 27, 2009	8:00 a.m.– 12:00 p.m.
July 21, 2009	8:00 a.m.– 12:00 p.m.	July 28, 2009	8:00 a.m.– 12:00 p.m.
July 22, 2009	8:00 a.m.– 12:00 p.m.	July 29, 2009	8:00 a.m.– 12:00 p.m.
July 23, 2009	8:00 a.m.– 12:00 p.m.	July 30, 2009	8:00 a.m.– 12:00 p.m.
July 24, 2009	8:00 a.m.– 12:00 p.m.		

All sessions will be held at: Riverside County Office of Education
3939 Thirteenth Street, Riverside, CA 92502
Conference Center

Course Fee: \$550 **Course Number:** MATH-072009

Registration Deadline: July 10, 2009 **Instructor:** Dr. Catherine Spencer
(late registrations will be accepted based on available space)

Payment Options: District Purchase Order (*District Support Verification Form required, see attached*)
Money Order (*made payable to RCOE, must be received prior to start of course*)
Credit Card (*Visa or MasterCard*)

How to Register: To register please complete the attached Professional Development Registration Form.

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San Bernardino, CA 92407
(909) 537-7674 fax (909) 537-7397



Subject Matter Verification Process for Secondary Teachers in Special Settings Professional Development Registration Form

To be eligible to utilize this process one must meet the following minimum requirements: (1) bachelors degree, (2) California credential, (3) teaching in a secondary special setting, (4) have demonstrated subject matter competency in at least one of the five areas: English, history, math, science, or multiple subjects.

Participant Information

Last Name: _____ First Name: _____ MI: _____

Mailing Address: _____

City: _____ State: _____ CA _____ Zip-code: _____

E-mail: _____ Phone: _____

School District: _____ School Site: _____

Course Number: _____ Registration Fee: \$ 550.00

Method of Payment: Check/Money Order *Number:* _____
(made payable to RCOE)

District Purchase Order
(please complete the attached District Support Verification Letter)

Credit Card
(for security reasons, credit card information will be collected the first day of class)

Please forward all payments to the Riverside County Office of Education (information below). Upon receipt of this form, you will receive a registration confirmation.

Please fax and/or mail your registration, with payment to:

Riverside County Office of Education
Teacher Support Center - VPSS
PO Box 868
Riverside, CA 92502-0868
Phone (951) 826-6767 Fax (951) 826-6950



Subject Matter Verification Process for Secondary Teachers in Special Settings District Support Verification Letter

District: _____

Street Address: _____

City, State Zip: _____

District Contact, Name & Title: _____

Phone: _____ E-mail: _____

Fax: _____ **Purchase Order Number:** _____

Name of individual(s) authorized by the district to attend the 2008-2009 professional development courses offered by the Riverside County Office of Education's Subject Matter Verification Process for Secondary Teachers in Special Settings.

Last Name, First Name

Last Name, First Name

I certify that the district agrees to pay the registration fee for each of the above listed individual(s) and will be supported by the above listed district.

Signature of Authorized District Personnel

Date

Please mail or fax the completed form, with signature, to:

Riverside County Office of Education
3939 Thirteenth Street, Riverside, CA 92501
Teacher Support Center - VPSS
FAX (951) 826-6950



Subject Matter Verification Process for Secondary Teachers in Special Settings Candidate Eligibility Confirmation

Please use the form below to confirm the below named individual meets the minimum requirements to demonstrate NCLB High Quality Teacher Compliance using the VPSS process.

Name of Teacher (last, first, MI): _____

School District: _____ **School Site:** _____

Bachelor's Degree: Yes No **Year Completed:** _____ **Major:** _____

California Credential: Yes No **Please Specify:** _____

Current Instructional Setting: Special Education Independent Study Program
 Alternative Learning Environment Small Rural School Achievement Program

Assignment: English History Math Science **Date of Assignment:** _____

Grade(s) Teaching: Pre - 6 6 7 8 9 10 11 12

Please use the table below to indicate current subject matter competency authorization(s) held and the option that applies for each core academic subject needed. A compliance option must be indicated for each core academic assignment indicated above.

Core Academic Subject	CCTC approved subject matter program	Undergraduate Major/32 units	Graduate Degree	CCTC approved subject matter exam	At least 20 total or 10 upper division semester units AND Level 2 professional development	Less than 20 total or 10 upper division semester units AND Level 1 AND Level 2 professional development
English						
Mathematics						
Science						
Social Science						
Multiple Subjects						
Arts						
Foreign Language						

I certify that the above named individual meets the minimum requirements to participate in the VPSS process. I certify that the information contained herein is accurate.

District Verifier Signature: _____ **Date:** _____

Verifier: _____
(please print name and title)

Verifier Phone and E-mail: _____

Please return completed form to: **Riverside County Office of Education, Attn: Teacher Support Center (VPSS)**
P.O. Box 868, Riverside, CA 92502-0868
Fax: (951) 826-6950

California's Verification Process for Special Settings

Teachers Who Qualify to Use the Process

To demonstrate NCLB High Quality Teacher Compliance using the VPSS Process the teacher must:

1. Have at least a bachelor's degree;
2. Have a California State credential or have an Intern Certificate/Credential for no more than three years;
3. Have demonstrated NCLB High Quality Teacher compliance in one NCLB Core Academic Subject as defined in NCLB (20 USC 9102 [11]) including elementary multiple subjects; and
4. Be assigned to teach one or more core academic subjects in the following settings:
 - **Secondary Special Education**
A secondary special education teacher is eligible for this process if providing primary instruction in core academic subjects to students with disabilities who are not assessed with the California Alternative Performances Assessment (CAPA), regardless of the instructional setting.
 - **Secondary Alternative Program**
As specified by California Education Code (EC) section 44865, secondary alternative program are limited to the following: home teacher; hospital classes; necessary small high schools; continuation schools; alternative schools; opportunity schools; juvenile court schools; county community schools; and community day schools.
 - **Secondary Small Rural School Achievement Program**
 - **Independent Study Program**

Time Line for the Process

Teachers will have up to three years, from the date of assignment into a Hard-to-Staff Setting, to complete the VPSS process.

Example of the Process

The teacher's assignment includes teaching Math, English, World History, and Biology to a group of students in grade 10 assigned to a Juvenile Court School. The teacher earned a degree in social science in 2004; has 20 semester units in English; and earned a fundamental math credential in 2005 (via CSET). This is what his/her form would look like as the teacher initiates the process.

The teacher is highly qualified in both Math and Social Studies (via coursework and exam) and therefore is eligible to use the VPSS process to obtain advanced certification in English and science.

Core Academic Subject	CCTC approved subject matter program	Undergraduate Major/32 units	Graduate Degree	CCTC approved subject matter exam	At least 20 total or 10 upper division semester units AND Level 2 professional development	Less than 20 total or 10 upper division semester units AND Level 1 AND Level 2 professional development
English					Start 10/07 Complete by 10/10	
Mathematics				Completed 2005		
Science						Start 10/07 Complete by 10/10
Social Science	Completed 2003					
Multiple Subjects						
Arts						
Foreign Language						