

**ADMINISTRATIVE CIRCULAR NO. 12**

Office of Leadership and Learning

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** September 1, 2015

**To:** Elementary and Secondary School Principals

**Subject:** GIFTED AND TALENTED EDUCATION TEACHER  
CERTIFICATION APPLICATION

**Department and/or  
Persons Concerned:** Elementary and Secondary Teachers Requesting Gifted and  
Talented Education (GATE) Certification

**Due Date:** October 9, 2015

**Reference:** California Code of Regulations Title 5, 3831, Article 7

**Action Requested:** Announce to faculty and post circular. Duplicate applications  
(Attachment 1) for interested candidates for Fall Semester.

**Brief Explanation:**

California Code of Regulations Title 5, 3831, Article 7 stipulates that all elementary and secondary teachers with a major assignment in the area of gifted education must demonstrate knowledge of appropriate characteristics and skills in this field.

San Diego Unified School District requires GATE certification for **all** GATE Seminar and GATE Cluster teachers. Any teacher with an assignment that requires certification must either hold a GATE certificate, have a waiver (see Attachment 2) on file at the GATE Office and/or have a current application for a certification class on file when he/she begins the assignment. Teachers receive GATE certification by complying with one of the following: a San Diego Unified School District GATE certificate, a graduate certificate in gifted education from an accredited university, or a master's degree in gifted education. Teachers who have earned a graduate certification in gifted education from an accredited university or a master's degree in gifted education must submit the course description and a copy of the certificate or a copy of their master's degree to the GATE Office.

GATE certification **for the 2015-2016 school year will *first* be available to *any* teachers *who need to complete their GATE certification***. If there is space available, any qualified teacher may enroll in either Semester 1-Tier I classes or Semester 2-Tier I classes. Over the two semesters, each major section will be limited to 80 participants. Priority enrollment will be given to teachers assigned to a GATE class. Teachers who have not been previously GATE certified will have first priority.

Please register for GATE certification classes on SDUSD ERO website. Attendance at the initial face to face class at Ballard Center and a check for the \$200.00 fee are required. Site funds may be used to pay the \$200.00 fee. The Expense/Budget Transfer Form is attached (Attachment 3).

Questions about the GATE certification process may be directed to the GATE Office at 619-725-7544.

**Sessions scheduled for 2015-2016**

**Fall semester date:**

**Tier I** – This class will be conducted predominantly online. There will be one mandatory face-to-face class in conjunction with the online classes. The class will meet at Ballard Center Auditorium on Tuesday, October 6, from 4:30 – 5:30 p.m.

**Spring semester date:**

**Tier 1** – This class will be conducted predominantly online. There will be one mandatory face-to-face class in conjunction with the online classes. The class will meet at Ballard Center Auditorium on Tuesday, February 9, from 4:30 – 5:30 p.m.

**Professional Activities:** In order to complete GATE Teacher Certification, attendance at a GATE or related conference (e.g., ASDEG-Association of San Diego Educators of the Gifted, CAG-California Association for the Gifted, etc.). Distinguished Lecture Series or other GATE professional development is required.

**Each applicant must register for the face-to-face class on ERO.**

Teachers accepted for GATE certification classes also have the opportunity for salary advancement or SDSU graduate credits. Both options are explained below.

1. Pay \$75.00 for three (3) units of SDUSD salary advancement credit.
2. Pay for three (3) graduates units through San Diego State University. This option can provide the opportunity to apply this three-unit course to a University GATE certificate which is applicable to a master's degree in special education with a focus on gifted education. (You will be notified of the cost once you are accepted.)

APPROVED:



Jim Solo  
Executive Director  
Office of Leadership and Learning

MC:lc

Attachments (3)

Distribution: Lists A, D, E, and F

**2015-16 GATE Certification Tier 1 – Fall Session**  
**REGISTRATION**

<b>Personal Information</b>		
Name:	Employee ID:	
School:		
Home Street Address:		
City:	State: CA	Zip:
Phone:		
Email Address:		

I understand that to become GATE certified in the San Diego Unified School District, I must complete the following:

1-Take and pass the SDSU GATE Certification Tier 1 Course.

2-Complete one full day (6 hours) or two half day (2-3 hours) of supplemental professional development in addition to the course that will be planned, announced, and presented by the GATE Office and the SDSU Center for Teaching Critical Thinking and Creativity.

3-Apply for District GATE Certification by May 20, 2016, by emailing the following to:  
[gatecert@gmail.com](mailto:gatecert@gmail.com):

- Application for Board of Education Approval of GATE Certification.
- Proof of attendance of supplemental GATE professional development activities

The course fee is \$200.00. Checks should be made payable to  
San Diego Unified School District (SDUSD)/GATE.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**WAIVER FOR NON-CERTIFIED TEACHER(S)**

It is my understanding that the teacher(s) listed below are presently not certified to instruct GATE classes. I am requesting a waiver for the teacher(s) below with the understanding they will enroll in and complete a GATE certification class.

TEACHER ID#	TEACHER NAME	SUBJECT/COURSE NO.	SUBJECT/COURSE NAME	# OF PERIODS (SECONDARY ONLY)	REASON FOR WAIVER

**I understand that this waive is only valid for the current school year.** I will work with the teacher(s) to ensure that certification will be completed as soon as possible.

\_\_\_\_\_  
Site Name

\_\_\_\_\_  
Site Administrator's Signature

\_\_\_\_\_  
Date

I understand this waiver is only valid for the current school year and will apply for the next session of certification training as soon as possible. I also understand that if I do not comply with the guidelines for GATE teachers, my administrator can be asked to move me to another class/section that is not designated GATE.

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

**GATE OFFICE USE ONLY – DO NO WRITE BELOW THIS LINE**

Date Received: \_\_\_\_\_

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

Reason for no approval: \_\_\_\_\_

\_\_\_\_\_  
GATE Program Office

\_\_\_\_\_  
Date



**Michelle Crisci**  
 ADA/504/Title IX/GATE Coordinator  
 P - 619.725-7225  
 F - 619.725-5529  
[mcrisci@sandi.net](mailto:mcrisci@sandi.net)

**ATTACHMENT 3**

**Expense/Budget Transfer Request  
 FY 2015-2016**

School: \_\_\_\_\_

Date: \_\_\_\_\_

Type of Transfer: Expense

Reason for Transfer: Please transfer the amount as listed below to pay for GATE Certification course.

I authorize the Budget Department to transfer expenditures/budgets as listed above. I certify these expenditures/budgets are appropriate to transfer into the resources listed.

Required Signature:

\_\_\_\_\_  
 Principal's Signature

From:

Dept	Resource	BdRf	Account	Program	Class	Fund	Ext	Amount	Teacher's Name

To:

Dept	Resource	BdRf	Account	Program	Class	Fund	Ext	Amount	Teacher's Name
5370	08000	00	5100	1000	1110	01000	0000	\$200.00	

Return this form to

Leslie Caporale  
[lcaporale@sandi.net](mailto:lcaporale@sandi.net)  
 or fax to: 619-725-5529