



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Verification Process for Special Settings

NUMBER: MEM-4976.0

ISSUER: Vivian K. Ekchian, Chief Human Resources Officer
Human Resources Division

DATE: November 30, 2009

ROUTING
All Secondary Schools,
Programs, and Offices
Local District
Superintendents
Local District School
Support Directors

PURPOSE: The purpose of this Memorandum is to provide information on the Verification Process for Special Settings (VPSS).

MAJOR CHANGES: None

INSTRUCTIONS: VPSS is a professional development certification program approved by the State Board of Education on September 18, 2007 and meets the federal compliance guidelines outlined in the No Child Left Behind (NCLB) Act. The VPSS training is an advanced certification process that authorizes the subject matter competence of secondary special education and alternative setting teachers teaching in multiple core subject areas. The Teacher Development and Support Unit VPSS program is responsible for the content specific professional development.

In order to be eligible to participate in the LAUSD VPSS certification process, teachers must meet the following criteria:

- Be “Highly Qualified” in at least one Core Academic Area
- Be currently teaching in one of the following assignments or programs:
 - Special Education secondary Special Day Program - does not include teachers of California Alternate Performance Assessment (CAPA) tested students;
 - Alternative Education;
 - Continuation school;
 - Magnet school/program;
 - Opportunity school; or
 - Options school.

The four core subject areas addressed are:

- English/Language Arts;
- Mathematics;
- Science; and/or
- Social Science.



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The NCLB Teacher Qualifications Unit of the Human Resources Division is responsible for evaluating teacher transcripts and will contact teachers who qualify to participate in the VPSS program.

There are two tier levels of training which are determined as follows:

- Teachers who have less than 20 units in one of the four subjects will need to complete a 72 hour course of content-specific professional development in that core subject (Tier I and Tier II).
- Teachers who have between 20 and 31 units in one of the four core subjects will need to complete a 36-hour course of content-specific professional development in that core subject (Tier II).

Teachers must commit to the five Saturday sessions being offered in order to be enrolled. If unable to commit, teachers are encouraged to note the calendar dates for upcoming VPSS classes and reserve those dates on their personal calendar. (VPSS website is forthcoming. Look for VPSS website link on www.teachinla.com).

Current VPSS classes are available for self enrollment via the Learning Zone:

- Double click the Learning Zone link <https://lz.lausd.net/lz/index.jsp>.
- Input your single sign-on user name and password.
- Click on the top left tab – courses
- Double click **Class Offerings**
- In the **Keyword** screen, enter **VPSS**
- In the **Program** screen, scroll down to **ALL**
- Click on
- Double click on **VPSS (subject of choice)**

Please remember that the VPSS training is an advanced certification process that authorizes the subject matter competence of secondary special education and alternative setting teachers teaching in multiple core subject areas **only**. This training does not pertain to teachers who do not fit the criteria outlined in this memorandum.

RELATED RESOURCES:

ASSISTANCE: For additional information regarding eligibility, please contact NCLB Teacher Quality Unit at (213) 241-2062 or email NCLBcompliance@lausd.net. For additional information on the VPSS program training, please contact Dora Martinez at (213) 241-1584 or email dora.martinez@lausd.net.