
Transitional Kindergarten Credential & Equivalency Checklist

Policy 5-103

Purpose

To ensure compliance with California Education Code § 48000, subd. (g), this policy authorizes the superintendent or designee to determine whether a teacher's prior classroom experience qualifies as equivalent to the required early childhood education (ECE) coursework for Transitional Kindergarten (TK) assignments.

Scope:

This policy establishes the criteria and procedures for assigning teachers to Transitional Kindergarten (TK) classrooms in accordance with California Education Code § 48000, subd. (g). It applies to all certificated personnel being considered for TK assignments within the District. The policy outlines both the minimum credentialing requirements and the process by which a teacher's relevant experience may be determined equivalent to the statutory 24 units of early childhood education or child development coursework. It further delegates authority to the Superintendent or designee to evaluate experience-based equivalency and recommend assignments for Board approval. This ensures compliance with legal mandates while supporting flexibility in staffing decisions based on practical experience and demonstrated competence.

Policy Statement

1. Minimum Credential Requirement

Teachers assigned to TK must hold one of the following credentials:

- Multiple Subjects Credentials (P, K-12 and adults):

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- o Preliminary and Clear Multiple Subjects Teaching Credential
- o University Intern Credential
- o District Intern Credential (grades TK-8)
- o General Education Limited Assignment Permit
- o Short-Term Staff Permit
- o Provisional Internship Permit
- PK-3 Early Childhood Education (ECE) Specialist Instruction Credentials (Preschool through Grade 3)
- General Kindergarten-Primary (K-3)
- General Elementary (K-8)
- Standard Early Childhood (P-3)
- Standard Elementary (K-9)
- Specialist Instruction Credential in Early Childhood Education

2. **Experience-Based Equivalency**

Credentialed teachers who are first assigned to a TK classroom after July 1, 2015 must have one of the following by August 1, 2025:

- At least 24 units in early childhood education, or childhood development, or both;
- Professional experience in a classroom setting with preschool age children comparable to the 24 units of education described in bullet 1;
- Child Development Teacher Permit issued by the Commission on Teacher Credentialing.

Teachers who are or were assigned to teach TK, or a combination of kindergarten and TK, on or before July 1, 2015, may teach TK without having to meet the additional unit requirement for TK teachers set forth above.

A teacher will qualify for a TK assignment without 24 units of early childhood education (“ECE”) or child development coursework if the Superintendent or designee determines the teacher has at least two years of relevant classroom teaching experience that meets the criteria outlined in the Administrative Regulations below.

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3. **Board Authorization**

The Board authorizes the Superintendent or designee to make such determinations and to recommend the TK assignment for Board approval.

Administrative Regulations

The following procedures shall guide the Superintendent or designee in determining whether a teacher's experience qualifies as equivalent to the 24-unit ECE requirement:

1. Minimum Experience Standard

- The teacher must have completed at least two full school years of full-time teaching experience in a self-contained classroom with preschool-aged children or TK students.
- Experience must be consecutive and within the past five years.

2. Equivalency Rubric

A candidate who demonstrates experience in at least four of the six domains below shall be considered to have satisfied the equivalency:

Domain	Required Experience	Example Documentation
Curriculum & Instruction	Designed and delivered developmentally appropriate lessons	Lesson plans, class schedules
Literacy & Numeracy Foundations	Provided instruction in early language and math development	Classroom materials, student samples
Social-Emotional Learning (SEL)	Facilitated SEL activities and behavioral guidance	Reflections, behavior plans
Assessment Practices	Used observation tools or formal assessments (e.g., DRDP)	Progress reports, assessment logs
Family Engagement	Regular communication with parents/guardians	Newsletters, family conference logs
Professional Learning	Participated in ECE-focused Professional Development (PD) or collaboration	PD records, PLC meeting notes

3. Documentation and Recommendation

The Superintendent or designee shall complete a TK Experience Equivalency Checklist and retain it in the employee's personnel file. Upon determining equivalency, the Superintendent or designee shall recommend the assignment to the Board for approval.

Transitional Kindergarten (TK) Experience Equivalency Checklist

Teacher & Assignment Information

Teacher Name:	
Credential Held:	
School Site:	
Position/Grade Level (TK):	
Review Date:	
Reviewed By:	

1. Basic Eligibility

- ☐ Holds valid California teaching credential eligible to teach TK
- ☐ Taught full-time in a self-contained classroom with preschool-aged children or TK students
- ☐ Has at least 2 full and consecutive years of qualifying experience within the past five years

2. Experience Domains (Check all that apply)

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- ☐ Curriculum & Instruction - Designed and taught age-appropriate lessons aligned to ECE/TK standards
- ☐ Literacy & Numeracy Foundations - Taught language, pre-reading, or math foundational skills
- ☐ Social-Emotional Learning - Led SEL activities and positive behavior supports
- ☐ Assessment - Used tools like DRDP, observations, or progress reports
- ☐ Family Engagement - Conducted parent conferences or sent regular home communication
- ☐ Professional Learning - Attended ECE-related training or collaboration meetings

Minimum: 4 of 6 domains must be marked 'Yes' to qualify for equivalency.

3. Final Determination

- ☐ Experience is equivalent to 24 ECE units under Ed. Code § 48000(g)(4)
- ☐ Experience does NOT meet equivalency criteria

Superintendent or designee Signature

Name: _____

Title: _____

Signature: _____

Date: _____