

Cross-Curricular Delivery Permission Request

General Information and Checklist

[Minnesota Rule 8710.0321 Cross-Curricular Delivery Program Permission](https://www.revisor.mn.gov/rules/8710.0321/)

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General Information: The Professional Licensing and Standards Board (PELSB) may grant waivers to its rules to a Minnesota public school or public charter school district to meet the needs of students enrolled in a non-traditional education program. The Cross-Curricular Delivery permission (CCDP) is not available for related services license holders. A CCDP is valid for up to one school year and expires on June 30 of the expiration year. Requests for teachers to teach outside of their fields of licensure in traditional self-contained classrooms in emergency or district hardship situations should apply for an [Out-of-field Permission](#) (OFFP).

Purpose: A Cross-Curricular Delivery Permission authorizes a licensed Tier 3 or Tier 4 teacher to teach multiple subjects to a group of students.

- Cross-curricular lessons involve teaching more than one subject area at a time. The teacher would deliver information between different subject areas and develop skills in students through a study of interconnected topics. Cross-curricular lessons consist of an integration of knowledge, skills, and understandings from various subject areas that inform and enrich pedagogy that promotes an approach to learning that entwines and explores a wider approach than from the perspective of only one subject area.
 - Example: Students may be learning about the Roman Empire and during the course of the lessons, they study or make mosaics in art; study Italian Geography; and write an essay about the Roman invasion of Britain. Students may earn credits in Visual Arts, Social Studies, and/or Communication Arts and Literature. Other examples could include solving math-themed word problems, introducing science vocabulary during a nonfiction reading lesson, or studying historical events through famous paintings.
- Cross-Curricular delivery DOES NOT involve having a classroom teacher teach one subject for one hour and then a different subject another hour.
 - Example: A teacher teaches Algebra Hour 1; Advanced Algebra Hour 2; Geometry Hour 3; Algebra Hour 4. In this situation it would appropriate to request an Out of Field Permission in Math. It also is not having a teacher teach Chemistry Hour 1; Art History Hour 2; Biology Hour 3; Physical Education (PE) Hour 4. In this situation an Out-of-Field Permission in Chemistry, Visual Art, Life Science, and PE would be appropriate.

To Note: Working for an alternative program or State-Approved Alternative Program (SAAP) does not necessarily mean a CCDP is needed. If a teacher is teaching within their licensure area and scope, a permission is not needed. Teachers who work in alternative programs and/or at SAAPs are eligible for out-of-field permissions as long as they hold a Tier 2 or higher license.

Terms: A CCDP may be requested an unlimited number of times. A CCDP is limited to any content area taught for credit required for graduation by the State of Minnesota as found in Minnesota Statute [120B.024](#) or required academic standards in a middle or high school setting. To provide credit, the teacher must be listed as the

“teacher of record” which is defined as being responsible for the design, delivery and assessment of the content being taught. Based on state and federal statutes specific to these licensure areas, CCDPs **cannot** be issued to teach the following licensure fields:

Agricultural Education	FACS
Business	Reading
CTE and Career Pathways (all fields)	Related Services
Driver’s Education	Special Education (all areas)
Early Childhood Education	Technology
Elementary Education	Work-Based Learning
English As A Second Language	World Languages (all fields)

For credit equivalency exceptions see the state statute listed above.

CCDP requests may be submitted on or after July 1 for the upcoming school year as needed.

ALL REQUESTS MUST INCLUDE THE FOLLOWING TO BE CONSIDERED

Partial or incomplete requests will be returned to the district for completion and resubmission. Review and check each of the following items to ensure you have completed the request accurately and thoroughly.

- The CCDP is being submitted to PELSB on or after July 1 for the upcoming school year via [email](mailto:special.permission.PELSB@state.mn.us) to special.permission.PELSB@state.mn.us.**
- Section 1: District Identification Information**
 - This section identifies the district’s contact information. Ensure all contact information is current and accurate. Most communication will be done via email, so use an email address that will be frequented often.
 - The start date for the request will be the date the request is received via email. **A CCDP request cannot be backdated.**
 - The submission period is for the current school year and cannot exceed one school year. Indicate if the request also includes summer school by checking the appropriate box.
- Section 2: Program Type**
 - Check the boxes in this section that pertain to your specific non-traditional school or program.
- Section 3: Teacher Identification Information.**
 - Verify that the file folder number matches the teacher’s name and identify teaching assignments and grade levels and teacher of record status. The teacher must be identified as the teacher of record for all curricular/subject areas being requested on the form.
- Section 4: Program Narrative**
 - This must be completed once every five years.
- Section 5: District Statement of Understanding**
 - Original or electronic date and time stamped signatures only. PELSB cannot accept a typed signature.
 - **District Signature:** This form is signed and dated by the authorized Minnesota public school district or public charter school district administrator verifying compliance with [Minnesota Rule 8710.0321](#) and ensuring accurate information has been conveyed.
 - **Teacher Signature:** This form is signed and dated by the teacher to indicate awareness that this permission has been requested on their behalf.

It is the district’s responsibility to complete and submit the request directly to PELSB.

PARTIAL OR INCOMPLETE REQUESTS WILL BE RETURNED

Cross-Curricular Delivery Permission Request

General Information and Instructions: A Cross-Curricular Delivery Permission (CCDP) may be issued to a licensed Tier 3 or Tier 4 teacher to teach multiple fields within a non-traditional education program. A CCDP is valid for up to one school year. A separate form must be completed for each teacher. **All** programs/schools must fully complete Sections 1, 2, 3, and 5. Section 4 must be completed for all first-time submissions for the program/schools. Attach additional pages for the narrative section, if necessary.

A Cross-Curricular Delivery Permission is authorized under [MS 122A.09, Subdivision 10](#).

Please [email](mailto:SPECIAL.PERMISSION.PELSB@STATE.MN.US) the request to **SPECIAL.PERMISSION.PELSB@STATE.MN.US**. More information can be found on the PELSB [website](https://mn.gov/pelsb/) at <https://mn.gov/pelsb/>.

Section 1: District and Teacher Identification Information

Print Full Name of District or Charter School		Six-Digit District Number (XXXX-XX)	
District Contact Name and Title:		District Contact Telephone Number:	
Contact Person's Email Address:		School Name:	

Teacher Name (last, first, middle initial):	File Folder Number:
Current License(s) Held, including scope (grade level):	Level of Current License? <input type="checkbox"/> Tier 3 <input type="checkbox"/> Tier 4

Submission Period: Requests for the upcoming school year may be submitted on or after July 1.
Term of Request: Requests **cannot** exceed one school year. Indicate if the assignment includes summer school/extended school year (ESY) by checking the below box.

School Year:	Start Date:	End Date:	Request includes summer school/ESY: <input type="checkbox"/>
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Section 2: Program Type

Select all program types listed below that apply.

<input type="checkbox"/> Alternative Learning Program <input type="checkbox"/> Area Learning Center <input type="checkbox"/> Contract Alternative School <input type="checkbox"/> Care and Treatment Center <input type="checkbox"/> Correctional Facility <input type="checkbox"/> Chemical Dependency Program <input type="checkbox"/> Project-based Learning Program <input type="checkbox"/> Supplemental Online Course Provider	<input type="checkbox"/> Traditional Public School District <input type="checkbox"/> Cooperative School District <input type="checkbox"/> Intermediate School District <input type="checkbox"/> Charter School <input type="checkbox"/> Montessori Model (middle school) <input type="checkbox"/> PLTW (interdisciplinary approach) <input type="checkbox"/> Other (explain):
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Section 3: Teacher Assignment Information

How many years has this teacher been teaching in a non-traditional program? _____ years

If the answer is less than one year, explain how this person is qualified to teach multiple subject areas outside of their specific area of licensure. Include trainings, professional development, certificates, applicable coursework, unique skills, etc. that are pertinent to teaching this program.

Specific courses and credit to be issued as required by the State of Minnesota for graduation, core and elective, to be taught outside of licensure area for this school year (list all). Explain if using a credit equivalency exception.

*Reminder – **only** courses required for graduation as defined in [Minnesota Statute 120B.024](#) or required academic standards in a middle or high school setting are covered by a CCDP.*

Com Arts/Lit	Math	Science	Social Studies	Arts/PE/Health

Other:

Grade levels expected to be covered with this CCDP:

Amount of FTE covered by this CCDP: _____

The teacher must be listed as the teacher of record for all assignments/courses listed above. Verify here that this is the teacher of record.

Yes

No

Section 4: Program Narrative

To be completed by all programs if it is their first submission or more than five years since last submission. These responses may go before the PELSB Licensing Committee to review for a decision. Include as much detail as possible about your program. Attach additional pages as needed. This section **must** be completed every five years by the district/charter school.

District/Charter School Name: _____

1. Number of years the program has been used.

2. Describe your program's delivery model and explain how it aligns to a cross-curricular approach.

3. What resources is the district providing to support teachers in teaching content outside of their area of licensure?

4. Explain the teacher's role and responsibilities in developing curriculum, presenting material, assessing student work, and ability to adjust curriculum to meet student needs.

Section 5: District Statement of Understanding

In accordance with [Minnesota Rule 8710.0321](#), as the designated administrator of the employing school district or charter school, my signature verifies the district or charter school understand that this Cross-Curricular Delivery Permission **must** be approved by the Professional Educator Licensing and Standards Board and that, if granted, the CCDP is valid for one school year.

Program Administrator Name:	Program Administrator Signature:	Date:
Teacher Name:	Teacher Signature:	Date:

Please [email](#) the request as a PDF attachment to SPECIAL.PERMISSION.PELSB@STATE.MN.US