



## EMERGENCY PERMIT RENEWAL VERIFICATION FORM

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Applicant's Name: \_\_\_\_\_

Last four digits of SSN: \_\_\_\_\_

To renew an emergency permit for an additional year, a completed application ([form 41-REN](#)), current fees, and CL-469 form must be submitted through a California employing agency. Applicants may not apply directly to the Commission for this permit. The following emergency permits are issued by the Commission:

- Crosscultural, Language and Academic Development (CLAD) Emergency Permit
- Bilingual, Crosscultural, Language and Academic Development (BCLAD) Emergency Permit
- Resource Specialist Emergency Permit
- Teacher Librarian Services Emergency Permit
- Clinical or Rehabilitative Services Emergency Permit

### Employing Agency Requirements

The employing agency must have an annual Declaration of Need for Fully Qualified Educators ([form CL-500](#)) on file with the Commission on Teacher Credentialing (Title 5, California Code of Regulations, Section 80026).

### Orientation, Guidance and Assistance: Required for All Emergency Permits

#### *First Renewal*

- I certify that the above-named individual, while serving on the emergency permit for the first time, was provided with orientation specific to the authorization on the permit, including an overview of curriculum, classroom instruction, and effective techniques of classroom management at the assigned level and was assigned an experienced educator to guide and assist.

#### *Subsequent Renewals*

- \_\_\_\_\_ was assigned to guide and assist this emergency permit holder.

#### *Agency Signature*

<i>Name of Authorized Person</i>	<i>Title</i>	<i>Employing Agency</i>
<i>Signature</i>	<i>Date</i>	<i>County of Employment</i>

## Instructions to the Institution

### (For Resource Specialist, Teacher Librarian Services and Clinical or Rehabilitative Services Only)

Please check the box(es) that apply, sign this form, and return it to the **applicant**. Verification of the credential program evaluation and unit requirements for the credential program or subject-matter program must be completed by the person designated by the dean or head of the education department to sign recommendations for credential purposes.

#### ***First Renewal***

Yes No

- An evaluation was completed by this institution identifying requirements this applicant must complete to be eligible for the related credential.
- Six semester units or nine quarter units of course work have been completed by the applicant during the term of the current emergency permit and have been accepted by this institution toward either the appropriate subject-matter program or appropriate credential program. This requirement is required only if all of the appropriate subject-matter examination(s) were not taken after the issuance date of the last permit.

#### ***Subsequent Renewals (If an applicant has not completed the required units, the institution cannot sign this form.)***

- Six semester units or nine quarter units of course work have been completed by the applicant after the issuance date of the last emergency permit and before the issuance date of the new permit. These units have been accepted by this institution toward either the appropriate subject-matter program or appropriate credential program.

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*Name of Authorized Signer*

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*Title*

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*Institution*

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*Authorized Signature*

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*Date*

## CLAD/BCLAD Emergency Permits

#### ***First Renewal***

- Applicant is taking examinations to earn the CLAD or BCLAD Certificate
  - The applicant has taken all components of the appropriate CTEL/BCLAD examination(s)
  - The employing agency must verify they have provided orientation, guidance and assistance during the valid period of this permit (to be verified on page 1)
- Applicant is completing course work to earn the CLAD Certificate
  - The applicant has completed six semester units (or 9 quarter units) of CLAD course work in a Commission-approved program
  - An evaluation has been completed by this institution identifying requirements this applicant must complete to be eligible for the CLAD Certificate
  - The employing agency must verify they have provided orientation, guidance and assistance during the valid period of this permit (to be verified on page 1)

#### ***Subsequent Renewal***

- Applicant has taken all examinations to earn the CLAD or BCLAD Certificate
  - The applicant has taken all components of the appropriate CTEL/BCLAD examination(s)
  - The employing agency must verify they have provided guidance and assistance during the valid period of this permit (to be verified on page 1)
- Applicant is completing course work to earn the CLAD Certificate
  - The applicant has completed six semester units (or 9 quarter units) of CLAD course work in a Commission-approved program
  - The employing agency must verify they have provided guidance and assistance during the valid period of this permit (to be verified on page 1)