

## EMERGENCY PERMITS

### Resource Specialist Permit and Teacher Librarian Services Permit

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The emergency permits described in this leaflet are available only at the request of an employer. Individuals may **not** apply directly to the Commission for these documents. If you are seeking employment based upon an emergency permit, please contact your prospective employer for more information.

The purpose of the emergency permit is to allow qualified individuals to be employed while completing requirements for the related credential or certificate and showing progress toward that goal with each renewal. Permits are valid for one year but may not exceed the expiration date of the prerequisite credential and may be renewed a maximum of four times, authorizing a maximum of five years of service.

Teaching or service authorized by an emergency permit is restricted to schools operated by the employing agency that requested the permit.

### EMERGENCY RESOURCE SPECIALIST PERMIT

#### Authorization

The Emergency Resource Specialist Permit authorizes the holder to perform the following duties:

- Provide instruction and services to pupils whose needs have been identified in an individualized education program developed by the program team and who are assigned to regular classroom teachers for a majority of a school day
- Provide information and assistance to individuals with exceptional needs and their parents
- Provide consultation, resource information, and materials regarding individuals with exceptional needs to parents and regular staff members
- Coordinate special education services with the regular school programs for each individual with exceptional needs enrolled in the resource specialist program
- Monitor pupil progress on a regular basis, participate in the review and revision of individualized education programs, as appropriate, and refer pupils who do not demonstrate progress to the individualized education program team
- Emphasize, at the secondary school level, academic achievement, career and vocational development, and preparation for adult life

### REQUIREMENTS FOR INITIAL ISSUANCE (Resource Specialist Permit)

Individuals must satisfy **all** of the following requirements and submit them to the Commission office through their employing agency:

1. Possess a baccalaureate or higher degree from a regionally-accredited college or university
2. Satisfy the [basic skills requirement](#). See Commission leaflet [CL-667](#), entitled *Basic Skills Requirement* for additional information.
3. Possess a valid prerequisite credential (see *Terms and Definitions*)

4. Demonstrate intent to enroll by **one** of the following methods:
  - a. Individuals who hold a basic California teaching credential that does not authorize instruction for special education students must demonstrate a written intent to enroll in a Commission-approved program for the appropriate Education Specialist Instruction Credential within the valid period of the emergency permit
  - b. Individuals who hold a California teaching credential that authorizes instruction for special education students must demonstrate a written intent to either enroll in a Commission-approved program or complete the assessment for the Resource Specialist Added Authorization within the valid period of the emergency permit
  - c. Individuals who hold or are eligible for an out-of-state credential in special education must demonstrate a written intent to enroll in either a Commission-approved program for the appropriate Education Specialist Instruction Credential or the basic teaching credential, within the valid period of the emergency permit
5. Completed application ([form 41-4](#)) and application [processing fee](#)
6. The employing agency must have an annual Declaration of Need for Fully Qualified Educators (CL-500) on file with the Commission

#### REQUIREMENTS FOR RENEWAL (Resource Specialist Permit)

Individuals must satisfy **all** of the following requirements and submit them to the Commission office through their employing agency:

1. The employing agency must verify that they have provided orientation, guidance and assistance to the permit holder on form [CL-469 RSP-LIB](#), entitled *Emergency Permit Renewal Verification Form*. Orientation to teaching is required for the first renewal only. Guidance and assistance must be provided with each renewal. See *Terms and Definitions* for additional information.
2. The employing agency must verify on form [CL-469 RSP-LIB](#) that they have assigned an experienced educator (see *Terms and Definitions*) to guide and assist the individual during the valid period of the permit. Required for each renewal.
3. An authorized person in the credentials office at a California college or university with a [Commission-approved program](#) must verify on form [CL-469 RSP-LIB](#) that an evaluation has been completed identifying requirements the emergency permit holder must complete to be eligible for the related credential. There is no appeal available for this requirement not being completed. Required for the first renewal only.
4. Verify completion of **one** of the following:
  - a. At least six semester units (or nine quarter units) of course work (with a grade of “C” or better) has been completed in a Commission-approved professional preparation program required for issuance of the related credential. The course work must have been completed after the issuance date of the current permit and prior to the requested reissue date and must be verified by the authorized individual in the credentials department at the college or university.
  - b. In lieu of the six semester units of course work, individuals who hold a California teaching credential authorizing instruction for special education students may complete the assessment for the Resource Specialist Added Authorization
5. Possess a valid prerequisite credential (see *Terms and Definitions*)

6. Completed application form ([41-REN](#)) and application [processing fee](#)
7. The employing agency must have an annual Declaration of Need for Fully Qualified Educators (CL-500) on file with the Commission

## EMERGENCY TEACHER LIBRARIAN SERVICES PERMIT

### Authorization

The Emergency Teacher Librarian Services Credential authorizes the holder to serve as a school or district librarian.

### REQUIREMENTS FOR INITIAL ISSUANCE (Teacher Librarian Services Permit)

Individuals must satisfy **all** of the following requirements:

1. Possess a baccalaureate or higher degree from a regionally-accredited college or university
2. Possess a valid prerequisite credential (see *Terms and Definitions*)
3. Satisfy the basic skills requirement. See Commission leaflet [CL-667](#), entitled *Basic Skills Requirement* for additional information.
4. Provide written intent to complete requirements for renewal during the valid period of the permit
5. Completed application ([form 41-4](#)) and application [processing fee](#)
6. The employing agency must have an annual Declaration of Need for Fully Qualified Educators (CL-500) on file with the Commission

### REQUIREMENTS FOR RENEWAL (Teacher Librarian Services Permit)

Individuals must satisfy **all** of the following requirements and submit them to the Commission office through their employing agency:

1. The employing agency must verify that they have provided orientation, guidance and assistance to the permit holder on form [CL-469 RSP-LIB](#), entitled *Emergency Permit Renewal Verification Form*. Orientation to teaching is required for the first renewal only. Guidance and assistance must be provided with each issuance. See *Terms and Definitions* for additional information.
2. The employing agency must verify on form [CL-469 RSP-LIB](#) that they have assigned an experienced educator (see *Terms and Definitions*) to guide and assist the individual during the valid period of the permit. Required for each renewal.
3. An authorized person in the credentials office at a California college or university with a [Commission-approved program](#) must verify on form [CL-469 RSP-LIB](#) that an evaluation has been completed identifying requirements the emergency permit holder must complete to be eligible for the related credential. There is no appeal available for this requirement not being completed. Required for the first renewal only.
4. Complete at least six semester units (or nine quarter units) of course work (with a grade of “C” or better) in a Commission-approved professional preparation program required for issuance of the related credential. The course work must have been completed after the issuance date of the current permit and prior to the requested reissue date and must be verified by the authorized individual in the credentials department at the college or university.
5. Possess a valid prerequisite credential (see *Terms and Definitions*)
6. Completed application form ([41-REN](#)) and application [processing fee](#)

7. The employing agency must have an annual Declaration of Need for Fully Qualified Educators (CL-500) on file with the Commission

## TERMS AND DEFINITIONS

### *Orientation, Guidance and Assistance*

The employing agency must provide orientation, guidance, and assistance when an individual obtains, for the first time, an emergency permit. The employing agency may vary the nature, content, and duration of the orientation to match the amount of training and experience previously completed by the emergency permit teacher. This shall include, but not be limited to, an overview of **all** of the following topics:

- Curriculum that emergency permit holder is expected to teach
- Effective techniques of classroom instruction at the emergency permit holder's assigned level—preschool, elementary, middle, secondary, or adult education
- Effective techniques of classroom management at the emergency permit holder's assigned level—elementary or secondary to the extent reasonably feasible
- Orientation to teaching shall occur before the emergency permit holder begins his or her teaching assignment.

### *Experienced Educator*

The employing agency must assign an experienced educator to guide and assist the holder of an emergency permit. The experienced educator shall be a certificated employee of the employing agency, or a certificated retiree of a California school district or county office of education, and have completed at least three years of full-time classroom teaching experience.

### *Valid Prerequisite Credential*

For the Resource Specialist Permit, this requirement means to hold **one** of the following at the time of issuance:

- Possess a valid California teaching credential requiring a baccalaureate degree and a professional preparation program, including student teaching
- Verify possession of, or demonstrate eligibility for, an out-of-state credential in special education requiring a baccalaureate degree, and have completed a program accredited by the responsible state licensing agency at a regionally-accredited institution

For the Teacher Librarian Services Permit, this requirement means to hold **one** of the following at the time of issuance:

- Possess a valid California teaching credential based on a baccalaureate degree and a professional preparation program, including student teaching
- Verify possession of, or demonstrate eligibility for, an out-of-state credential or certificate authorizing service as a school librarian

*Reference: California Education Code, Sections 44251(c), 44256.4(b)(1), 44265, 44268, and 44300, and Title 5, California Code of Regulations, Sections 80023 through 80023.2, 80024.3.1, 80024.4 through 80024.8, 80026 through 80026.6*