



Teacher Librarian Services Credential

Individuals Prepared in a State or U.S. Territory other than California

What will this authorize me to do?

Online Direct Application Requirements Checklist

Submit this checklist and the required supporting materials listed below within thirty (30) calendar days of completing the online portion of your application for the Teacher Librarian Services Credential. Late submission of supporting materials will result in the application being denied (5 California Code of Regulations section 80487).

Print and mail this checklist, the Online Direct Application Coversheet, and all supporting materials to:

Commission on Teacher Credentialing
Attn: Online Direct Applications
1900 Capitol Avenue
Sacramento, CA 95811-4213

Required supporting materials for the Teacher Librarian Services Credential are:

- Include this checklist;
- Confirmation coversheet (this will be available for printing after you complete Step 2 of the Online Direct Application Process);

Indicate how you will or did meet the [fingerprint](#) clearance requirement:

- First-time applicants: submit form [41-LS](#), or
- Previously applied for California credential, certificate or permit and have completed the Commission fingerprint requirement; and
- Applicable documentation as required for [Personal and Professional Fitness questions](#) (*pdf*) (these questions will be displayed as part of Step 2 of the Online Direct Application Process).

And all of the requirements under one of the following options:

OPTION 1:

- Photocopy of National Board Certification in Library Media (Early Childhood through Young Adult); and

- Possess a valid prerequisite California teaching credential that required completion of a professional preparation program, including student teaching, **or** possess a valid Clear Full-Time Designated Subjects Teaching Credential as long as the holder also possesses a bachelor's degree (or higher) from a [regionally accredited](#) university and has satisfied the [basic skills requirement](#) (submit official, original transcripts showing the earned Bachelor's degree if not already on file at the Commission);

-or-

OPTION 2:

- Official (original) transcripts showing an earned bachelor's or higher degree from a [regionally accredited](#) college or university; and
- Possess a valid prerequisite California teaching credential that required completion of a professional preparation program, including student teaching, **or** possess a valid Clear Full-Time Designated Subjects Teaching Credential as long as the holder also possesses a bachelor's degree (or higher) from a [regionally accredited](#) university and has satisfied the [basic skills requirement](#); and
- Official (official) transcripts verifying your completion of an out-of-state Teacher Librarian program consisting of at least 30 graduate semester units approved by the appropriate state agency where the program was completed; and
- A photocopy of a comparable out-of-state Teacher Librarian credential or a letter from the education department of the university where the program was completed or the state certification agency verifying your eligibility for such a credential in that state; and
- Photocopy of passing scores to satisfy the California Basic Skills Requirement ([BSR](#)); and

Note: If you have not yet satisfied this requirement, you cannot use this online application process. Please contact your California public school employer to discuss the possibility of obtaining a one-year nonrenewable credential.

Certification

I have read and printed this checklist and am ready to complete the online direct application process, which will require me to make a nonrefundable payment via Visa or MasterCard.

At the conclusion of the online direct application process, print the Online Direct Application Coversheet.



Authorization

The Teacher Librarian Services Credential authorizes the holder to perform all of the following duties: instruct pupils in the choice and use of library materials, plan and coordinate school library programs with the instructional programs of a school district, select materials for school and district libraries, coordinate or supervise library programs at the school district or county level, plan and conduct a course of instruction for those pupils who assist in the operation of school libraries, supervise classified personnel assigned school library duties, and develop procedures for and management of the school and district libraries.

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