

TEACHER LIBRARIAN SERVICES CREDENTIAL

Authorization

The Teacher Librarian Services Credential authorizes the holder to perform **all** of the following duties:

- instruct students in accessing, evaluating, using and integrating information and resources in the library program;
- plan and coordinate school library programs with the instructional programs of a school district through collaboration with teachers;
- select materials for school and district libraries;
- develop programs for and deliver staff development for school library services;
- 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;
- develop procedures for and management of the school and district libraries.

Requirements for the Clear Credential

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

1. A bachelor's degree or higher from a regionally-accredited college or university
2. Hold a valid prerequisite California teaching credential as follows:
 - a. a credential that required completion of a professional teacher preparation program, including student teaching, or
 - b. a clear full-time designated subjects teaching credential, provided the holder also possesses a baccalaureate degree from a regionally accredited institution and has passed the basic skills proficiency test.
3. Complete **one** of the following:
 - a. A Commission-approved Teacher Librarian Services Credential program, securing the formal recommendation of the California college or university where the program was completed
 - b. A professional preparation program in teacher librarian services including successful completion of a supervised field work, or the equivalent, in a program taken outside California of at least 30 graduate semester units, that is comparable to a program accredited by the Committee on Accreditation. The program must be from a regionally accredited institution of higher education and approved by the appropriate state agency where the coursework was completed. Official transcripts must be submitted, along with a photocopy of the out-of-state credential or a letter from the issuing state's licensing agency verifying eligibility for the credential.

4. Satisfy the [basic skills requirement](#). See Commission leaflet [CL-667](#), entitled *Basic Skills Requirement* for additional information. Individuals who completed their professional preparation program out-of-state may contact their California employer about the possibility of obtaining a One-Year Nonrenewable (OYNR) credential pending completion of the basic skills requirement.
5. Possession of an English learner authorization issued by the Commission (excludes English learner authorizations on teaching permits). See [Credential Leaflet CL-622](#) for more information.

National Board for Professional Teaching Standards Certification

Teachers who are certified by the [National Board for Professional Teaching Standards](#) in the area of Early Childhood through Young Adulthood—Library Media may be issued a Clear Teacher Librarian Services Credential. Individuals applying for the clear credential under this route may apply directly to the Commission by submitting an application packet by mail verifying **all** of the following requirements:

1. Hold a valid prerequisite California teaching credential as follows:
 - a. a credential that required completion of a professional teacher preparation program, including student teaching, or
 - b. a clear full-time designated subjects teaching credential, provided the holder also possesses a baccalaureate degree from a regionally accredited institution and has passed the basic skills proficiency test.
2. Photocopy of National Board Certification
3. Completed application ([form 41-4](#)), and, if not previously submitted to the Commission, a completed Live Scan receipt ([form 41-LS](#)). Out-of-state residents must submit two fingerprint cards (FD-258) in lieu of a Live Scan receipt. If submitting fingerprint cards, current fingerprint [processing fee](#) must accompany the application packet.
4. Possession of an English learner authorization issued by the Commission (excludes English learner authorizations on teaching permits). See [Credential Leaflet CL-622](#) for more information.
5. Application [processing fee](#)

Special Class Authorization Authorization

The Special Class Authorization authorizes the holder to provide departmentalized instruction in information literacy, digital literacy, and digital citizenship to students in grades 12 and below, including preschool and in classes organized primarily for adults.

Requirements

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

1. Hold a valid prerequisite California teaching credential as follows:
 - a. A valid one-year nonrenewable, clear, or life Teacher Librarian or Library Media Services Credential
 - b. Library Services Credential
 - c. Standard Elementary, Secondary, Early Childhood Education, or Junior College Teaching Credential with a specialized preparation minor in Librarianship
 - d. General Credential in Librarianship

2. Completion of a Commission-approved Special Class Authorization program of professional preparation, based on the Teacher Librarian Services Credential and Special Class Authorization in Information and Digital Literacy Program Standards (rev. 2011)
3. Recommendation from a Commission-approved Teacher Librarian Services program, including the appropriate completed application form and current [processing fee](#)

Period of Validity

The Special Class Authorization shall remain valid as long as the prerequisite credential required remains valid. See [Coded Correspondence 13-09](#).

Terms and Definitions

Information Literacy: Knowledge of the nature, architecture, and cycle of information. The ability to access, evaluate, use, and integrate information and ideas found in print, media, and digital resources effectively, enabling students to function in a knowledge-based economy and technologically oriented society.

Digital Literacy: A lifelong learning process of capacity building for using digital technology, communications tools, and/or networks in creating, accessing, analyzing, managing, integrating, evaluating, and communicating information in order to function in a knowledge-based economy and society.

Digital Citizenship: An understanding of the ethical, legal and safe use of information and technology. Respect for copyright, intellectual property, and the appropriate documentation of sources including the ability to differentiate between legal and illegal uses of information and sources so that students learn to apply responsible research practices. An awareness of local and global societal issues and responsibilities in an evolving digital culture, digital etiquette, and responsible social interactions related to the use of technology and information.

[Click Here for Commission-Approved Professional Preparation Programs](#), or visit the Commission's website at www.ctc.ca.gov

References: California Education Code Section 44269, California Code of Regulations, Title 5, §80053-80053.1