



EMERGENCY PERMIT RENEWAL VERIFICATION FORM (CL-469 RSP-LIB)

RESOURCE SPECIALIST PERMIT TEACHER LIBRARIAN SERVICES PERMIT

To renew an emergency permit, permit holders and their employers must meet the requirements for reissuance as specified in Commission leaflets [CL-5330-RSP](#) or [CL-5330-LIB](#) and submit a completed application ([form 41-4](#)), current fees, and a completed *CL-469 RSP-LIB* form to the Commission office through a California employing agency. Applicants may not apply directly to the Commission for this permit. The employing agency must have an annual Declaration of Need for Fully Qualified Educators ([form CL-500](#)) on file with the Commission.

Applicant's Name: _____

Social Security Number: _____

SECTION 1 - Orientation, Guidance and Assistance (To be completed by the employing agency with each renewal)

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 Renewal

_____ was assigned to guide and assist this emergency permit holder.
Name of Experienced Educator

Employing Agency Signature

Name of Authorized Signer	Title	Employing Agency
Signature	Date	County of Employment

SECTION 2 - Verification of Completion of Course Work and IHE Evaluation

(To be completed by the college or university with each renewal)

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 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

Six semester units (or nine quarter units) of coursework have been completed by the applicant during the term of the current emergency permit and have been accepted by this institution toward the appropriate credential program.

An evaluation has been completed by this institution identifying requirements this applicant must complete to be eligible for the related credential.

Subsequent Renewal (if the applicant has not completed the required units, the institution cannot sign this form)

Six semester units (or nine quarter units) of coursework 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 the appropriate credential program.

Authorized Signature

Name of Authorized Signer

Title

Institution

Authorized Signature

Date