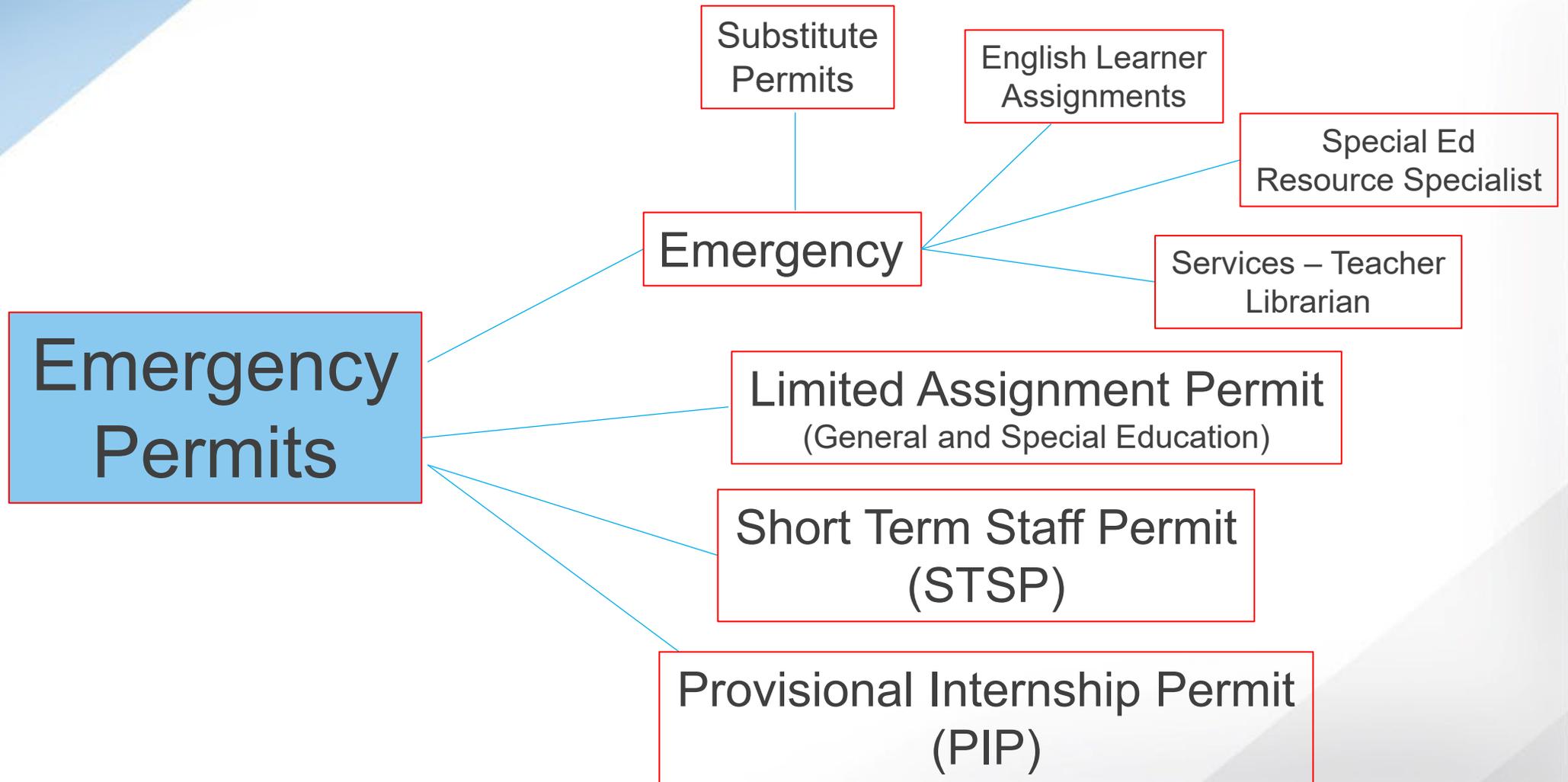# Emergency Permits

October 16, 2023

Monica Robinson, Credential Analyst
Casey Choate, Credentials & Live Scan Manager

Emergency Permits

Employer driven documents – at the request of the employer who is NOT able to recruit a fully credentialed educator to fulfill their staffing need.

Emergency Permits allow qualified educators who have completed some or most of their credential requirements to be employed while completing the requirements to earn the credential authorization.

Emergency Permits

In order to employ an individual on an emergency permit, the employing agency must have a Declaration of Need (CL-500) on file with the CTC. The DON is the employer's proof to the CTC that there is a need to hire a teacher who does not hold the appropriate credential/authorization.

Emergency Permits

The CTC will <u>NOT</u> accept an application for an emergency permit submitted directly by the educator.

Emergency Permits authorize the same service as the full authorization.

Emergency Permits

Emergency Permits are **restricted** to the employer agency listed on the document.

Educators can apply directly for the following type of Emergency Permits only:

- 30-day Substitute Teaching Permit
- Prospective Substitute Teaching Permit
- Designated Subjects Career Technical Education 30-day Substitute Permit

Emergency Permits
<u>Applicant</u> Requirements

- Bachelor's degree or higher

- Basic Skills Requirement

- Prerequisite teaching credential or permit

- "**Statement of Intent**" from Educator stating they will complete the renewal requirements.

- Specific requirement for permit requested
  - Bilingual = Target Language Proficiency

Emergency Permits Statement of Intent

To: California Commission on Teacher Credentialing

Re: Statement of Intent to complete renewal requirements while on an Emergency Permit

Date:

I agree to work through an accredited California college or university to complete a minimum of six (6) semester units of coursework, or pass two of the three CTEL exams, for each year while holding this emergency permit. I have read and understand CTC CLAD Leaflets CL-533O (emergency permit) and CL-628C (clear certificate) for complete requirements.

_____

Signature of Applicant

Note: Six semester units = Nine quarter units

Emergency Permits
<u>Application</u> Processing

Employers may complete online recommends for Emergency permits if they have gone through approval process via CTC.

OR

Employers can process paper application with appropriate supporting documentation, application and fee. Application can be submitted to SDCOE Credentials Team for processing.

Emergency Permits: English Learner Assignments

- Emergency Cross-cultural, Language and Academic Development (EM CLAD)
- Emergency Bilingual Authorization (EM BCLAD)

Leaflet: CL-533O

Application Process – Paper Based

Submit the following:

- Application 41-4
- Statement of Intent from educator
- Temporary County Certificate (TCC)
- $100.00 Money Order or Cashier's Check payable to CTC

Emergency Permits Application Processing

If submitting via paper:

- **41-4 Form (Application for Credential)**

    - Completion of the File Box by the employer

APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE
(For Privacy Act Notification see Application Instructions)

Appeal:_____

Route to:_____

Mail application and payment (check or money order) to:
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, California 95811-4213

Commission Use Only: Fee Information		
APP	FP	Other

1. PERSONAL INFORMATION (type or print)

File Box

CTC Use Only

IHE/County/District Use Only

Issuance Date:_____

Email Address:_____

Emergency Permits Application Processing

2. APPLICATION TYPE REQUESTED: (select only one option)

* = Required Information

- ☐ New Credential/Permit ☐ Extension by Appeal ☐ Upgrade (Clear Credential or Child Development Permit) ☐ Renewal
- ☐ Add Subject/Authorization to Existing Document ☐ Change of Restriction ☐ Other: _____

3. CHOOSE DOCUMENT TYPE: (make only *one* selection in this section)

* = Available at the request of a California Local Education Agency (LEA) only. *Documents in bold font require you to select from Section 4 below a Subject or Authorized Area of Service to be listed on the document.*

TEACHING CREDENTIALS:	SERVICES CREDENTIALS:	EMERGENCY PERMITS*:	SUBSTITUTE PERMITS:	CHILD DEVELOPMENT PERMITS:
☐ Single Subject	☐ Administrative	☐ Limited Assignment *	☐ 30-Day Substitute	☐ Assistant
☐ Multiple Subject	☐ Pupil Personnel	☐ Short-Term Staff*	☐ Career Substitute*	☐ Associate Teacher
☐ Education Specialist	☐ Speech-Language	☐ Provisional Internship*	☐ Prospective Substitute	☐ Teacher
☐ Career Technical (CTE)	Pathology	☐ EM CLAD*	☐ Teaching Permit for	☐ Master Teacher
☐ Adult Education	☐ Teacher Librarian	☐ EM Bilingual*	Statutory Leave*	☐ Site Supervisor
☐ Other:	☐ School Nurse	☐ EM Teacher Librarian*	☐ 30-Day CTE Substitute	☐ Program Director
_____	☐ Other:	☐ EM Resource Specialist*		☐ Children's Center Permit
	_____			☐ School-Age Emphasis

41- 4 Form (Application for Credential)

- Select *application type* requested.

- Choose only one *document type*.

Emergency Permits Application Processing

Employing Agency Information:

41- 4 Form (page 8)

Mandatory if document is _restricted_ to an employing agency such as an Emergency type permit

Optional if submitted by employing agency but not a restricted document (regular application)

8. EMPLOYING AGENCY INFORMATION

This section must be completed for all credential, certificate, and permit types where service is restricted to an employing agency.

County CDS Code _____   School District CDS Code _____

Charter School/Non-Public School or Agency/Statewide Agency Name _____

Applications for One-year Nonrenewable Credentials, Provisional Internship Permits, Short-Term Staff Permits, Limited Assignment Permits, and Emergency Permits (except 30-Day or Prospective Substitute Teaching Permits), must be filed through the employing agency. Employers must have an annual Declaration of Need for Fully Qualified Educators on file with the Commission prior to the submission of any applications for Limited Assignment or Emergency Permits.

Online Electronic Recommendation Application

- Log on to the [CTC Online system](). Enter Educator's **SSN** and **DOB**. Click *Recommend.* Click on *Create New Document.*

Select Emergency CLAD

Effective Date

Enter Educators County Office of Employment

Renewal Codes Populated

Must complete employment restrictions or it will not let you proceed.

Will prompt an email to the educator with a link for payment for the document.

<u>Reissuance</u> Requirements

Emergency Permits may be renewed a maximum of two times. Authorizing a maximum of three years of service.

- Complete <u>one</u> of the following:
  - six semester units (or 90 clock hours) verified by approved program (grade of "C" or better)
  - pass two examination subtests
- Orientation and guidance verification
- Valid prerequisite teaching document
- Form CL-469 Verification of renewal requirements

If DON has not been submitted for current school year and on file with the CTC, they will reject the application

State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

EMERGENCY PERMIT RENEWAL VERIFICATION FORM
(CL-469 CLAD-BL)
CROSSCULTURAL, LANGUAGE, AND ACADEMIC DEVELOPMENT (CLAD) PERMIT
BILINGUAL AUTHORIZATION PERMIT

This form must be completed and submitted with each application packet for renewal as specified in Commission leaflet CL-533O CLAD-BL and must be accompanied by a completed application (form 41-4) and processing fees. 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:

PART I - Employer's Verification of Orientation, Guidance and Assistance

☐ **Orientation to Teaching** (required for first renewal only)
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.

☐ **Guidance and Assistance** (required for all renewals)
I certify that the above-named individual was assigned the experienced educator named below to guide and assist while serving on the emergency permit.

_____
Name of Experienced Educator

Employing Agency Signature

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

CL-469 CLAD-BL 12/2021   Page 1 of 2
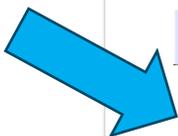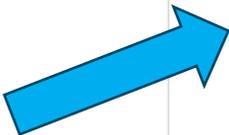
MUST: Signature must be *original, wet*
OR
an acceptable electronic Signature (Adobe or Docusign)

Experienced educator shall be a certificated employee of the LEA, or a certificated retiree of a CA school district or County Office of Education (COE), and must have completed at least three years of Full-Time classroom teaching experience.

PART II - Verification of Completion of Course Work or Exams

If the applicant is completing course work in an approved California Teachers of English Learners (CTEL) or Bilingual Authorization program:

All of Part I (on page 1) must be completed by the employing agency. All sections of Part II below must be completed by the authorized person at a Commission-approved CTEL or Bilingual Authorization program; however, Section A below is only required with the first renewal by applicants electing the program option, verifying that an evaluation of remaining authorization/certificate requirements has been completed. There is no appeal available for this requirement not being completed. Sections B and C must be completed with every renewal. Return this original form to the applicant so it may be submitted with the renewal application packet.

If the applicant is taking examinations to earn the English learner/CLAD Certificate or Bilingual Authorization:

All of Part I (on page 1) and Sections B and C of Part II (on page 2) must be completed by the employing agency with every renewal. Include the original copy of this form in the renewal application packet.

Required for first renewal only

SECTION A
Required for the first renewal only, for those completing a Commission-approved CTEL or Bilingual Authorization program. To be verified by the approved program sponsor.

Yes No

○   ○   An evaluation has been completed by this institution identifying requirements this applicant must complete to be eligible for the English learner/CLAD or Bilingual Authorization.

Required for ALL renewals

SECTION B
Select one - required for all renewals

☐ 1. The applicant has taken and passed two subtests of the CTEL or CSET: World Languages exam(s) (Verification by employing agency)

☐ 2. The applicant has completed six semester units (9 quarter units) of CTEL/Bilingual course work in a Commission-approved program (Verification by program sponsor)

☐ 3. The applicant has completed a combination of 3 semester units (4 quarter units) of CTEL/Bilingual course work in a Commission- approved program and passed one subtest of the CTEL or CSET: World Languages exam(s) (Verification by program sponsor)

Required if coursework was completed/Signed by college/university

SECTION C
This signature block must be completed by the college or university if boxes 2 or 3 have been selected above. If box 1 has been selected, this signature block must be completed by the employing agency.

Authorized Signature

Name of Authorized Signer	Title	IHE/Employing Agency
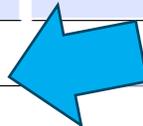
Authorized Signature	Date

CL-469 CLAD-BL 12/2021   Page 2 of 2

MUST: Authorized Signature must be original, wet
or
an acceptable electronic Signature (Adobe or Docusign) by an authorized individual (IHE Credentials Department)

EDUCATION
san diego county office of
FUTURE WITHOUT BOUNDARIES

<u>Reissuance</u> Requirements

Form CL-469 Verification of renewal requirements
- Form required for renewal
- Must be submitted for appeal/extension applications
- Requires employer to complete employer section
- Requires college or university to complete if coursework was completed

Renewal – Based on Appeal

Form CL-469 Verification of renewal requirements MUST be submitted for appeal/extension applications.

Letter/Memo written by the educator explaining the reasons he/she was unable to complete the renewal requirements.

Renewal – Based on Appeal

Appeals available:

- **RGA-7** for Medical Reason(s) – Applicant could not complete renewal requirements due to medical or health reasons affecting the applicant, family, or household member.
  - Educator must provide doctor's letter giving details and duration of illness
  - A Birth or Death Certificate may be required

- **RGA-10** for the following reasons:
  - More than 1.5 travel hours to nearest program available
  - Verification the educator was not able to enter a program or coursework was unavailable
  - Attempted all exam sections but did not pass two subtests

Emergency Permits: Emergency Resource Specialist

Leaflet: CL-533o-rsp

- Prerequisite: Must possess a valid CA credential based on Bachelor's degree, teacher prep and student teaching

Emergency Permits: Emergency Teacher Librarian

Leaflet: CL-533o-lib

- Prerequisite: Must possess a valid CA teaching credential based on Bachelor's degree, teacher prep and student teaching

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-533O-RSP or CL-533O-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*

CL-469 RSP-LIB 7/14   Page 1 of 2

If DON has not been submitted for current school year and on file with the CTC, they will reject the application

Completed by Employer

**MUST: Signature must be *original, wet*
OR
an acceptable electronic Signature (Adobe or Docusign)**

Experienced educator shall be a certificated employee of the LEA, or a certificated retiree of a CA school district or County Office of Education (COE), and must have completed at least three years of Full-Time classroom teaching experience.

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.
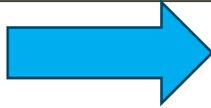
First Renewal

☐ 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

Required for first renewal only

Required for ALL renewals

Required verification that coursework was completed/Signed by college/university

MUST: Authorized Signature must be original, wet or an acceptable electronic Signature (Adobe or Docusign) by an authorized individual (IHE Credentials Department)

"Emergency" Type Teaching Permits

Short-Term Staff Permit (STSP)

Acute staffing need

CL-858

Provisional Internship Permit (PIP)

Anticipated staffing need

CL-856

Overall STSP and PIP Requirements

- Bachelor's or higher degree
- Basic Skills Requirement (BSR)
- Subject matter competence (CSET, Units)
- Specific requirements for requested permit type

  (Refer to Credential Leaflet)
- Fingerprint Clearance/Certificate of Clearance
- Employment Offer (apply through employer)

Short Term Staff Permit (STSP)

Short Term Staff Permit (STSP) – Initial Issuance Only

• Non-renewable

• Restricted to Employer

• Employer requirements:

    - Recruitment

    - Provide orientation and ongoing support

    - Written justification signed by superintendent or designee

Provisional Internship Permit (PIP)

- Non-Renewable
- Restricted to Employer
- Not available to individuals who have passed the CSET
- Not available in the Early Childhood Education Specialty area
- Specific Employer requirements:

    - Verification of diligent search for fully credentialed teacher

    - Public notice of intent to hire on basis of a PIP

    - Orientation, guidance, and assistance to permit holder

    - Assist PIP holder with verifying subject matter competence & program enrollment

"Emergency" Type Permits for Existing Credential Holders

General Education Limited Assignment Permit

CL-828

Special Education Limited Assignment Permit

CL-889

General Education Limited Assignment Permit (GELAP)

Multiple or Single Subject Permit

• Minimum Requirements for Initial Issuance

    - Prerequisite <u>General Education</u> teaching credential

    - Declaration of Need submitted by employer and teacher consent

• Reissuance Requirements:

    - Attempt all subject-matter exams and pass two subtests

        OR

    - Complete six semester units of coursework

Special Education Limited Assignment Permit (SELAP)

Available in all broad specialty areas

- Minimum Requirements for Initial Issuance:
  - Prerequisite <u>Special Education</u> teaching credential
  - Three semester units or one year of full-time successful teaching experience in specialty
  - Declaration of Need submitted by employer and teacher consent
- Reissuance Requirements:
  - Complete six semester units of coursework or 90 clock hours of activities associated with an approved program

Emergency Permits
Frequently asked Questions

Does an employer need to have a Declaration of Need on file in order to submit an Emergency Permit?

- Yes, an Emergency Permit application will be rejected by the CTC if a Declaration of Need Form (CL-500) has not been processed for the current school year.

Is there an Emergency permit for Adaptive Physical Education (APE)?

- No, there is not an Emergency APE permit. A Variable Term Wavier is available.

Emergency Permits
Frequently asked Questions

Is there an Emergency Permit for Administrative Services?

- No, there are no emergency administrative services permits available.

Is there an Emergency Permit for Pupil Personnel Services aka PPS credential (ex. School Counseling, School Social Work, Child Welfare & Attendance, etc.)

- No, there is not an Emergency PPS services permit available.

Emergency Permits
Frequently asked Questions

Is there an Emergency Permit for health services such as school nurse?

- No, there is not an Emergency permit available for school nurse.

Are there an Emergency Permits for Child Development Permits?

- No, there are no emergency permit for Child Development Permit holders. There is an Emergency TK permit for Kindergarten.

Can an Emergency Permit holder (ex: STSP, PIP) use local assignment options (LAO'S)?

- No, it is not appropriate for an individual who holds an Emergency or teaching permit to be assigned on the basis of a local assignment option.

RESOURCES

- San Diego County Office of Education
  - www.sdcoe.net/human-resources/credentials
- Commission on Teacher Credentialing
  - www.ctc.ca.gov
  - CTC Online Handbook for Non-Program Document Submissions