



EMERGENCY PERMIT RENEWAL VERIFICATION FORM (CL-469 CLAD-BCLAD)

CROSSCULTURAL, LANGUAGE AND ACADEMIC DEVELOPMENT (CLAD) PERMIT BILINGUAL, CROSSCULTURAL, LANGUAGE AND ACADEMIC DEVELOPMENT (BCLAD) PERMIT

This form must be completed and submitted with each application packet for renewal as specified in Commission leaflet [CL-5330 CLAD-BCLAD](#) and must be accompanied by a completed application ([form 41-REN](#)) 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

PART II - Verification of Completion of Course Work or Exams

If the applicant is completing course work in an approved CTEL program:

All of Part I (on page 1) must be completed by the employing agency. All sections of Part II (on page 2) must be completed by the authorized person in the credentials department at the college or university; however, Section A is only required with the first renewal, verifying that an evaluation of remaining credential 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 CLAD or BCLAD Certificate:

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.

SECTION A

Required for the first renewal only for those completing course work in a Commission-approved CTEL program. To be verified by the college or university.

Yes No
 An evaluation has been completed by this institution identifying requirements this applicant must complete to be eligible for the CLAD or BCLAD Certificate

SECTION B

Select one - required for all renewals

1. Applicant is taking examinations to earn the CLAD or BCLAD Certificate
The applicant has taken the appropriate sections of the CTEL, BCLAD or CSET: LOTE exam(s)
2. Applicant is completing course work to earn the CLAD or BCLAD Certificate
The applicant has completed six semester units (or 9 quarter units) of CTEL/BCLAD course work in a Commission-approved program
3. Applicant is completing a combination of course work and exams to earn the BCLAD Certificate

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