



# Resource Specialist Permit Request Form

## Instructions

The Resource Specialist Permit, in accordance with 22 Pa. Code § 49.62, is a category of certification at the paraprofessional or non-educational professional level. The following procedure is used in making application for a Temporary Permit Letter/Resource Specialist authorization.

1. Complete the form, obtain the Chief School Administrator signature and give a copy to the candidate. Retain the original.
2. Have the candidate upload the signed form or mail it with the TIMS application coversheet.

Resource Specialists are entitled only to supplement, not to supplant, the services of a certified educator. As such, they may assist a certified educator through supplemental instruction in a course of study and in the duties and responsibilities reserved to the certified educator. The resource specialist may only render services within the range of the supervising or directing certified educator.

The permit only qualifies the holder for service in your district, intermediate unit, career and technical center or charter school. The Temporary Permit Letter/Resource Specialist authorization is issued for three (3) calendar years. It may be reissued for additional periods of three (3) calendar years subject to continued satisfactory service. Applications for reissuance are made via TIMS. The application for reissuance uses the same form.

## Application

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**Applicant's Name**

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**Applicant's PPID**

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**Position Title**

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**Supplemental to the following certified position or area**

Note: EMPLOYEE STATUS: **Non-educational** Professional or Education Paraprofessional status outside the scope of Section 1101, Public School Code of 1949 (amended).

By signing below, I confirm:

- The applicant possesses those personal qualities, professional knowledge, skill and license (when required) that support issuance of the resource specialist permit.
- The applicant will provide supplemental instruction in a course of study directed by a certified educator.
- The applicant will provide instruction which does not supplant a certified fine arts or performing arts teacher if utilized in a creative and performing arts specialty school.
- The applicant is known and regarded by the school entity as a person of good moral character.
- The applicant has provided satisfactory service if this request is for re-issuance

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**Signature of Chief School Administrator**

**Date**

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**Name of the School District, Intermediate Unit, Career and Technical Center, or Charter School**