



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF EDUCATION  
BUREAU OF SCHOOL LEADERSHIP AND TEACHER QUALITY  
333 Market Street, 12th Floor, HARRISBURG, PA 17126-0333  
Customer Service: (717) 728-3224 Fax: (717) 783-6736

Dear Colleague:

This is in response to an application for a Resource Specialist Permit.

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 attached form, obtain the Chief School Administrator signature and give a copy to the candidate. Retain the original.
2. Have the candidate upload or submit a copy of the signed form with a TIMS 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, vocational/technical school or charter school. The Temporary Permit Letter/Resource Specialist is issued for three (3) calendar years. It may be reissued for additional periods of three (3) calendar years subject to continued satisfactory service. An application for reissuance should be made via TIMS. The application for reissuance uses the same form.

Bureau of School Leadership and Teacher Quality

Enclosure



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## Resource Specialist Permit Request Form

APPLICANT'S NAME:
APPLICANT'S PPID:
POSITION TITLE:
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) which 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 performed satisfactory service if this request is for re-issuance

APPROVED BY SCHOOL DISTRICT, INTERMEDIATE UNIT, CHARTER SCHOOL OR AVTS

\_\_\_\_\_  
Chief School Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of the school district, intermediate unit, charter school or AVTS