Certification Update — Certification Deadlines Extended A Second Time

Dear Library Community,

Today’s Certification Update describes a second extension of certain certification deadlines in response the ongoing nature of the current coronavirus public health emergency. On May 1, 2020, Governor Holcomb issued Executive Order 20-25, which extended his declaration of a public health emergency to June 4, 2020.

**Renewal of Temporary Permits and Five-Year Certificates**. In Executive Order 20-09, the Governor of the State of Indiana automatically extended the expiration date of all certificates and permits that have expired or will expire during the public health crisis until May 22, 2020.  In Executive Order 20-27 the Governor further extended the expiration date of all certificates and permits that have expired or will expire during the public health crises until June 4, 2020. As a result, any temporary permit or five-year certificate issued by the Indiana State Library that has expired or is set to expire during the public health crisis (declared on March 6, 2020 in Executive Order 20-02) is now extended to June 4, 2020.

On March 19, 2020, Governor Holcomb issued Executive Order 20-05, which authorized all state agencies to extend non-essential deadlines by no more than 60 days if deemed necessary to respond to the threat of COVID-19. Executive Order 20-27 authorized state agencies to further extend non-essential deadlines for an additional 60 day period. As a result, ISL is extending the following deadlines by 120 days:

**Initial Temporary Permits and Initial Five-Year Certificates**. Under current ISL rules, when a library employee begins working in a position that requires certification, the employee has a grace period of six months before the person is required to hold the appropriate certification. A person who meets the requirements for the appropriate level of certification must apply for a five-year certificate within six months of starting the position. If the person does not yet meet the requirements for full certification, the person must apply for a temporary certificate within six months of starting the position. If the end of a person’s six month grace period falls between March 19, 2020 and the conclusion of the current public health crisis, the person may have an additional 120 days (for a total of ten months instead of six) before the person is required to become certified.

**Random Audit**. A person who is selected for a random audit usually has two months from the date of the notification letter to submit audit materials. However, an individual who receives or has received a notification that the individual has been selected for a random audit (from March 19, 2020 until the end of the public health emergency) now has a period of six months in which to submit their audit materials.

These extensions do not suspend or change any other requirement for issue or renewal of any Indiana librarian certificate or temporary permit. If you have questions regarding these extensions please contact Cheri Harris at [ChHarris@library.in.gov](mailto:ChHarris@library.in.gov).