Certification Update — Certification Renewal Deadlines Extended Again

Dear Library Community,

On June 3, 2020, Governor Holcomb issued two new Executive Orders that impact librarian certification deadlines. In Executive Order 20-30 the declaration of public health emergency was extended another 30 days to expire on July 4, 2020. Executive Order 20-31 automatically extended certificates and permits due to expire during the public health emergency until June 30, 2020.

**Renewal of Temporary Permits and Five-Year Certificates**. Any temporary permit or five-year certificate issued by the Indiana State Library that expired or is set to expire during the public health crisis (initially declared on March 6, 2020 in Executive Order 20-02) is now extended to June 30, 2020.

Under Executive Orders 20-05 and 20-27, ISL has been allowing an additional 120 days on certain certification deadlines. The new Executive Orders do not further enlarge the period of time a person has to request an initial temporary permit or to submit materials for a random audit, however the extension of the declaration of emergency means that the 120-day extension now applies to additional people.

**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. This 120-day extension now applies to any person who’s six-month grace period should have ended between March 19, 2020 and the conclusion of the current public health crisis. The person has 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).