

Continuing Professional Education (CPE) Hardship Exemption Request Form



Instructions for a District to Request a CPE Exemption:

1. Superintendent or designee completes Section I – signature is required.
2. Teacher completes Section II – signature is required.
3. Submit this request form using the secure Help Desk system - CPE Exemption Request tile.
4. Submit one Help Desk ticket per teacher, including the completed form.
5. A confirmation email will be sent upon TEA receipt.
6. TEA staff will review the request and respond via email within 10-15 days with an approval or request for additional information.

Important: At the end of the exemption period, the educator’s certificate will automatically be switched back to INVALID. To maintain a valid certificate, either:

1. The educator will need to apply for a certificate renewal in ECOS and pay the renewal fee for the five-year period confirming CPE compliance, **OR**
2. The district may request an additional year beyond the initial issuance academic year.

Instructions for a District to Renew a CPE Exemption for an Additional Year for a teacher:

1. Submit a separate Help Desk ticket in the CPE Exemption request tile for each teacher requesting an extension. Include justification for additional year extension.
2. A confirmation email will be sent upon TEA receipt.
3. TEA staff will review the request and respond via email within 10-15 days with an approval or request for additional information.

Section I – School District Information

To be completed by superintendent or designee

Name of School District

Address	City	Zip Code	Phone Number
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Superintendent or Designee

Last Name	First Name	Initial
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Email

Signature <i>(typed signatures are acceptable)</i>	Date
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Add Academic Year Requested in the box below:

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Section II – Educator Information

To be completed by educator

Last Name	First Name	Initial	
TEA test ID Number or last 4 digits of SS#		Phone Number	
Address	City	State	Zip Code
Email	Date of Birth		
Signature <i>(typed signatures are acceptable)</i>	Date		