

# School District Teaching Permits



*A Guide for Districts*





## Purpose

The purpose of this guide is to provide districts with a quick reference to school district teaching permit information, including rules and best practices for district personnel. This guide also outlines the steps to submit a school district teaching permit application.



## Resources

### **Texas Education Agency** **Division of Educator Preparation and Certification**

- 512-936-8400 – Option 2  
Monday through Friday, 8:00am to 4:30pm
- Submit a [TEA Help Desk](#) ticket to Educator Certification with “SDTP Submission” in the subject line.  
Be sure to provide detailed information and include the full name(s) of the educator(s) and the TEA ID number(s).
- [TEA Website – School District Teaching Permits](#)

### **Key Reminders**

- The district is considered the owner of all original documentation and as such is responsible for retaining all supporting documentation of the individual’s qualifications for the SDTP being issued. These documents shall be maintained by the district and readily available upon request for five years beyond the individual’s last day of employment.
- State law requires the district to provide the commissioner with a written statement identifying the person, the courses he or she will teach, and his or her qualifications to teach the course. The school district teaching permit application form (PDF) is used to satisfy the district requirement to notify the commissioner of education of the SDTP issued.

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## School District Teaching Permit Basics

- School district teaching permits (SDTP) are governed by [Texas Education Code §21.055](#)
- It allows a school district to employ an individual the district deems qualified to serve as a teacher but who does not hold a State Board for Educator Certification (SBEC) teaching certificate.
- A school district teaching permit is valid only in the district where it is issued and remains valid unless the district issuing the permit revokes it for cause.
- The SDTP is valid for classroom teaching assignments only and is **not** available for any other assignment, including:
  - school counselor
  - school librarian
  - administrator
  - any other professional assignment outside of classroom teacher, including special education, bilingual education, English as a second language, or PreK/PreK4 programs
- If the individual is in an Educator Preparation Program (EPP), which includes university and alternative certification programs, you must first consult with the certification program advisor prior to initiating the SDTP to ensure that the individual is not eligible for the SBEC-issued Intern or Probationary certificate and that placing the individual on the permit will not negatively affect program completion.
- If the candidate meets the eligibility criteria, the district may proceed with employment and must submit the SDTP form to TEA by the 30th day of employment. For non-core academic CTE requests, the form will be filed appropriately. For all other requests, including those outside non-core academic CTE and Paraprofessional roles, the form will be routed to the Commissioner of Education for final review and approval.
- Paraprofessionals may be issued an SDTP if they have at least one calendar year (180 days) of paraprofessional experience within the January 1–December 31 period immediately preceding the current year, in the same district, and are currently enrolled in an accredited institution of higher education, pursuing a bachelor’s degree or have earned a bachelor’s degree, and the district is responsible to ensure the educator obtains a probationary certificate within 3 years of school board approval. **At the end of the third year**, a notification must be submitted via [TEA Help Desk](#) ticket to “Educator Certification” with “Paraprofessional SDTP” in the subject line to notify the agency of the paraprofessional’s certification status and to confirm the SDTP has ended for the individual.



# Types of School District Teaching Permits

Noncore Academic CTE SDTP	Other Than Noncore Academic CTE SDTP	Paraprofessional SDTP
<a href="#">Noncore Academic CTE SDTP Application</a>	<a href="#">Other Than Noncore Academic CTE SDTP Application</a>	<a href="#">Paraprofessional SDTP Application</a>
Teaching assignments only		
Criminal background check mandated by <a href="#">TEC §22.0833</a>		
20-hour classroom management training (new employees) and must comply with any other continuing education requirements determined by the local board of trustees.		
Issued by the authority of the local school district board of trustees	Issued by the authority of the Commissioner of Education	Paraprofessionals who hold a bachelor's degree and are being placed on a "Other Than Noncore Academic CTE (Core Subjects)" SDTP: Issued by the authority of the Commissioner of Education; Paraprofessionals who <u>do not</u> hold a bachelor's degree and are being placed on either a "Noncore Academic CTE" or "Other Than Noncore Academic CTE" (Core Subjects): Issued by the authority of the local school district board of trustees.
Remains valid unless the district issuing the permit revokes it for cause.	Remains valid unless the district issuing the permit revokes it for cause.	Valid for 3 years from the date of issuance and the district is responsible for ensuring the individual obtains a probationary certificate and reporting certification status to TEA within the 3-year validity period of the approved SDTP
Exempt from bachelor's degree requirement	Bachelor's degree required (with the exception for career and technical education assignments)	Currently enrolled in a postsecondary program that could lead to a bachelor's degree
Demonstrated subject matter expertise, such as: <ul style="list-style-type: none"> <li>• professional work experience,</li> <li>• formal training and education,</li> <li>• holding an active professional relevant industry license, certification, or registration,</li> <li>• or any combination of work experience, training and education, or industry license, certification, or registration, in the subject matter he or she will be teaching as determined by the district.</li> </ul>	<ul style="list-style-type: none"> <li>• College coursework in the subject matter he or she will be teaching</li> <li>• Demonstrated subject matter expertise in any combination relevant education, certifications, licenses, formal training, and professional experience.</li> </ul>	<ul style="list-style-type: none"> <li>• On track to earn a bachelor's degree and receive a probationary certificate not later than three years after school board approval and must comply with any other continuing education requirements determined by the local board of trustees.</li> <li>• Have served at or been employed by the district as a paraprofessional for not less than 180 days within the January 1–December 31 period immediately preceding the current year</li> </ul>
Noncore academic CTE courses are CTE courses that are <b>not</b> eligible to satisfy foundation <a href="#">graduation course credit</a> in mathematics, science, language arts, or social studies.	An "other than noncore academic CTE course" is a course that is eligible to satisfy foundation <a href="#">graduation course credit</a> in mathematics, science, language arts, or social studies	The assignment can be Noncore academic CTE courses or an other than noncore academic CTE course.
<p>An individual is <b>not</b> eligible for a SDTP subject to the approval of the Commissioner of Education if he or she:</p> <ul style="list-style-type: none"> <li>• has or previously had a certificate issued by the State Board for Educator Certification (<a href="#">TEC §21.055 (a)</a>),</li> <li>• has a pending application for a SBEC teaching certificate,</li> <li>• or has applied for a teaching certificate and the application has been denied, has or once had a teaching certificate that has been sanctioned or revoked.</li> </ul> <p>The SDTP is valid for classroom teaching assignments <u>only</u> and is <b>not</b> available for any other assignment, including:</p> <ul style="list-style-type: none"> <li>○ school counselor, school librarian, administrator,</li> <li>○ or any other professional assignment outside of classroom teacher, including special education, bilingual education, English as a second language, or PreK/PreK4 programs</li> </ul>		



# Application Process

1. **Candidate Evaluation:** The district identifies a qualified individual who does not hold a standard teaching certificate but possesses demonstrated subject-matter expertise and relevant experience or education.
2. **Board Approval:** The district’s board of trustees must formally approve the individual’s assignment to a teaching position under an SDTP in an official board meeting.
3. **Application Completion:** District staff completes the appropriate application for submission to TEA.
4. **Notification to TEA:**
  - **For Individuals being placed on a “Other Than Noncore Academic CTE (Core Subjects)” SDTP,** the district must submit the application, available at the link below, to TEA for commissioner action **within 30 days of board approval.**  
**Note:** Individuals may teach the subject or class pending action by the commissioner.
  - **For Individuals being placed on a “Noncore Academic CTE” SDTP,** the district must submit the application, available at the link below, to TEA as formal notification. This submission should identify the individual, the course they will teach, and their qualifications to teach that course.
5. **Notification to TEA – Paraprofessional SDTPs Only:**
  - **For Paraprofessionals who hold a bachelor’s degree and are being placed on a “Other Than Noncore Academic CTE (Core Subjects)” SDTP,** the district must submit the application, available at the link below, to TEA for commissioner action **within 30 days of board approval.**  
**Note:** Individuals may teach the subject or class pending action by the commissioner.
  - **For Paraprofessionals who do not hold a bachelor’s degree and are being placed on either a “Noncore Academic CTE” or “Other Than Noncore Academic CTE (Core Subjects)”**, the district must submit the application, available at the link below, to TEA as formal notification. This submission should identify the individual, the course they will teach, and their qualifications to teach that course.
6. **TEA Review (if applicable):** TEA will review the submitted documentation to determine whether the individual meets the statutory requirements. If approved, the individual may serve in the specified teaching role under the SDTP.  
**Note:** Any additional documents submitted with the application form **will not be reviewed** and will be securely discarded. TEA **does not issue certificates for SDTPs**, nor does the information appear online as part of the individual’s official record of educator certification.
7. **Records Retention:** The district is considered the owner of original documentation specific to SDTPs. As such, the district must maintain documentation of the SDTP, board approval, and the individual’s qualifications for audit and compliance purposes for at least **five years** from the date of board approval or for the duration of the individual’s employment under the SDTP, whichever is longer.  
**Note:** A school district teaching permit remains valid unless the district issuing the permit revokes it for cause.



# Application Instructions for School District Teaching Permits

District superintendents will apply for a school district teaching permit electronically using one (1) of the three (3) of the following applications. To help you prepare for your submission, the criteria for each application are listed below. The Superintendent will receive an email from the TEA Help Desk confirming the submission in 7-10 business days.

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## **[Noncore Academic CTE SDTP Application](#) for teaching assignments issued by authority of the local school district board of trustees.**

### **Section A – Submission of Application from the School District to the Commissioner of Education**

This section outlines eligibility and legal context.

#### **Section B – District Information** - Provide details about the school district:

- **District Name:** Full name of the school district.
- **County/District Number:** Official TEA-assigned number.
- **Board of Trustees Approval Date:** Date the board approved the SDTP.

#### **Section C – Candidate Information** - Enter the paraprofessional's personal information:

- **Last Name, First Name, Middle Initial**
- **Maiden Name** (if applicable)
- **Date of Birth**
- **TEA ID:** Texas Education Agency ID number.

#### **Section D – Assignment Information** - Provide details about the assignment area.

- **Subject or Course the Person Will Teach:** Indicate the name of the assignment to be taught
- **Grade Level:** Indicate the grade level (e.g., Grade 9; Grades 6-8, etc.).

#### **Section E – Qualifications** - Explain how the candidate is qualified to teach:

- Include **relevant work experience, formal training, education, and/or professional licenses.**

#### **Section F – Education**

- **Indicate Highest Level of Education:** Select either High School, College or Graduate
- **Name and Location of School:** Provide name of high school or college/university and city/state
- **Date From:** Date employment began
- **Date To:** Date employment ended
- **Date Graduated:** MM/DD/YYYY, if applicable
- **Expected Graduation Date:** MM/DD/YYYY if the person has not graduated
- **Sem/Clock Hours Completed:** If a degree was not obtained, how many hours were completed.
- **Type of Diploma or Degree:** i.e. diploma, certificate, associate, bachelors, masters, doctorate
- **Major/Minor Fields of Study:** Information located in transcripts

### Section G – Processional License, Certificate or Registration

- **License/Certification:** R.N. Attorney, etc.
- **Date Issued:** Effective date of license
- **Date Expires:** Expiration date of license
- **Issuing Authority:** Texas Department of Licensing and Regulation, etc..
- **License Number**

### Section H – Professional Work Experience

- **Position Title**
- **Employer:** Name of employer
- **Employer’s Phone Number**
- **Immediate Supervisor Name and Title**
- **Select the box for the type of employment**
- **Average number of hours worked per week**
- **Starting Date:** Beginning date of employment
- **Leaving Date:** End date of employment
- **Responsibilities or Skilled Work Personally Performed by You:** Be specific and list equipment operated, skilled work or services performed, and supervisory experience (number of employees supervised)

### Section I – Affidavit

To be completed by the superintendent or designee:

- Certifies:
  - Candidate’s qualifications have been verified.
  - Background check via fingerprinting has been completed.

**Prior to submitting your online request, please check the box at the end to have a copy of your responses for this SDTP submission emailed to you for your district records retention.**

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**[Application for any SDTP Other Than Noncore Academic CTE teaching assignment](#) issued by authority of the commissioner of education.**

### Section A – Section A – Notification from the School District to the Commissioner of Education

This section outlines eligibility and legal context.

#### Section B – District Information - Provide details about the school district:

- **District Name:** Full name of the school district.
- **County/District Number:** Official TEA-assigned number.
- **Board of Trustees Approval Date:** Date the board approved the SDTP.

#### Section C – Candidate Information - Enter the paraprofessional’s personal information:

- **Last Name, First Name, Middle Initial**
- **Maiden Name** (if applicable)
- **Date of Birth**
- **TEA ID:** Texas Education Agency ID number

**Section D – Assignment Information** - Provide details about the assignment area.

- **Course Title:** Indicate the name of the assignment to be taught
- **General Subject Area:** Indicate the [General Subject Area](#) (i.e. **Health Science, Trade & Industrial, Business, Marketing & Finance**)
- **Grade Level Range:** Indicate the grade level (e.g., Grade 9; Grades 6-8, etc.)

**Section E – Qualifications** - Explain how the candidate is qualified to teach:

- Include **relevant work experience, formal training, education, and/or professional licenses.**

**Section F – Affidavit**

To be completed by the superintendent or designee:

- Certifies:
  - Candidate’s qualifications have been verified.
  - Background check via fingerprinting has been completed.

**Prior to submitting your online request, please check the box at the end to have a copy of your responses for this SDTP submission emailed to you for your district records retention.**

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**[Paraprofessionals SDTP Teaching Assignment Application](#) for teaching assignments issued by the authority of the Commissioner of Education.**

**Section A – Paraprofessional Serving in a Teaching Assignment:** This section outlines eligibility and legal context.

**Section B – Assignment Information:** Provide details about the assignment area.

- **Assignment Area the Person Will Teach:** Check the box for whether the assignment area to be taught is a core subject or noncore CTE area. Specify the subject or course (e.g., Mathematics; Biology, etc.).
- **Grade Level Range:** Indicate the grade level (e.g., Grade 9; Grades 6-8, etc.).

**Section C – District Information:** Provide details about the school district:

- **District Name:** Full name of the school district.
- **County/District Number:** Official TEA-assigned number.
- **Board of Trustees Approval Date:** Date the board approved the SDTP.

**Section D – Candidate Information:** Enter the paraprofessional’s personal information:

- **Last Name, First Name, Middle Initial**
- **Maiden Name** (if applicable)
- **Date of Birth**
- **TEA ID:** Texas Education Agency ID number

**Section E – Education: Current Postsecondary Enrollment Information:** Details about the candidate’s college enrollment:

- **Name and Location of Postsecondary Institution**
- **Date Enrolled:** Date the educator enrolled in the institution
- **Graduation Date, if degree complete**
- **Expected Graduation Date:** If the degree is not complete, provide the expected graduation date.
- **Field of Study:** Major or program (e.g., Education, Math).
- **Name of Educator Preparation Program (EPP):** If enrolled in an EPP, provide the name of the EPP.
- **Date enrolled:** Date educator enrolled in the program
- **Projected Completion Date:** Date the educator plans to be finished with all program requirements and obtain a standard certificate.
- **EPP Certificate area:** Certification area of EPP enrollment

**Section F – Paraprofessional Work Experience:** Document the candidate’s experience:

- **School District Name**
- **Number of Days Employed** as a paraprofessional within the January 1–December 31 period immediately preceding the current year. (must be in the same district)

**Section G – Qualifications:** Explain how the candidate is qualified to teach:

- Include **relevant work experience, formal training, education, and/or professional licenses.**

**Section H– Affidavit:** To be completed by the superintendent or designee:

Certifies:

- Candidate’s qualifications have been verified.
- Background check via fingerprinting has been completed.
- For candidates without a bachelor’s degree, the district must ensure they earn the bachelor’s degree and obtain a probationary certificate within three years of school board approval.

**Prior to submitting your online request, please check the box at the end to have a copy of your responses for this SDTP submission emailed to you for your district records retention.**

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