Permit Process

Division of Educator Certification

Discussion Topics

Emergency Permits

Emergency Permit Application

Specific Emergency Permit Requirements

School District Teaching Permit

Nonrenewable Permit

Waivers

Temporary Classroom Assignment Permit

Districts of Innovation

Emergency Permits

Requested by employing school district for a vacant position that cannot be filled with an appropriately certified person

Persons in assignments for 30 instructional days should be on a permit- permit request should be submitted by the district within 45 instructional days

The individual must meet minimum requirements for the grade level, type of assignment, and hold a minimum of a bachelors' degree for most areas

$57 paid online at the time of submission

Valid for one school year and cannot be renewed except for JROTC and Teacher of Students with Visual Impairments

Permit rules can be found on the TEA website

Permits (continued)

Submission of permits begin July 1st for the next school year

Certification Plan

The plan should also indicate what the candidate is lacking for an intern, probationary or standard certificate

Cannot be combined with an intern or probationary certificate if the area is available through the EPP
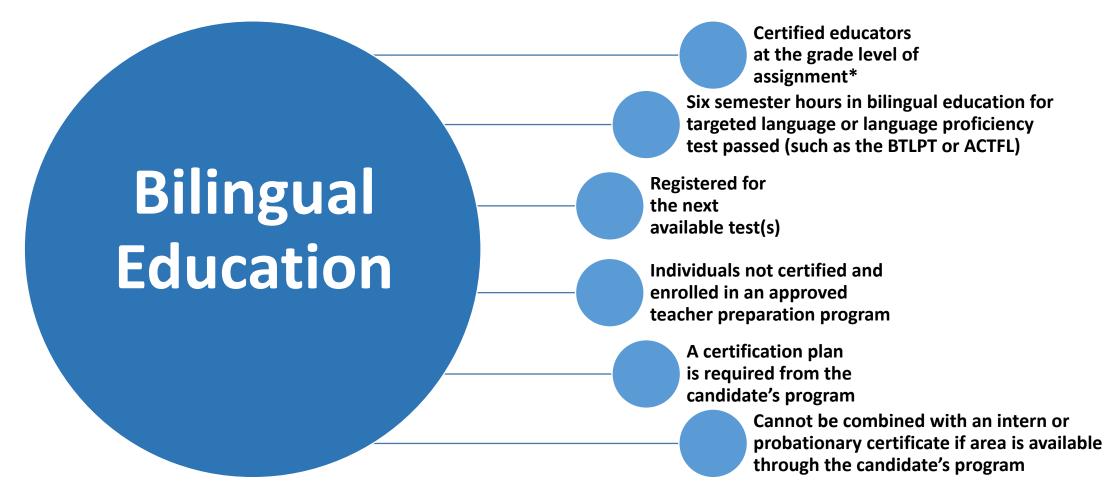
An individual may not serve for more than three 12-month periods without obtaining standard certification

Specific Emergency Permit Requirements

Elementary (Grades EC-6) **– 12 semester hours in elementary education or coursework related to the elementary curriculum – need a plan for EC-3, EC-6, or 4-8, depending on the exact grade level.**
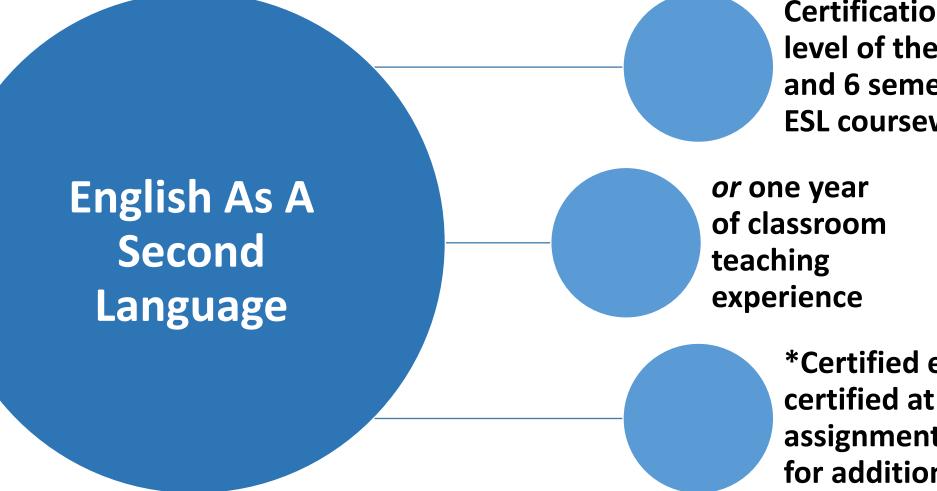
Secondary (Grades 7-12) **– 24 semester hours in the subject - need a plan for 4-8, 6-12, or 7-12, depending on the exact grade level.**

Bilingual Permit

TEA — Texas Education Agency

Bilingual Education

- Certified educators at the grade level of assignment*
- Six semester hours in bilingual education for targeted language or language proficiency test passed (such as the BTLPT or ACTFL)
- Registered for the next available test(s)
- Individuals not certified and enrolled in an approved teacher preparation program
- A certification plan is required from the candidate's program
- Cannot be combined with an intern or probationary certificate if area is available through the candidate's program

ESL Permit

English As A Second Language

Certification at the grade level of the assignment and 6 semester hours of ESL coursework

or **one year of classroom teaching experience**

***Certified educators not certified at the grade level of assignment, refer to TEA rules for additional requirements**

Special Education Permit

Certified educators at the grade level of the assignment*

6 semester hours of special education coursework

OR

1 year of classroom teaching experience

*Certified educators not certified at the grade level of assignment, refer to TEA rules for additional requirements

Individuals not certified and enrolled in approved teacher preparation program

18 semester hours in special education for elementary

24 semester hours in special education for secondary

Auditory Impairments Permit

An individual must:

- Hold a bachelor's degree or higher
- 6 semester hours related to teaching students with auditory impairments
- Demonstrated competence in communication method used
- Fully-certified teacher for students with auditory impairments available as a mentor
- *Certified educators must be registered for the next available test
- *Individuals not certified and enrolled in an approved teacher preparation program must have a certification plan for Deaf/Hard of Hearing: EC-12

Visually Impairments Permit

Valid Texas classroom certificate based on a bachelor's degree or higher;

6 semester hours related to teaching students with visual impairments;

One year of classroom teaching experience;

Demonstrated competence in Braille; and

Fully-certified teacher for students with visual impairments available as a mentor

Certification plan for Teacher of Students with Visual Impairments: Grades EC-12

One permit renewal available

****Cannot be added by examination****

School Counselor Permit

Bachelor's degree or higher

2 creditable years of classroom teaching experience

24 graduate semester hours, including 12 in guidance and counseling

Must have a certification plan for School Counselor: EC-12

Educational Diagnostician Permit

Bachelor's degree

2 creditable years of classroom teaching experience

30 graduate hours in education, including 6 in tests and measurements, 3 of which must emphasize individualized testing

6 semester hours in special education

Must have a certification plan from a Texas program for Educational Diagnostician: EC-12

School Librarian Permit

Bachelor's degree

12 semester hours in library science

2 creditable years of teaching experience

Must have a certification plan from a Texas program

Junior ROTC Permit

Satisfy requirements of Junior Reserve Officer's Training Corps (JROTC) from military branch (letter/certificate)

Permit must be reissued every year of employment

New district must initiate a new permit if employment changes

JROTC certificate is an option.

Career and Technical Education Permit

If experience is required for the certificate, the work experience must be met before the permit is activated (Examples: Health Science, Trade & Industrial, Marketing)

Hold a current license, certification or registration by a state or nationally recognized accrediting agency, if required

Statement of Qualifications (SOQ) is completed and information is entered online from a link to a popup window

If experience and license are not required, must have 24 semester hours in the subject taught. (Examples: Agriculture, Business and Finance, Family and Consumer Science, Technology Education)

Note: Permits are not available for Principal

Nonrenewable Permit (NRP)

The educator lacks only a test under specific conditions listed below:

Type A - Texas university program completer who lacks only tests for certification through that program - valid for 12 months

Type B – Texas educators certified prior to 02-01-1986 and lacks a revalidation test, such as the THEA (Reading and Writing portions) - valid for 6 months or until the end of school year, whichever is less.

Requested by the employing school district online

Temporary Classroom Assignment Permit (TCAP)

Certified at the secondary grade level 7-12 and teaching outside the certification area (not an intern or probationary certificate)

- Must have 12 semester hours in the subject taught
- 15 semester hours for math and science

Limited to four class periods – if more, request a hardship

Could hold an all-level certificate or an elementary/4-8 certificate for middle school assignments in grades 7-8

Assigned to a subject not covered by the current certificate in grades 7-12 – one class period or more – cannot teach even one class period without a permit or certificate, unless the person meets assignment rules

TCAP (continued)

Valid for one school year, NO RENEWALS

Processed locally – no online application – no fee

TCAP hardships requested by letter to TEA

Hardships possible but in no event may it be approved with six or fewer semester credit hours in the specific subject area to be taught.

Applying for an Emergency Permit

Emergency Permit – Educator Profile

Educator Affidavit

Applying for an Emergency Permit

Educator Certification Online System (ECOS)

Logged in as: **John Doe | ZZZ Entity for Testing and Training (227555)**   **Help | Exit ECOS**

Entity Emergency Permit

Name: Jane Doe   View Credentials Held
SSN: 765-43-1264   View Examinations History

Date Duties Began: Month: [ ] Day: [ ] Year: [2021]   Renewal: [Original]

Click on "Add a New Assignment" to enter information related to the permit assignment. Click on the assignment to edit or view the assignment. Click on the letter to view or print. View a hardship or request a hardship by clicking on the underlined words. Check the box of the assignment or permit to remove.

Assignment	Status	Hardship	Remove

Add a New Assignment

To make the final request for this permit, click here and go to Entity's Permit List.
You must also have authorization access to see the red button on the permit list.

Permit Entry Complete

Release 14.0.33.0

Navigation menu:
- Main Menu
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  - Apply for Emergency Permit
  - Apply for Nonrenewable Permit
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Applying for an Emergency Permit (continued)

Applying for an Emergency Permit (continued)

Requesting a Hardship Permit

Requesting a Hardship (continued)

Hardship Comments

Requesting a Hardship Permit (continued)

Submitting a Permit

Verify Educator's Information

Submitting a Hardship Permit Request

Educator Certification Online System (ECOS)

Logged in as: **John Doe | ZZZ Entity for Testing and Training (227555)**

Exit ECOS

Entity Permit Final Approval

Name	Last 4 SSN	Type	Application Date	Permit Status
Jane Doe	1264	Emergency Permit	03/22/2021	**Ready to Submit**

Elementary, All Regular Classes Assignment Status : (Approval Pending)
Elementary Bilingual-Spanish Assignment Status : (Hardship Approved)

I, John Doe, affirm that I have been unable to secure the services of an individual who is appropriately certified and qualified for the assignment(s) that is indicated in this permit request. The individual named in this permit request is the best qualified person available. The individual has agreed to accept the assignment(s) and has given written consent to the activation of the permit. I have explained and have placed in writing to the individual the requirements for continued assignment. All qualifications of the individual and statements made regarding the permit application are true and correct to the best of my knowledge.

[Submit Permit to TEA] [Cancel]

This commits the district to payment for these permits. The permit will be pending until payment is received.

Release 9.0.33.0

Permit Submitted to TEA

District Permit List – Pay Fee

Payment Confirmation Screen

Educator Certification Online System (ECOS)

Exit ECOS

Main Menu

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Entity Payment Confirmation

Application Date	Name	TEA ID	Fee Type and Amount		Total For Individual	
03/22/2021	Jane Doe	2337091	Emergency Permit	$57.00	$57.00	Remove
				Total Payment Amount:	$57.00	

The next screen will allow you to securely pay online with a credit card or checking account. Please have your payment information available before you continue as you may have a limited time to complete the information before you are timed out. To change the fees included in this payment, click the Cancel Payment button to return to your Permit List.

Pay Now   **Cancel Payment**

Release 9.0.33.0

Texas.gov Payment System

School District Teaching Permits (SDTP)

Allows school district to issue to someone who does not hold a teaching certificate

The local school district board of trustees determines issuance of SDTPs for noncore academic career and technical education courses

All other teaching assignments remain subject to approval by the commissioner of education

SDTPs (continued)

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; or special education or bilingual education

School District Teaching Permit Information can be found on the TEA Website

Waivers

Certification Teacher Waiver

Certification for Superintendent Waiver

- **Both waiver applications initiated by districts through the TEA Login (TEAL) system**

Email: waivers@tea.texas.gov

Waiver information can be found on the TEA website

Districts of Innovation

There are 919 Districts of Innovation

No exemptions for Bilingual, English as a Second Language (ESL), or Special Education

For questions regarding district of innovation plans, contact Accreditation & School Improvement:

- **Districts of Innovation information can be found on the TEA website**
- Email: **Accred@tea.texas.gov**
- Phone: **(512) 463-5899**

Certification Assignment Flexibility

The Certification Assignment Flexibility Letter is located on the TEA website

- Provides options available for school districts for the 2020-2021 school year
- All rules still apply for options referenced in the document
  - Temporary Classroom Assignment Permit
  - Emergency Permit
  - School District Teaching Permit
  - Teacher Certification Waiver
- No flexibility for special education, bilingual education, or English as a second language assignments

QUESTIONS

THANK YOU!