

# 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

Superintendent or Designee

Last Name

First Name

Initial

Email

Signature <i>(typed signatures are acceptable)</i>		Date	
<b>Add Academic Year Requested in the box below:</b>			
<b>Section II – Educator Information</b>			
<i>To be completed by educator</i>			
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	