

# Emergency Permits



*A Guide for Districts*

# PURPOSE

This guide provides districts with quick reference to emergency permit information, including rules and best practices for district personnel. This guide also outlines the steps to submit an emergency permit application in ECOS for Entities.

# CONTENTS

<b>EMERGENCY PERMIT BASICS.....</b>	<b>3</b>
<b>TYPES OF EMERGENCY PERMITS.....</b>	<b>5</b>
<b>SPECIFIC REQUIREMENTS FOR EMERGENCY PERMITS.....</b>	<b>6</b>
<b>SCHOOL DISTRICT PERSONNEL ACCESS .....</b>	<b>8</b>
<b>APPLYING FOR THE EMERGENCY PERMIT .....</b>	<b>13</b>
<b>FREQUENTLY ASKED QUESTIONS .....</b>	<b>22</b>

# EMERGENCY PERMIT BASICS

Emergency permits are governed by **19 TAC, Chapter 230, Subchapter F - Permits**

These permits are requested online by employing school districts for a vacant position that cannot currently be filled with an appropriately Texas certified individual.

Permits belong to each specific school district and cannot be transferred from one district to another. The hiring district must contact the previous district to request that they end the permit if it was used for fewer than 90 calendar days.

Individuals in assignments for more than 30 instructional days must be on an emergency permit, activated within 45 instructional days.

The individual must meet minimum requirements depending on the grade level and type of assignment.

Emergency permits are valid for only one school year for the assignment and cannot be renewed.

## **Exceptions:**

- \*Junior Reserve Officer Training Corps (JROTC) instructor - must be reissued every year
- \*Teachers of students with visual impairments - may be renewed a maximum of two years
- \*Emergency permits used fewer than 90 calendar days may be renewed for one additional year of service, if needed. Those used for 90 calendar days or more may not be renewed.

Submission of emergency permits begins July 1st for the upcoming school year. There is a \$57 fee paid online by the ISD at the time of submission.

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 emergency permit request to ensure that placing the individual on a permit will not negatively affect program completion.

Please be advised that there is a limit on the number of years a candidate can serve under preliminary certifications and/or a permit, therefore, placing a candidate on an emergency permit will use up one of the three years to complete the internship to meet the requirements for the certification program. An emergency permit cannot run concurrently with an intern or probationary certification unless the emergency permit is in a certification area not offered by the candidate's preparation program.

The emergency permit is not recommended for EPP candidates because it does not count towards program requirements, is not issued by the EPP, and the candidate is not supervised by the EPP while on the emergency permit. It may also prolong the certification process.

For EPP candidates, you must obtain a deficiency/certification plan from the educator preparation program. The plan should indicate what the candidate is lacking for an intern, probationary or standard certificate. The collective goal should be to transition the candidate off the emergency permit as soon as he or she is eligible for issuance of an SBEC-issued certificate (e.g., intern certificate or probationary certificate) to then allow the time serving in the assignment to count towards completion of educator preparation program requirements. It is imperative that you encourage your candidates to be proactive in their work to qualify for an SBEC-issued credential as soon as possible.

For most EPP candidates, you will need to submit the emergency permit to be considered on a hardship basis, since the individual may not meet the qualifications. In the justification section of the hardship request, you will need to include confirmation that a conversation has occurred with the candidate and their Educator Preparation Program (EPP), and that the candidate is not currently eligible for an SBEC-issued credential. You must also include the name of the advisor at the EPP with whom you spoke.

The assignment area requested for the emergency permit must be the same as the certification area of the candidate's EPP program enrollment unless the area is not offered by the EPP. District staff must consult with the EPP and if the area is offered, the candidate can receive test approval, if possible, to take and pass the exam and obtain the intern certificate in lieu of an emergency permit.

EPPs are not required to give test approval to a candidate for a district to submit an emergency permit.

If the individual is already certified in an area but needed to fill an assignment in another area in which he/she is not certified, prior to submitting the emergency permit, you must confirm that the individual is registered for the next available exam for the area of the assignment and include the test registration date.

Individuals who are in the process of an out of state or out of country credentials review are not eligible for an emergency permit.

Emergency Permits cannot be used for principal and superintendent assignments; however, districts may utilize the [state teacher certification waiver](#) instead.

# TYPES OF EMERGENCY PERMITS

## **Emergency Permit**

Used for degreed, certified individuals

\*Must be registered for the next available exam

Used for degreed, non-certified individuals

\*Must be enrolled in a Texas Educator Preparation Program

\*Must obtain a certification/deficiency plan from the program for each certificate area

Expire at the end of the school year, unless otherwise ended by the district

## **Nonrenewable Permit (NRP)**

Used for individuals completing a Texas university program

\*The district must obtain a letter from the university program verifying program completion

\*The individual only lacks completing the appropriate certification examination requirements through the university program and must be registered for the next available exam

\*Expire 12 months from the date of activation

## **Temporary Classroom Assignment Permit (TCAP)**

Used for individuals certified at the secondary level for assignments in grades 7-12

\*Can only be used to teach four or less class periods

\*The individual must have completed twelve semester credit hours in the specific subject area(s) to be taught. In the case of an assignment in mathematics or science, an individual must have completed fifteen semester hours in the specific subject area(s) to be taught

\*Processed locally with no fee associated; nothing provided to TEA

\*Supporting documentation must be retained by the district

\*Valid for one school year and is not renewable

# SPECIFIC ASSIGNMENT REQUIREMENTS

**Elementary (Grades EC-6, general education)** – Individual must have completed 12 semester credit hours in a combination of subjects directly related to the elementary curriculum, 12 semester credit hours in elementary education, or any combination of these areas of study.

**Secondary (Grades 7-12, general education)** – Individual must have completed 24 semester credit hours in the subject to be taught or 24 semester credit hours toward a composite teaching field appropriate for the assignment, including at least twelve semester credit hours in the subject to be taught.

## **Bilingual Education** –

Degreed, certified individuals must have completed six semester credit hours in the language of the approved bilingual education program or demonstrate proficiency in comprehension and expression in the language of the target population by having a passing score on an appropriate State Board for Educator Certification (SBEC)-approved examination.

Degreed, non-certified individuals must meet the requirements for the grade level of assignment, be currently enrolled in an approved Texas EPP for bilingual education and have either completed 12 semester credit hours in the language of the target population, bilingual education, or a combination of the two subject areas, or demonstrated proficiency in comprehension and expression in the language of the target population by having a passing score on an appropriate SBEC-approved examination. Refer to the required tests chart in [Figure: 19 TAC §230.21\(e\)](#)

**English as a Second Language (ESL)** – Individuals must be degreed, be currently certified for the grade level to be taught and have either completed six semester credit hours in an approved ESL program or have one creditable year of classroom teaching experience.

## **Special Education** –

Degreed, certified individuals must have completed six semester credit hours directly related to teaching children with special learning needs or have one creditable year of classroom teaching experience.

Degreed, non-certified individuals must, for elementary assignments (Early Childhood-Grade 6), meet requirements for the level of assignment and have completed 18 semester credit hours directly related to teaching children with special learning needs or for secondary assignments (Grades 7-12), must have completed 24 semester credit hours directly related to teaching children with special learning needs.

**Auditory Impairments** – Individuals must be degreed, have completed six semester credit hours directly related to teaching students with auditory impairments, demonstrated competence in the specific communication method used in the classroom setting with students with auditory impairments, and verified that the employing school district, cooperative, or education service center (ESC) has one or more fully certified teachers for students with auditory impairments available as a mentor and to provide support.

**Visual Impairments** – Individuals must be degreed and hold a valid Texas classroom teaching certificate, completed six semester credit hours directly related to teaching students with visual impairments, have one creditable year of classroom teaching experience, demonstrated competency in literary Braille and basic Nemeth Code by passing the approved Braille examination, holding certification as a literary Braille transcriber by the Library of Congress, or completing one university course in Braille, and verified that the employing school district, cooperative, or ESC has one or more fully certified teachers of students with visual impairments available as a mentor and to provide support. The one-year limitation on permits does not apply to teachers of students with visual impairments. Emergency permits for visual impairments may be renewed a maximum of two years.

**Career and Technical Education** –

If experience is required for the certificate, the work experience must be met before the permit is activated. If a license is required for the certificate, the license must be current. Complete the Statement of Qualifications (SOQ) form found on the [TEA website](#), verifying two years of full-time employment while holding the license.

If experience and license are not required, must have 24 semester credit hours in the subject taught.

**School Counselor** – Individuals must be degreed, have completed 24 semester credit hours of graduate-level credit, including 12 semester credit hours in guidance and counseling, and have two creditable years of classroom teaching experience.

**Educational Diagnostician** – Individuals must be degreed, have completed 30 semester credit hours of graduate-level credit in the field of education or a related field, including six semester credit hours in tests and measurements, at least three semester credit hours of which emphasized individualized testing, have completed six semester credit hours directly related to teaching individuals with special learning needs and have two creditable years of classroom teaching experience.

**School Librarian** – Individuals must be degreed, have completed 12 semester credit hours directly related to the basic competencies required of school librarians, and have two creditable years of classroom teaching experience.

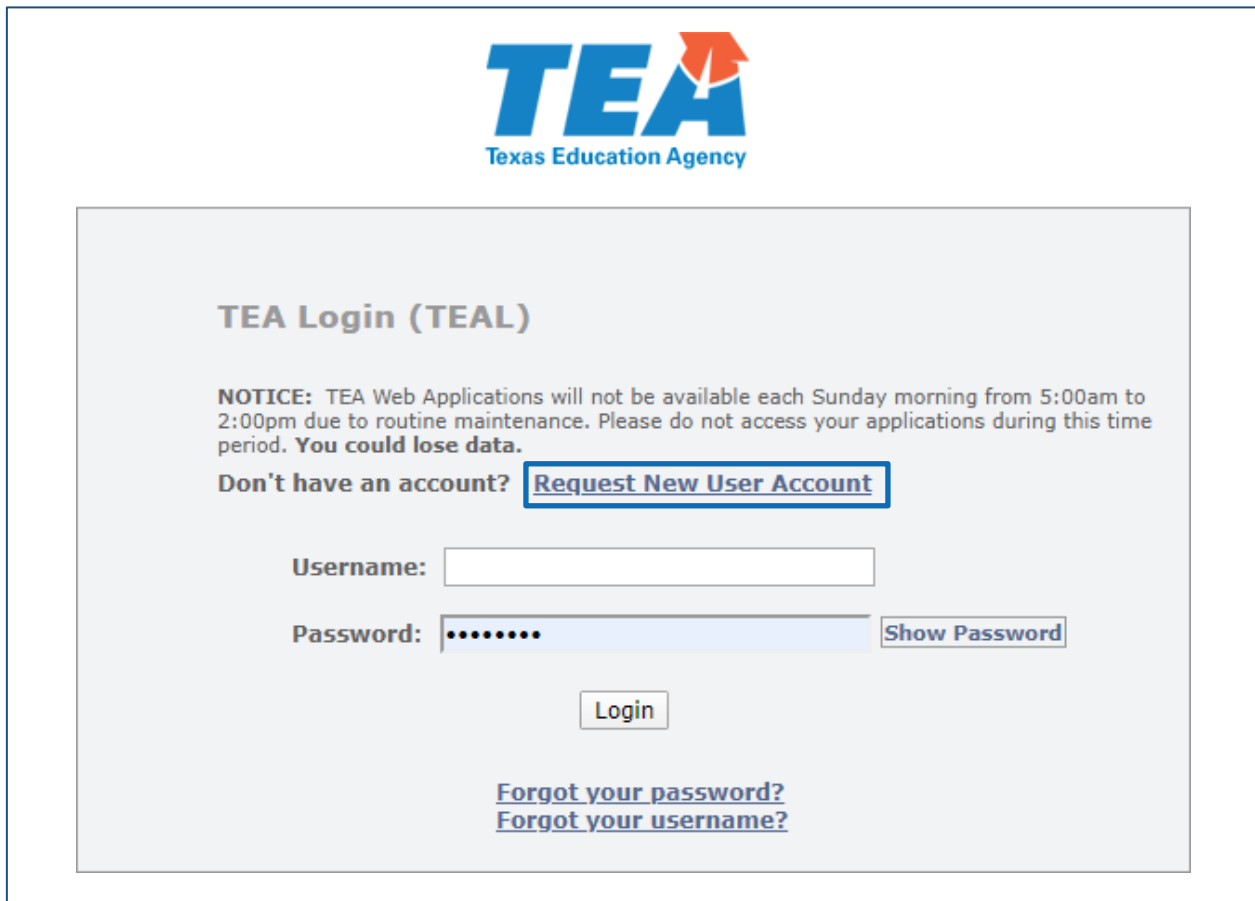


**Junior Reserve Officer Training Corps (JROTC) Instructor** – Individuals must verify that they have satisfied the requirements and been approved to serve by the appropriate military branch. The one-year limitation on permits does not apply to individuals serving in the position of Junior Reserve Officer Training Corps (JROTC) instructor. JROTC instructor permits are reissued every year unless the individual has obtained the JROTC standard certificate.

## SCHOOL DISTRICT PERSONNEL ACCESS

---

You must have a **Texas Education Agency Login (TEAL)** account to apply for emergency permits. From the TEA website at [tea.texas.gov](http://tea.texas.gov), click on “TEAL Login” and follow the instructions to establish a TEAL account, if you do not already have one.



**TEA**  
Texas Education Agency

**TEA Login (TEAL)**

**NOTICE:** TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. **You could lose data.**

Don't have an account? [Request New User Account](#)

Username:

Password:  [Show Password](#)

[Forgot your password?](#)  
[Forgot your username?](#)

Click the “Request New User Account” link located on the TEAL login page and enter the appropriate information to request one.

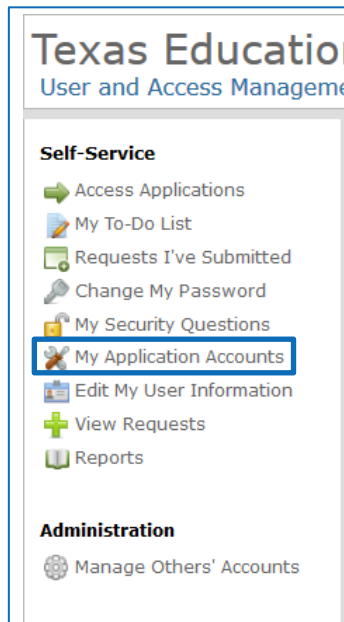
Once you have a TEAL account, use the following steps to request access to Permits:

Log into [TEAL](#) with your username and password. The TEAL Home page appears. If you have not been granted access to any applications yet, there will not be any application links listed on the Applications tab.

Click **Apply for Access**, as shown in the following screenshot:



Alternatively, if you already have access to some TEAL applications, click on the "My Application Accounts" link, instead.



The My Accounts tab opens.

Click **Request New Account**, as shown in the following screenshot:

Applications    My Accounts x

To apply for access to a TEA application or service, click the "Request New Account..." button below. To edit the details of one of your existing accounts, click on the Application name link in the list below.

Contact information for each application is listed below. APPLICATIONS ARE LISTED IN ALPHABETICAL ORDER. PLEASE SCROLL DOWN TO THE ONE YOU NEED. If the application is not displayed in the list, access the [Application Reference Page](#) to print a request form that can be faxed to TEA.

Request New Account...    Delete Account    Refresh Accounts

Account Owne	Status	Application	Parameters

The Request New Account dialog box appears.

Scroll down and click the link for the **ECOS Entities** application.

**Request New Account** x

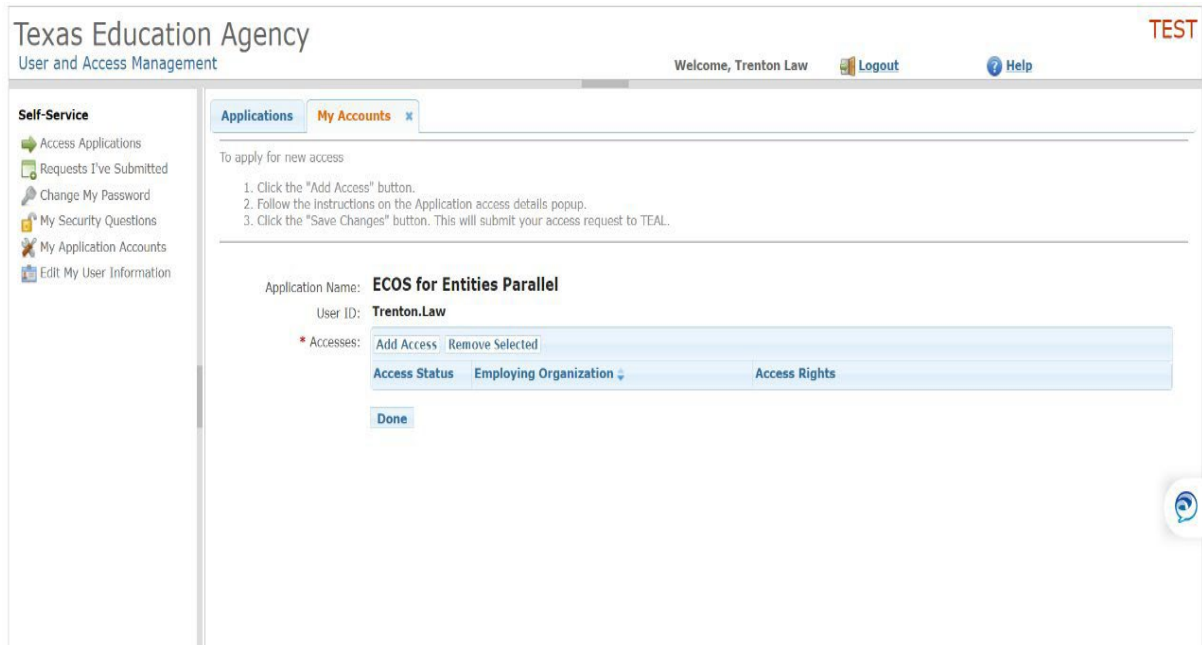
To request new access

1. Click the Application ID link OR
2. Double click the Application Name OR
3. Single click the Application Name and then click the "Go To Account Details Form" button

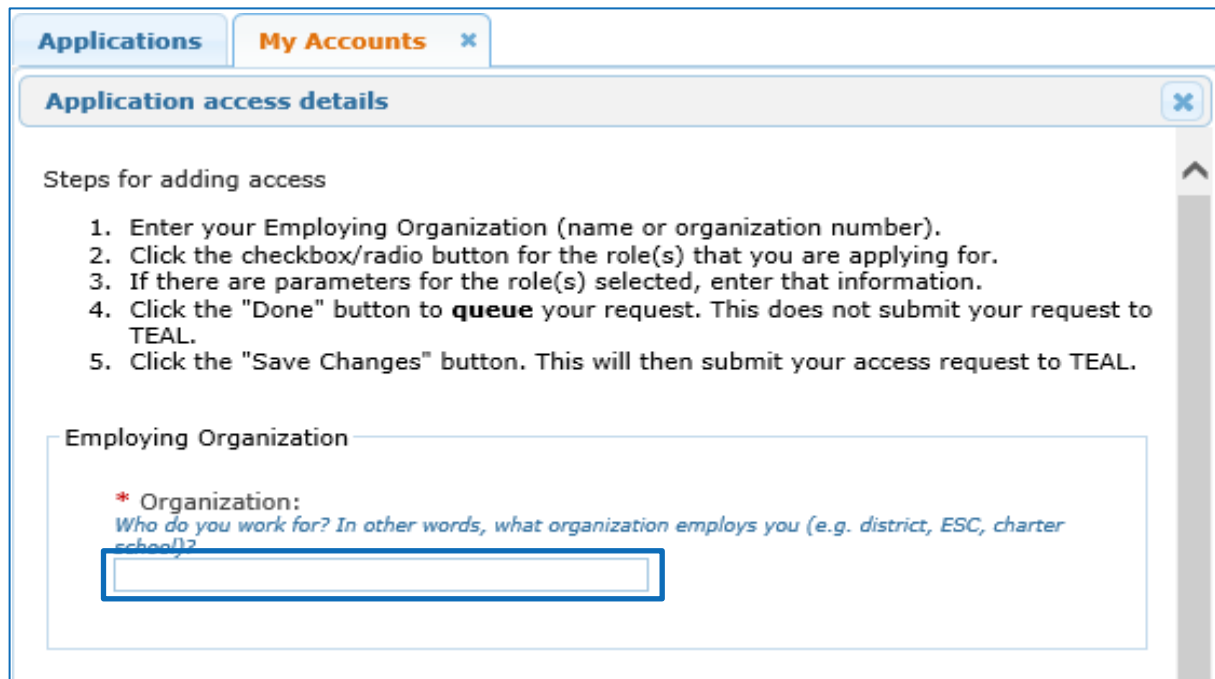
Application ID	Application Name	Contact	Details
<a href="#">CTER</a>	Career and Technical Education Reports		
<a href="#">DNHMisconduct</a>	Misconduct Reporting Portal		
<a href="#">DNHRegistry</a>	Registry of Persons Not Eligible for Employment		
<a href="#">ECOSEducator</a>	Educator Certification Online System for Educators		
<a href="#">ECOSEntities</a>	Educator Certification Online System for Entities		
<a href="#">eGrants</a>	eGrants		
<a href="#">EMAT</a>	EMAT		
<a href="#">EMAT TRAIN</a>	EMAT_TRAIN		
<a href="#">ER</a>	Expenditure Reporting		
<a href="#">EssaReports</a>	Every Student Succeeds Act Reports		
<a href="#">ETSAdmin</a>	ECOS Testing Svcs (Test)	Email: <a href="#">Division of TEA Educator Certification (512-936-8400)</a>	
<a href="#">FIRST</a>	School FIRST		

Go To Account Details Form

When a page like the following appears, click **Add Access**.



Type the name (or CDN) of your organization (district/charter school). Once you begin typing, a list of authorized organizations appears. Select the name of your organization from the list.



Select the appropriate role, "District Permits Data Entry" or "District Submit Permits" or both accordingly and "General Access."

\*District Permits Data Entry – Allows read and write access to the Permits menu which includes "Permit List", "Apply for Emergency Permit", "Apply for Nonrenewable Permit", "Permit Information". Allows Educator search and view capability.

\*District Submits Permits - Allows read and write access to the Permits menu which includes "Permit List", "Apply for Emergency Permit", "Apply for Nonrenewable Permit", "Permit Information". Allows Educator search and view capability and the ability to submit and pay for the emergency permit.

\*Note: If you will only be entering the data for emergency permits, you only need the "District Permits Data Entry" access. If you enter data, submit, and pay for the emergency permits, you will need to select "District Submits Permits". Consult with your district's primary approver to determine which access you will need. The primary approver is typically the superintendent or their designee. The designee may be the Human Resources director.

Enter your organization (district/charter school) again, your title and role in the comments section, and then click "Done", then "Submit". You will need to allow time for TEA to approve access.

# APPLYING FOR THE EMERGENCY PERMIT

In ECOS Entities, select “Apply for Emergency Permit”. Enter the Social Security Number (SSN) and select “Search”.

The screenshot shows the TEA Educator Certification Online System (ECOS) interface. On the left is a navigation menu with the following items: Main Menu, Permits (with a dropdown arrow), Permit List, Apply for Emergency Permit (highlighted with a green box), Apply for Nonrenewable Permit, Permit Information, View Payment History, Educational Aides (with a dropdown arrow), Fingerprinting (with a dropdown arrow), Career & Technology (with a dropdown arrow), Approved Programs (with a dropdown arrow), Educator Information (with a dropdown arrow), Satisfaction Survey, User Profile, and File Transfer (with a dropdown arrow). The main content area displays the 'Emergency Permit Educator Search' form. The form title is 'Emergency Permit Educator Search'. Below the title, it says 'You may search for the Educator by entering the SSN or TEA Test ID.' There are two input fields: 'Social Security Number:' and 'TEA Test ID:'. A green box highlights the 'Search' button. The top of the page shows the TEA logo, the system name 'Educator Certification Online System (ECOS)', the user login 'Logged in as: John Doe | ZZZ Entity for Testing and Training (227555)', and a 'Help | Exit ECOS' link. The bottom right corner indicates 'Release 14.0.33.0'.

Enter or correct the Educator Profile information, if necessary and click on “Continue”.

The best practice is to complete this process with the educator to ensure accuracy and to provide information regarding the issuance of the emergency permit.

The screenshot shows the TEA Educator Certification Online System (ECOS) interface for the 'Educator Profile Setup' form. The top of the page shows the TEA logo, the system name 'Educator Certification Online System (ECOS)', the user login 'Logged in as: John Doe | ZZZ Entity for Testing and Training (227555)', and a 'Help | Exit ECOS' link. The left navigation menu is the same as in the previous screenshot. The main content area displays the 'Educator Profile Setup' form. At the top of the form, it says 'Please verify this is the CURRENT home address for this educator. The Educators email address is also REQUIRED.' The form contains the following fields: Social Security Number: 765-43-1264; \*First Name: Jane; Middle Name: M; \*Last Name: Doe; Maiden Name: (empty); \*Gender: Female (dropdown); \*Ethnicity: Black/African Amer (dropdown); \*Date of Birth: Month: 11, Day: 1, Year: 1980 (dropdowns); Driver License Number: 123456789; Driver License State: Texas (dropdown); \*Address: 1701 N. Congress Avenue; Address 1: (empty); Address 2: (empty); \*City: Austin; \*State/Province: Texas (dropdown); \*Country: UNITED STATES (dropdown); \*Zip/Postal Code: 78701; Phone Number: (555)555-5555; \*Email Address: shaun.craig@tea.texas.gov. At the bottom of the form, there is a green box highlighting the 'Continue' button. A note at the bottom of the form states: 'The educator's email address is required. We use email as the primary method to communicate with the educator. Status changes, reminders, fingerprint information and other important actions pertaining to the educator's credentials will be communicated to them with this email address.' The bottom right corner indicates 'Release 14.0.33.0'.

Enter the educator’s responses to the affidavit items. If there is a “yes” response to either item, a pop-up box will allow you to enter the educator’s explanation to the questions. The responses will be reviewed by the State Board of for Educator Certification (SBEC) as part of the criminal background check. The background check must be cleared before the permit will issue.

**TEA** Texas Education Agency

Educator Certification Online System (ECOS)

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

**Main Menu**

**Permits** ▾

Permit List

Apply for Emergency Permit

Apply for Nonrenewable Permit

Permit Information

View Payment History

Educational Aides ▾

Fingerprinting ▾

Career & Technology ▾

Approved Programs ▾

Educator Information ▾

Satisfaction Survey

User Profile

File Transfer ▾

**Educator Affidavit Setup**

Has this educator ever been the subject of an arrest that has resulted in deferred adjudication, probation or a conviction?  
Yes  No

Has this educator ever been investigated by a licensing authority or had a license, certificate, or permit revoked, denied, suspended, or subject to any other sanction in Texas or any other state?  
Yes  No

**Applicant's Affidavit:**

"I, John Doe, an authorized representative of ZZZ Entity for Testing & Training, do hereby affirm that I have entered on-line, truthfully and correctly, the information from the original Application Form SBEC-024

This signed Application Form SBEC-024 contains the following representation:  
"I accept this assignment and consent to the activation of this permit."  
"I understand that this permit may not be renewed except under conditions specified in Texas Administrative Code Chapter 230 Subchapter F."

"I do further hereby agree and permit the Texas Education Agency to obtain from any person or entity information relating to my personal background, my moral character and my worthiness to instruct the youth of this state, and do hereby expressly direct that any such person or entity release such information upon the request of the Texas Education Agency.

I do hereby release, discharge, and exonerate the Texas Education Agency, its agents or representatives, and any person or entity so furnishing information from any and all liability of every kind arising therefrom.  
The foregoing consent and release is valid and binding so long as I hold or seek any certificate, license, permit, or other credential issued under the authority of the Texas Education Code.

I understand that any credential issued to me by the Texas Education Agency is the property of the State of Texas. I agree that I will tender my credential to the Texas Education Agency if I am ordered to do so by the Texas Education Agency.

I understand that a copy of this affidavit shall have the same force as the original.

I have reviewed this application and I affirm that all of the information which I have provided on the application is true."

**Continue**

Release 14.0.33.0

Enter the date of the assignment (Date Duties Began). Complete the “Renewal” section, choosing Original, First, or Second (this will typically be “Original”). Click on “Add a New Assignment”.

**TEA** Texas Education Agency

Educator Certification Online System (ECOS)

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

**Main Menu**

**Permits** ▾

Permit List

Apply for Emergency Permit

Apply for Nonrenewable Permit

Permit Information

View Payment History

Educational Aides ▾

Fingerprinting ▾

Career & Technology ▾

Approved Programs ▾

Educator Information ▾

Satisfaction Survey

User Profile

File Transfer ▾

**Entity Emergency Permit**

Name: Jane Doe [View Credentials Help](#)

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
<p style="color: red;">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.</p> <p style="background-color: #2e7d32; color: white; padding: 5px; display: inline-block;"><b>Permit Entry Complete</b></p>			

**Add a New Assignment**

Release 14.0.33.0

Select the assignment from the drop-down menu. If the educator has a deficiency/certification plan, click on the link under “Deficiency Plan Details”. A pop-up box will require you to select the educator preparation program. After a few seconds, the approved certificates will be displayed. Select the target certificate from the list and click on “Save”. This information will be added to the details screen. Enter the semester credit hours deficient, Grade Point Average (GPA) sufficient, and date of the plan.

Educators already certified and being placed in an assignment for which they are inappropriately certified will not need a deficiency plan but will need to be registered for the first available exam.

Select “Attempt to Approve”.

The screenshot shows the 'Entity Emergency Permits - Assignment Details' page in the Educator Certification Online System (ECOS). The page is for a user named 'Test Intern' with SSN '555-55-5555'. The assignment is for 'Core Subjects with STR (grades EC-6)' with a 'Renewal' of 'Original'. The low grade is '5' and the high grade is '5'. The permit qualifications show a 'Degree Status' of 'Bachelors', 'Semester Hours Completed in Subject Taught' of '24', and 'Years of Teaching Experience' of '5'. There is a table for 'Career and Technology Education Work Approvals' with columns for 'Area', 'Years Experience', and 'Approval Date'. The first row shows 'Building Trades' with '5' years of experience and an approval date of '12/11/2023'. Below this is a 'Deficiency Plan Details' section with fields for 'Educator Prep Program', 'Target Certificate', 'Semester Hours Deficient', 'GPA Sufficient', and 'Date of Deficiency Plan'. At the bottom, there is a question 'Registered for the First Available Certification Examination?' with a 'No' dropdown. Action buttons include 'Attempt to Approve', 'Save (Work in Progress)', 'Save as Denied', and 'Cancel Assignment'. A red note states: 'To Request a Hardship you MUST save the assignment as denied.'

If the individual does not meet permit requirements, you may see errors after you attempt to approve the permit. To continue processing and request a hardship approval for the permit, click on “Save as Denied”.



TEA Texas Education Agency Educator Certification Online System (ECOS)

Logged in as: Trenton Law | DALLAS ISD (057905) Help | Exit ECOS

Main Menu Entity Emergency Permits - Assignment Details

Name: Test Interns SSN: 555-55-5555 [View Credentials Help](#)  
[View Examinations History](#)

Assignment Details  
 Permit Assignment: Core Subjects with STR (grades EC-6) Renewal: Original  
 Low Grade: 5 High Grade: 5

Permit Qualifications  
 Degree Status: Bachelors  
 Semester Hours Completed in Subject Taught: 24  
 Years of Teaching Experience: 5

[Career and Technology Education Work Approvals:](#)  
 (Click on the above link to add or view work approvals. Note: Only the two most recent approvals are shown below.)

Area	Years Experience	Approval Date
Building Trades	5	12/11/2023

Deficiency Plan Details  
[Click here to open a window where you can select an Ed Prep Program and Target Certificate](#)  
 Educator Prep Program:   
 Target Certificate:   
 Semester Hours Deficient:   
 GPA Sufficient:   
 Date of Deficiency Plan: Month:  Day:  Year:

For degreed, certified educators in classroom teaching assignments ONLY  
 Registered for the First Available Certification Examination?

Attempt to Approve Save (Work in Progress)  
 Save as Denied Cancel Assignment

To Request a Hardship you MUST save the assignment as denied.

Release 19.3

On the permit screen, click on "Request Hardship". A screen will appear to allow comments for the hardship request. The comments must describe the local conditions requiring the assignment of an individual who does not meet permit requirements. Briefly describe the recruiting efforts of the district and list any additional qualifications of the individual, such as prior experience related to the assignment. You must indicate whether the individual is enrolled in coursework through an EPP leading toward the appropriate certification.

TEA Texas Education Agency Educator Certification Online System (ECOS)

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

Main Menu Entity Emergency Permit

Name: Jane Doe SSN: 785-43-1284 [View Credentials Help](#)  
[View Examinations History](#)

Date Duties Began: 3/1/2021 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
Emergency Permit	Ready to Submit		<input type="checkbox"/>
<a href="#">Elementary All Regular Classes</a>	Approval Pending		<input type="checkbox"/>
<a href="#">Elementary Bilingual-Spanish</a>	Denial Pending	<a href="#">Request Hardship</a>	<input type="checkbox"/>

Add a New Assignment Remove

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 14.0.21

TEA Texas Education Agency

Educator Certification Online System (ECOS)

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

Main Menu

Permits

Entity Permits - Emergency Teaching Permit Application

Name: Jane Doe [View Credentials Held](#)

SSN: 765-43-1264 [View Examinations History](#)

Hardship Request for SBEC Review

Permit Assignment:

Justification for Hardship Permit Request

Describe below the local conditions that require the assignment of an individual who does not meet permit requirements. Briefly describe the recruiting efforts of the district and list any additional qualifications of the individual, such as prior experience related to the assignment. Please indicate whether the individual is enrolled in coursework leading toward the appropriate certification.

Jane Doe has 15 semester hours in elementary and 9 semester hours in bilingual education. She is lacking the BTLPT and the Bilingual Supplemental to obtain be eligible for her bilingual certificate. She is a native Spanish speaker. The Administrative staff at Sample Elementary has assessed her Spanish and (believed) she is the best candidate for the position. ZZZ is actively recruiting employees to fill high need areas such as Bilingual. If you need additional information, please contact me at (555) 555-5555.

[Send for SBEC Review](#) [Cancel Hardship](#)

Release 14.0.33.0

**For EPP candidates, you must confirm that a conversation has occurred with the candidate and their EPP regarding your intention to place the individual on an emergency permit and include the name of the certification program advisor with whom you spoke.** If the information is lengthy, you can type it on a Word document first, and copy and paste it to the comment field. There is no character limit in this section.

After completing the comment field, select “Send for SBEC Review”, then “Permit Entry Complete”. You are now ready to submit the application. While the request is being reviewed by TEA, you will not be able to continue. During the review process, the permit will have a “denial pending” status.

TEA Texas Education Agency

Educator Certification Online System (ECOS)

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

Main Menu

Permits

Entity Emergency Permit

Name: Jane Doe [View Credentials Held](#)

SSN: 765-43-1264 [View Examinations History](#)

Date Duties Began: 3/1/2021 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
Emergency Permit	Hardship Requested		<input type="checkbox"/>
<a href="#">Elementary, All Regular Classes</a>	Approval Pending		<input type="checkbox"/>
<a href="#">Elementary, Bilingual-Spanish</a>	Hardship Requested	<a href="#">View Hardship</a>	<input type="checkbox"/>

This permit is currently locked until SBEC responds to your request.

[Permit Entry Complete](#)

Release 14.0.33.0

TEA/SBEC will respond online to the hardship request. If the request is approved, you will be able to continue processing the permit. If the request is not approved, you may be contacted by TEA to send more information for further consideration.

Once the permit entry is complete and approval is pending, you will need to submit the permit request to TEA. Go to your permit list and locate the individual(s) you wish to submit. Permits that are ready for submission have a Red Submit Button at the left. If you do not see the Red Button, you may not have access to submit permits. To request access, please refer to the section, "School District Personnel Access" beginning on page eight of this guide. If it is not a hardship request, proceed to make payment for the emergency permit.

The following series of screenshots should help you successfully navigate the online permit process.

**Entity Permit List**

Click on the name of the applicant for which you want to edit or apply for a permit. Click on the heading to re-sort the list by that column. Press the red submit button to submit the permit to TEA. Click on the check boxes to pay for a permit. If a link appears in the FP Status column, you can click on it to see that Educators fingerprint status. This does NOT mean that a fingerprint is required for only the people with a link, it simply means they have a status and have started the fingerprint process.

School Year: 2020-2021 Type: All Permits: Not Completed Days: All

Make your selections above and hit the refresh button to redraw the screen with new data. Refresh List Reset Filter

Show 10 entries Search:

Submit Permit to TEA	Name	TEA ID	Last 4 SSN	Type	Date Duties Began	Application Date	Permit Status	FP Status	Pay Permit	Pay FP
	<a href="#">Jane Doe</a>	2337091	1264	EP	03/01/2021	03/22/2021	<a href="#">Ready to Submit</a>		<input type="checkbox"/> All	<input type="checkbox"/> All

Showing 1 to 1 of 1 entries Previous 1 Next

Submitting permits must now be done one educator at a time. Educator home address information is now required for each permit due to new fingerprint requirements. Press the "submit" button next to the individual you wish to enter address data for, check to see if they need a fingerprint, and submit the permit to TEA.

Pay Selected Fees Online

Release 9.0.33.0



Main Menu

Permits

Permit List

Apply for Emergency Permit

Apply for Nonrenewable Permit

Permit Information

View Payment History

Educational Aides

Fingerprinting

Career & Technology

Approved Programs

Educator Information

Satisfaction Survey

User Profile

File Transfer

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.

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



Main Menu

Permits

Permit List

Apply for Emergency Permit

Apply for Nonrenewable Permit

Permit Information

View Payment History

Educational Aides

Fingerprinting

Career & Technology

Approved Programs

Educator Information

Satisfaction Survey

User Profile

File Transfer

Entity Permit List

Click on the name of the applicant for which you want to edit or apply for a permit. Click on the heading to re-sort the list by that column. Press the red submit button to submit the permit to TEA. Click on the check boxes to pay for a permit. If a link appears in the FP Status column, you can click on it to see that Educators fingerprint status. This does NOT mean that a fingerprint is required for only the people with a link, it simply means they have a status and have started the fingerprint process.

School Year:  Type:  Permits:  Days:

Make your selections above and hit the refresh button to redraw the screen with new data.

Show  entries Search:

Submit Permit to TEA	Name	TEA ID	Last 4 SSN	Type	Date Duties Began	Application Date	Permit Status	FP Status	Pay Permit	Pay FP
<input type="button" value="Submit Permit to TEA"/>	<a href="#">Jane Doe</a>	2337091	1264	EP	03/01/2021	03/22/2021	<a href="#">Submitted to TEA</a>	<a href="#">View</a>	<input type="checkbox"/> All	<input type="checkbox"/> All

Showing 1 to 1 of 1 entries

Submitting permits must now be done one educator at a time. Educator home address information is now required for each permit due to new fingerprint requirements. Press the "submit" button next to the individual you wish to enter address data for, check to see if they need a fingerprint, and submit the permit to TEA.

**TEA** Texas Education Agency

Educator Certification Online System (ECOS)

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

**Main Menu**

**Permits**

**Entity Permit List**

Click on the name of the applicant for which you want to edit or apply for a permit. Click on the heading to re-sort the list by that column. Press the red submit button to submit the permit to TEA. Click on the check boxes to pay for a permit. If a link appears in the FP Status column, you can click on it to see that Educators fingerprint status. This does NOT mean that a fingerprint is required for only the people with a link, it simply means they have a status and have started the fingerprint process.

School Year: 2020-2021 | Type: All | Permits: Not Completed | Days: All

Make your selections above and hit the refresh button to redraw the screen with new data. Refresh List Reset Filter

Show 10 entries

Submit Permit to TEA	Name	TEA ID	Last 4 SSN	Type	Date Duties Began	Application Date	Permit Status	FP Status	Pay Permit	Pay FP
	<a href="#">Jane Doe</a>	2337091	1264	EP	03/01/2021	03/22/2021	<a href="#">Submitted to TEA</a>	<a href="#">View</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Showing 1 to 1 of 1 entries Previous **1** Next

Submitting permits must now be done one educator at a time. Educator home address information is now required for each permit due to new fingerprint requirements. Press the "submit" button next to the individual you wish to enter address data for, check to see if they need a fingerprint, and submit the permit to TEA.

Pay Selected Fees Online

Release 9.0.0.10

**TEA** Texas Education Agency

Educator Certification Online System (ECOS)

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

**Main Menu**

**Permits**

**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 <a href="#">Remove</a>
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 9.0.0.10

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

### Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1	TEA Certification	\$57.00	1	\$57.00
Total				\$57.00

### Payment

Payment Type

Payment Type \*

Select One

- Select One
- Credit Card
- Electronic Check

Next >

Customer Information

Payment Information

Cancel

### Transaction Summary

TEA Certification	\$57.00
<b>TOTAL</b>	<b>\$57.00</b>

### Need Help?

Select Payment Method and Continue to proceed with payment. You will receive a printable receipt at the end of your successful payment transaction.

# FREQUENTLY ASKED QUESTIONS

---

## **1. Who do I contact if I have questions about or problems with issuing emergency permits?**

You may submit a Help Desk ticket to Educator Certification with “Emergency Permits” in the subject line. Be sure to provide detailed information in the body of the ticket and include the full name(s) of the educator(s) and the TEA ID number(s) or last four digits of the social security number.

## **2. Why do I need to submit a Help Desk ticket?**

Submitting a help desk ticket allows us to research the issue and provide a specific and accurate response as well as have a record of specific concerns with which to update our FAQs. Often, if a phone number is provided in the ticket, we will call if the response requires more information or is an issue that cannot be understood through communication in the ticket. The turnaround time for response is typically within two business days of ticket submission.

## **3. Who can be placed on an emergency permit?**

The emergency permit is for individuals who are either already certified, serving in an assignment for which they are not certified and registered for the next available exam, or an individual enrolled in an Educator Preparation Program, including a certification/deficiency plan from the EPP.

## **4. Can paper emergency permit applications be submitted to TEA?**

Emergency permits are submitted online only through ECOS for Entities. Paper applications are not accepted.

## **5. Who is responsible for paying for the emergency permit?**

The school district submits and pays for the emergency permit, since the permit belongs to the local district.

## **6. Is there a deadline for submitting emergency permits?**

Submission of emergency permits for the upcoming school year begins July 1<sup>st</sup>. There is not a deadline for submission, however, the application must be submitted to TEA within 45 instructional days of the date of assignment. Permits not submitted in timely manner cannot be backdated to cover an individual’s start date in the assignment.

## **7. What is the first step that I should take when hiring an individual on an emergency permit?**

The first step should be to meet with the individual to discuss the purpose for placement on a permit, including requirements for the individual to become certified for the assignment. A certified teacher must consent to the activation of an emergency permit and be advised of the conditions of the emergency permit. For EPP candidates, you must meet with both the educator and the EPP

certification program advisor to discuss the desire to place the candidate on an emergency permit, as doing so may affect program completion.

**8. Can I issue a permit for an individual certified in another state or country and who is having credentials reviewed?**

No. Only individuals already Texas certified or currently enrolled in an educator preparation program may be considered for an emergency permit.

**9. What is meant by “work in progress” in ECOS for Entities?**

This statement signifies that the permit application has not yet been submitted to TEA by the district. Once work on the application is complete and successful Online payment is made by the district, the permit should issue.

**10. What do I need to do if I just issued a permit and no longer need it to place the educator in the assignment?**

You will need to submit a Help Desk ticket to Educator Certification with “Emergency Permit Cancellation” in the subject line and in the body of the ticket include the full name and TEA ID number or last four digits of the educator’s social security number and the request to cancel the permit. For permit cancellations, the educator must not have served time in the assignment.

**11. What is the process to end an emergency permit after an individual has resigned or obtained either an intern, probationary or standard certificate?**

District staff will submit a Help Desk ticket to Educator Certification with “Emergency Permit Ended” in the subject line. Include in the body of the ticket the full name and TEA ID number or last four digits of the educator’s social security number and the end date for the emergency permit.

**12. What do I do if the educator has completed the fingerprinting process, but it is not reflected in their ECOS account?**

If an educator has previous fingerprint results on file with TEA, the fingerprint results will transfer automatically to the Educator’s ECOS account after the emergency permit is submitted. The fingerprint results will take up to 24 hours to appear in the educator’s account from the time of permit application submission. If the fingerprint results have not transferred to the account within 24 hours of application submission, please contact the TEA Fingerprinting Division at 512-936-8400, option 3 for assistance.

**13. If a permit is no longer needed or issued in error, will the district be refunded the fee?**

Since there is a fee associated with correcting permits, a refund is not issued. See [§230.104. Correcting a Certificate or Permit Issued in Error.](#)