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

EMERGENCY PERMIT BASICS ......................................................................................................................... 3
TYPES OF EMERGENCY PERMITS .................................................................................................................. 5
SPECIFIC REQUIREMENTS FOR EMERGENCY PERMITS ........................................................................ 6
SCHOOL DISTRICT PERSONNEL ACCESS ..................................................................................................... 8
APPLYING FOR THE EMERGENCY PERMIT ................................................................................................. 13
FREQUENTLY ASKED QUESTIONS .............................................................................................................. 22
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, click on “TEAL Login” and follow the instructions to establish a TEAL account, if you do not already have one.

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:

![TEAL Home page](image)

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

![TEAL Accounts page](image)

The My Accounts tab opens.

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

![TEAL Request New Account](image)
The Request New Account dialog box appears.

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

Steps for adding access

1. Enter your Employing Organization (name or organization number).
2. Click the checkbox/radio button for the role(s) that you are applying for.
3. If there are parameters for the role(s) selected, enter that information.
4. Click the "Done" button to **queue** your request. This does not submit your request to TEAL.
5. Click the "Save Changes" button. This will then submit your access request to TEAL.
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”.

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.
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.

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”.
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”.

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”.

15
EMERGENCY PERMITS GUIDE
Updated December 2023
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.
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/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.
EMERGENCY PERMITS GUIDE

Updated December 2023
Transaction Detail

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Transaction Summary

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<tr>
<td>TOTAL</td>
<td>$57.00</td>
</tr>
</tbody>
</table>

Need Help?

Select Payment Method and Confirm to proceed with payment. You will receive a printable receipt at the end of your successful payment transaction.
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 1st. 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.