

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](#)



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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.
- Individuals teaching under a SDTP for noncore academic career and technical education (CTE) courses must obtain at least 20 hours of classroom management training and must comply with any other continuing education requirements determined by the local board of trustees.
- If the candidate meets the criteria, the district may employ the individual and submit the SDTP form to TEA for either appropriate filing in the case of noncore academic CTE area requests, as well as for routing to the Commissioner of Education for final review and approval for other than non-core academic CTE requests by no later than the 31st day of employment.


Types of School District Teaching Permits

<p style="text-align: center;">Noncore Assignment SDTP</p>	<p style="text-align: center;">Other than Noncore Assignment SDTP</p>
<p>The district must ensure that the individual has completed the criminal background check in compliance with State Board for Educator Certification (SBEC) rules mandated by TEC §22.0833 for a non-certified employee.</p>	
<p style="text-align: center;">Subject to approval of the school district board of trustees</p>	<p style="text-align: center;">Subject to approval by the commissioner of education</p>
<p>The individual’s qualifications must include demonstrated subject matter expertise, such as:</p> <ul style="list-style-type: none"> • professional work experience, • formal training and education, • holding an active professional relevant industry license, certification, or registration, • 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. 	<p>The individual’s qualifications must include:</p> <ul style="list-style-type: none"> • a bachelor’s degree (with the exception for a CTE assignment), • college coursework in the subject matter he or she will be teaching, • demonstrated subject matter expertise in any combination of work experience, training and education, or industry license, certification, or registration, in the subject matter he or she will be teaching. <p>An individual is not eligible if he or she:</p> <ul style="list-style-type: none"> • has or previously had a certificate issued by the State Board for Educator Certification, • has a pending application for a SBEC teaching certificate, • 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.


Applying for the School District Teaching Permit

Districts apply electronically using one of the following applications:

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

School District Teaching Permit (SDTP)			
Noncore Academic Career and Technical Education Notification from the School District to the Commissioner of Education			
Important Note: Entities approved as Districts of Innovation (DOI) that have exempted themselves from certification requirements should not submit this form.			
Texas state law requires the district to notify the commissioner of education when the district has issued a SDTP to teach courses only in noncore academic career and technical education (CTE) based on qualifications certified by the superintendent of the school district and issued by authority of the local district board of trustees (TEC §21.055 (d-1)). A "noncore academic CTE course" is a CTE course that is not eligible to satisfy foundation graduation course credit in mathematics, science, language arts, or social studies.			
School District	County-District Number	Superintendent's Name	
Superintendent's Email	District Phone Number	Board of Trustees Approval Date	

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

School District Teaching Permit		
Section A - Type of School District Teaching Permit (Texas Education Code 21.055)		
Important Note: Entities approved as Districts of Innovation (DOI) that have exempted themselves from certification requirements should not submit this form.		
School district teaching permits issued for any teaching assignment other than "noncore academic career and technical education (CTE)" are subject to approval by the commissioner of education.		
A "noncore academic CTE course" is a CTE course that is not eligible to satisfy foundation graduation course credit in mathematics, science, language arts, or social studies.		
Subject or Course the Person Will Teach	Grade Level Range	

Completed applications should be submitted via [TEA Help Desk](#) ticket to Educator Certification with "SDTP Submission" in the subject line.

- Submit only the completed SDTP application form. Any documents sent accompanying the application form will be securely discarded.
- The district 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.

Important Note: Entities approved as Districts of Innovation (DOI) that have exempted themselves from certification requirements should ensure that their local approved plan has all the necessary information to allow them to vet and place candidates into various certification assignments.

To reduce possible confusion and to eliminate duplication of work, districts utilizing their DOI status and approved local plans should not also be using the SDTP application process.



Frequently Asked Questions

1. Who do I contact if I have questions about school district teaching permits?

You may 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).

2. Who has authority to approve a SDTP?

For “noncore academic career and technical education (CTE) courses” only, state law allows the school district board of trustees the authority to determine if a school district may issue a SDTP without approval by the commissioner of education.

Any teaching assignment other than for “noncore academic career and technical education (CTE)” is subject to approval by the commissioner of education to determine if a district may issue a SDTP.

3. What are the qualifications for a SDTP that is subject to approval by the commissioner of education?

The qualifications for a SDTP to teach any teaching assignment other than a noncore academic CTE course, the candidate must have demonstrated subject matter expertise:

- a bachelor’s degree (with the exception for career and technical education assignment),
- college coursework in the subject matter he or she will be teaching,
- demonstrated subject matter expertise in any combination of work experience, training and education, or industry license, certification, or registration, in the subject matter he or she will be teaching.

4. Who is not eligible for a SDTP subject to the approval by the commissioner of education?

An individual is not eligible for a SDTP subject to the approval of the Commissioner of Education if he or she:

- has or previously had a certificate issued by the State Board for Educator Certification,
- has a pending application for a SBEC teaching certificate,
- 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.

5. Are teachers eligible for a SDTP?

No. According to [TEC §21.055 \(a\)](#), individuals who hold an SBEC issued standard or provisional certificate do not qualify for a SDTP.

6. Where can I find the SDTP application?

The application can be found on the [TEA SDTP Website](#) or by using the links below.

- [Noncore Academic CTE SDTP application](#) for teaching assignments issued by authority of the local school district board of trustees.
- [Application for any SDTP Other Than Noncore Academic CTE teaching assignment](#) issued by authority of the commissioner of education.