

# 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 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

A large blue circle on the left contains the text "English As A Second Language". Three horizontal lines extend from the right side of this circle to three smaller blue circles arranged vertically on the right. Each smaller circle is connected to a line of text describing a requirement for the 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\*

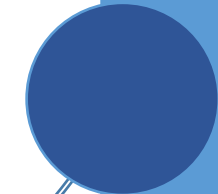


6 semester hours of special education coursework

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

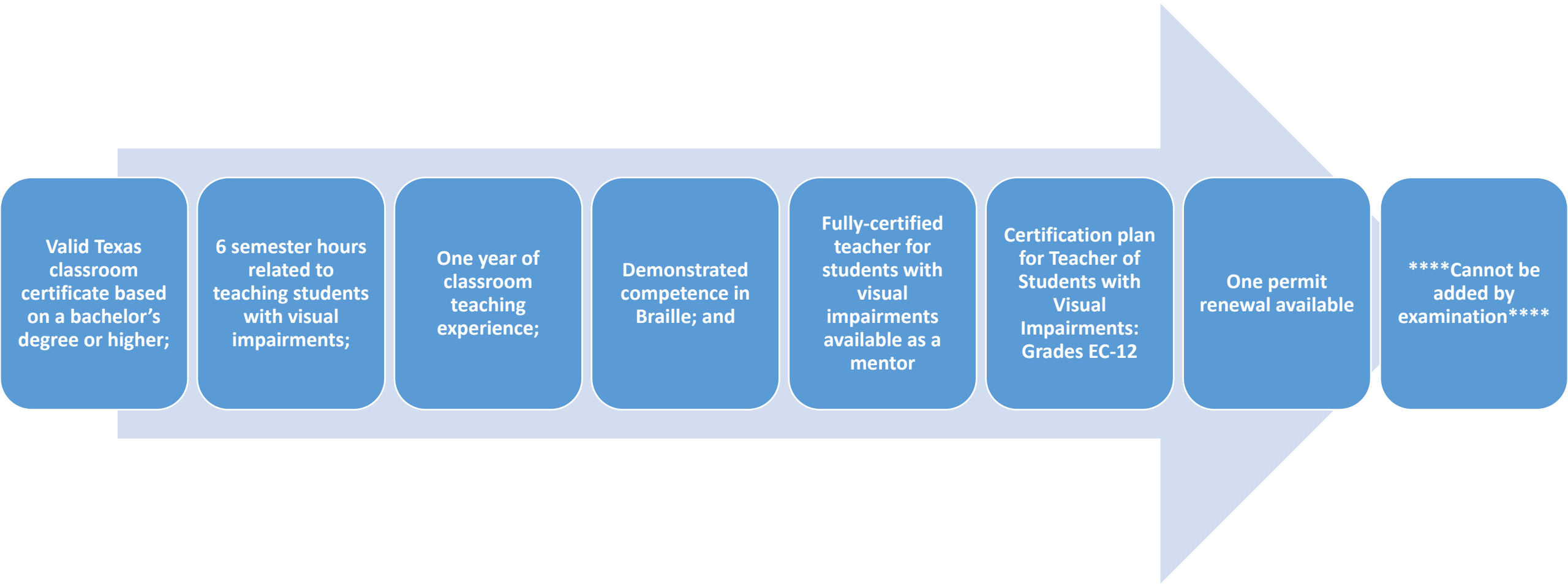
Demonstrated competence in communication method used

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



# 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**

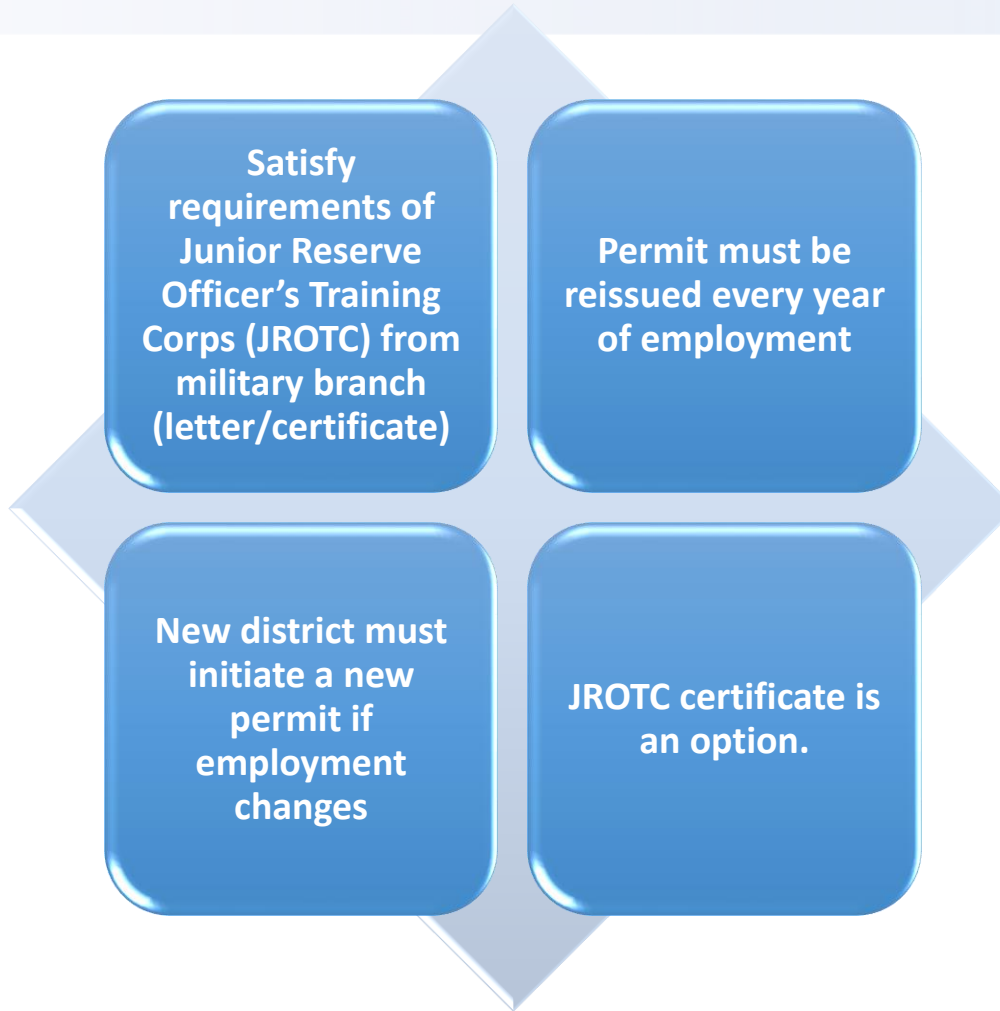
**12 semester hours in library science**

**2 creditable years of teaching experience**

**Must have a certification plan from a Texas program**



# Junior ROTC Permit



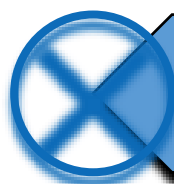
# Career and Technical Education Permit

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**



**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

**TEA**  
Texas Education Agency

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

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Emergency Permit Educator Search

You may search for the Educator by entering the SSN or TEA Test ID.

Social Security Number:

TEA Test ID:

Search

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# Emergency Permit – Educator Profile

**TEA**  
Texas Education Agency

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Educator Certification Online System (ECOS)

Educator Profile Setup

Please verify this is the CURRENT home address for this educator. The Educators email address is also REQUIRED.

Social Security Number: 765-43-1264

\*First Name: Jane

Middle Name: M

\*Last Name: Doe

Maiden Name:

\*Gender: Female ▾

\*Ethnicity: Black/African Amer ▾

\*Date of Birth: Month: 11 ▾ Day: 1 ▾ Year: 1980 ▾

Driver License Number: 123456789

Driver License State: Texas ▾

\*Address: 1701 N. Congress Avenue

Address 1:

Address 2:

\*City: Austin

\*State/Province: Texas ▾

\*Country: UNITED STATES ▾

\*Zip/Postal Code: 78701


Phone Number: (555)555-5555

\*Email Address: shaun.craig@tea.texas.gov

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.

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Texas Education Agency

Educator Certification Online System (ECOS)

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

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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. "

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# Applying for an Emergency Permit



TEA  
Texas Education Agency

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Entity Emergency Permit

Name: Jane Doe  
SSN: 765-43-1264

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
<div>Add a New Assignment</div>			

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

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# Applying for an Emergency Permit (continued)



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

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Entity Emergency Permits - Assignment Details

Name: Jane Doe  
SSN: 765-43-1264

[View Credentials Help](#)  
[View Examinations History](#)

**Assignment Details**  
 Permit Assignment: Elementary, All Regular Classes (grades 1-6)    Renewal: Original  
 Low Grade: 2    High Grade: 2

**Permit Qualifications**  
 Degree Status: Bachelors  
 Semester Hours Completed in Subject Taught: 15  
 Years of Teaching Experience: 0

[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

**Deficiency Plan Details**  
[Click here to open a window where you can select an Ed Prep Program and Target Certificate](#)  
 Educator Prep Program: REG 13 EDUCATION SERVICE CENTER  
 Target Certificate: Core Subjects (Grades EC-6)  
 Semester Hours Deficient: 0  
 GPA Sufficient: Yes  
 Date of Deficiency Plan: Month: 2 Day: 25 Year: 2021

For degreed, certified educators in classroom teaching assignments ONLY  
 Registered for the First Available Certification Examination? No

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

# Applying for an Emergency Permit (continued)



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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

SSN: 765-43-1264

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"/>

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

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# Requesting a Hardship Permit



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Entity Emergency Permits - Assignment Details

Name: Jane Doe

SSN: 765-43-1264

Assignment Details

Permit Assignment: Elementary Bilingual-Spanish (grades 1-6)

Low Grade: 2

High Grade: 2

Renewal: Original

Permit Qualifications

Degree Status: Bachelors

Semester Hours Completed in Subject Taught: 9

Years of Teaching Experience: 0

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

Deficiency Plan Details

Click here to open a window where you can select an Ed Prep Program and Target Certificate

Educator Prep Program: REG 13 EDUCATION SERVICE CENTER

Target Certificate: Bilingual Education Supplemental-Spanish (Grades NA)

Semester Hours Deficient: 3

GPA Sufficient: Yes

Date of Deficiency Plan: Month: 2 Day: 25 Year: 2021

For degreed, certified educators in classroom teaching assignments ONLY

Registered for the First Available Certification Examination? No


Attempt to Approve

Save (Work in Progress)

Save as Denied

Cancel Assignment

# Requesting a Hardship (continued)



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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

SSN: 765-43-1264

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

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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 believes 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





# Submitting a Permit



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

Exit ECOS

**Educator Certification Online System (ECOS)**

**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
Submit	<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

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# Verify Educator's Information



Texas Education Agency

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

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Educator Certification Online System (ECOS)

Educator Profile Setup

Please verify this is the CURRENT home address for this educator. The Educators email address is also REQUIRED.

Social Security Number: 765-43-1264

\*First Name: Jane

Middle Name: M

\*Last Name: Doe

Maiden Name:

\*Gender: Female ▾

\*Ethnicity: Black/African Amer ▾

\*Date of Birth: Month: 11 ▾ Day: 1 ▾ Year: 1980 ▾

Driver License Number: 123456789

Driver License State: Texas ▾

\*Address: 1701 N. Congress Avenue

Address 1:

Address 2:

\*City: Austin

\*State/Province: Texas ▾

\*Country: UNITED STATES ▾

\*Zip/Postal Code: 78701

Phone Number: (555)555-5555

\*Email Address: shaun.craig@tea.texas.gov


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.

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# Submitting a Hardship Permit Request



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

Exit ECOS

Educator Certification Online System (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
<p>Elementary, All Regular Classes Assignment Status : (Approval Pending)</p> <p>Elementary Bilingual-Spanish Assignment Status : (Hardship Approved)</p>				

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.

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# Permit Submitted to TEA

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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
	Jane Doe	2337091	1264	EP	03/01/2021	03/22/2021	Submitted to TEA	View	<input type="checkbox"/>	Paid

Showing 1 to 1 of 1 entries

Previous1Next

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

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# District Permit List – Pay Fee



## Educator Certification Online System (ECOS)

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### 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 All	Pay FP All
	<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"/>	Paid

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

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# Payment Confirmation Screen



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

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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	<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 9.0.33.0



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.



# 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**

**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](#)**

Certification Teacher Waiver

Certification for Superintendent Waiver

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

Email: [waivers@tea.texas.gov](mailto: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](mailto:Accred@tea.texas.gov)
- Phone: (512) 463-5899

## 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!

