

# Emergency Permits Guidebook



A Guide to Emergency Permits  
for Districts and Charter Schools



## Purpose

This guide provides districts with a 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 using the Educator Certification Online System (ECOS) via the appropriate access in ECOS for Entities.



## Resources

### **Texas Education Agency** **Division of Educator Preparation and Certification**

- 512-936-8400 – Option 2  
Monday through Friday, 8:00 am to 4:30 pm
- Submit a [TEA Help Desk](#) ticket to Educator Certification with “Emergency Permits” in the subject line
- [Chapter 230, Subchapter F. Permits](#)



# Table of Contents

- 3 EMERGENCY PERMIT BASICS**
- 4 TYPES OF EMERGENCY PERMITS**
- 5 SPECIFIC ASSIGNMENT REQUIREMENTS FOR EMERGENCY PERMITS**
- 10 PREPARING TO SUBMIT AN APPLICATION**
- 12 SCHOOL DISTRICT PERSONNEL ACCESS IN ECOS**
- 17 APPLYING FOR THE EMERGENCY PERMIT IN ECOS**
- 26 FREQUENTLY ASKED QUESTIONS**



## Emergency Permit Basics

- Emergency permits, which include Nonrenewable Permits (NRP), and Temporary Classroom Assignment Permits (TCAP), are governed by [19 TAC, Chapter 230, Subchapter F - Permits](#).
- The emergency permit is valid for one year only, except for JROTC and Teachers of Students with Visual Impairments assignments.
- 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 (EPP), with a certification/deficiency plan from the EPP.
- These permits are requested in ECOS by employing school districts for a vacant position that cannot currently be filled with an appropriately certified and qualified 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.
- The individual must meet minimum requirements depending on the grade level and type of assignment.
- It is imperative that you encourage your educator preparation program candidates to be proactive in their work to qualify for an SBEC-issued credential as soon as possible. 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.
- If the individual resigned or obtained either an intern, probationary or standard certificate, district staff will submit a [TEA Help Desk](#) ticket to Educator Certification with “End Emergency Permit” 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.
- If you have any questions regarding this process, you may submit a [TEA 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 educator’s social security number.



# Types of Emergency Permits

## 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 fewer class periods
- Can be issued in multiple certification areas if the educator is not already certified in those areas and if the educator is teaching in each area for four or fewer 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

**Not renewable**

## Nonrenewable Permit (NRP)

**Used for individuals completing a Texas approved 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
- Application submitted in ECOS

Expire 12 months from the date of activation

**Not renewable**

## Emergency Permit

**Used for degreed individuals who hold a standard Texas certificate**

- 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

Expire on August 31st, unless ended by the district

**Not renewable**

### 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 (three years total)
- Emergency permits used fewer than 90 calendar days may be renewed for one additional year of service, if needed.



## Specific Assignment Requirements

<p>Elementary (Grades EC-6, general education) <a href="#">Chapter 230.77(b)</a></p>	<p>Individuals must have completed:</p> <ul style="list-style-type: none"><li>• 12 semester credit hours in a combination of subjects directly related to the elementary curriculum,</li><li>• 12 semester credit hours in elementary education, or</li><li>• any combination of these areas of study.</li></ul>
<p>Secondary (Grades 7-12, general education) <a href="#">Chapter 230.77(c)</a></p>	<p>Individuals must have completed:</p> <ul style="list-style-type: none"><li>• 24 semester credit hours in the subject to be taught, or</li><li>• 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.</li></ul>
<p>All grade level (Grades EC-12, general education) <a href="#">Chapter 230.77(d)</a></p>	<p>Individuals must have completed:</p> <ul style="list-style-type: none"><li>• 24 semester credit hours in the subject to be taught</li></ul> <p>*Applies to all general education subject areas that are available as Early Childhood-Grade 12 certificates</p>
<p>Auditory Impairments Chapter <a href="#">230.77(f)(2)(A)</a></p>	<p>Individuals must:</p> <ul style="list-style-type: none"><li>• hold a bachelor's degree or higher from an accredited institution of higher education,</li><li>• have completed six semester credit hours directly related to teaching students with auditory impairments,</li><li>• have demonstrated competence in the specific communication method used in the classroom setting with students with auditory impairments, and</li><li>• have 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.</li></ul>

<p>Bilingual Education <a href="#">230.77(f)(1)(A)</a></p>	<p><b>An individual who holds a bachelor's degree or higher from an accredited institution of higher education and is certified at the appropriate level must:</b></p> <ul style="list-style-type: none"> <li>• have completed six semester credit hours in the language of the approved bilingual education program, or</li> <li>• 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.</li> </ul> <p><b>An individual who holds a bachelor's degree or higher from an accredited institution of higher education but is not certified must:</b></p> <ul style="list-style-type: none"> <li>• meet the requirements for the grade level of assignment,</li> <li>• be currently enrolled in an approved Texas EPP for bilingual education, and</li> <li>• 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 <a href="#">Figure: 19 TAC §230.21(e)</a></li> </ul> <p>*The Bilingual Education permit requires a classroom content area certificate appropriate for the grade level and subject areas taught and will not issue as a standalone certificate.</p>
<p>Career and Technical Education (CTE) <a href="#">230.77(e)</a></p>	<ul style="list-style-type: none"> <li>• If experience in the CTE area of certification is required for the certificate, the work experience must be met before the permit is activated.</li> <li>• If a license is required for the certificate, the license must be current. Complete the Statement of Qualifications (SOQ) form found on the <a href="#">TEA website</a>, verifying two years of full-time employment while holding the license.</li> <li>• If experience and license are not required, must have 24 semester credit hours in the subject taught.</li> </ul>

<p>Educational Diagnostician <a href="#">230.77(g)(2)</a></p>	<p>Individuals must:</p> <ul style="list-style-type: none"> <li>• hold a bachelor's degree or higher from an accredited institution of higher education,</li> <li>• 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,</li> <li>• and have two creditable years of classroom teaching experience.</li> </ul>
<p>English as a Second Language (ESL) <a href="#">230.77(f)(1)(B)</a></p>	<p>Individuals must:</p> <ul style="list-style-type: none"> <li>• hold a bachelor's degree or higher from an accredited institution of higher education,</li> <li>• be currently certified for the grade level to be taught, and</li> <li>• have either completed six semester credit hours in an approved ESL program or have one creditable year of classroom teaching experience.</li> </ul> <p>*The ESL permit requires a classroom content area certificate appropriate for the grade level and subject areas taught and will not issue as a standalone certificate.</p>
<p>Junior Reserve Officer Training Corps (JROTC) Instructor <a href="#">230.77(g)(4)</a></p>	<ul style="list-style-type: none"> <li>• Individuals must verify that they have satisfied the requirements and been approved to serve by the appropriate military branch.</li> <li>• The one-year limitation on permits does not apply to individuals serving in the position of Junior Reserve Officer Training Corps (JROTC) instructor.</li> <li>• JROTC instructor permits are reissued every year unless the individual has obtained the JROTC standard certificate.</li> </ul>



<p>School Counselor <a href="#">230.77(g)(1)</a></p>	<p>Individuals must:</p> <ul style="list-style-type: none"> <li>• hold a bachelor's degree or higher from an accredited institution of higher education, and</li> <li>• have completed 24 semester credit hours of graduate-level credit, including 12 semester credit hours in guidance and counseling.</li> </ul> <p><b>*Effective September 1, 2023, Senate Bill 798 removed the 2 years of classroom teaching experience required for the School Counselor emergency permit</b></p>
<p>School Librarian <a href="#">230.77(g)(3)</a></p>	<p>Individuals must:</p> <ul style="list-style-type: none"> <li>• hold a bachelor's degree or higher from an accredited institution of higher education,</li> <li>• have completed 12 semester credit hours directly related to the basic competencies required of school librarians, and</li> <li>• have two creditable years of classroom teaching experience.</li> </ul>
<p>Special Education <a href="#">230.77(f)(2)(D)</a></p>	<p><b>An individual who holds a bachelor's degree or higher from an accredited institution of higher education and is certified at the appropriate grade level must:</b></p> <ul style="list-style-type: none"> <li>• have completed six semester credit hours directly related to teaching children with special learning needs, or</li> <li>• have one creditable year of classroom teaching experience.</li> </ul> <p><b>An individual who holds a bachelor's degree or higher from an accredited institution of higher education, but is not certified must:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• for secondary assignments (Grades 7-12), must have completed 24 semester credit hours directly related to teaching children with special learning needs.</li> </ul>

<p>Visual Impairments <a href="#">230.77(f)(2)(B)</a></p>	<p>Individuals must:</p> <ul style="list-style-type: none"><li>• hold a valid Texas classroom teaching certificate based on a bachelor's degree or higher from an accredited institution of higher education,</li><li>• completed six semester credit hours directly related to teaching students with visual impairments,</li><li>• have one creditable year of classroom teaching experience,</li><li>• have 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</li><li>• have 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.</li></ul> <p>*The one-year limitation on permits does not apply to teachers of students with visual impairments. <b>Emergency permits for visual impairments may be renewed a maximum of two years. (3 years total)</b></p>
---	--



## Preparing to Submit an Application

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

Individuals in assignments for more than 30 instructional days must be on an emergency permit, activated within 45 instructional days. Permits not submitted in a timely manner cannot be backdated to cover an individual's start date in the assignment.

### 1. Determine the Assignment

- Refer to the “Specific Assignment Requirements” above for details on qualifications an individual needs to be placed on the permit. The individual must meet minimum requirements depending on the grade level and type of assignment.
- Permits cannot be used for principal and superintendent assignments or individuals who are in the process of an out of state or out of country credentials review.

### 2. Have a conversation with the educator and the Educator Preparation Program, if applicable.

When hiring an individual on an emergency permit, the district should 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**, which includes university and alternative certification programs, you must have a conversation 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.

- 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. However, there are times when school districts have a need to place an EPP candidate on an emergency permit. You must ensure that placing the individual on a permit will not negatively affect program completion.
- 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 assignment area requested for the emergency permit must be the same as the program area of enrollment listed on the candidate's deficiency/certification plan unless the area is not offered by the EPP.
- If the area is offered by the EPP, the district is encouraged to check with the EPP to see if the candidate can receive test approval to take and pass the exam to 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.
- An individual may not serve for more than three 12-month periods without obtaining a standard certificate. [Chapter 230, Subchapter D](#)
- 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.
- 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. (See instructions for submitting a hardship application beginning at the bottom of page 19.) In the justification section of the hardship request, you will need to include:
  1. confirmation that a conversation has occurred with the candidate and their Educator Preparation Program,
  2. and that the candidate is not currently eligible for an SBEC-issued credential.
  3. You must also include the name of the advisor at the EPP with whom you spoke.



## School District Personnel Access in ECOS

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

### TEAL 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](#)

[Login](#)

[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.

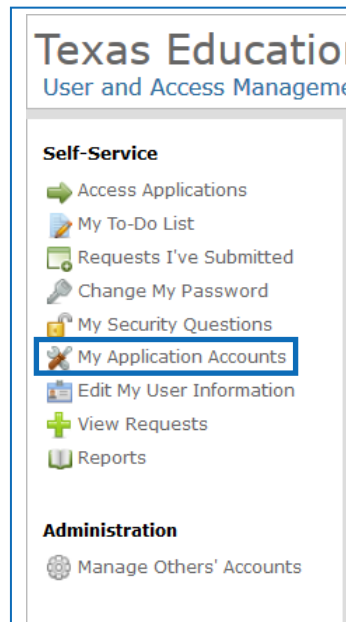
Once you have a TEAL account, use the following steps to request access to Permits:

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:

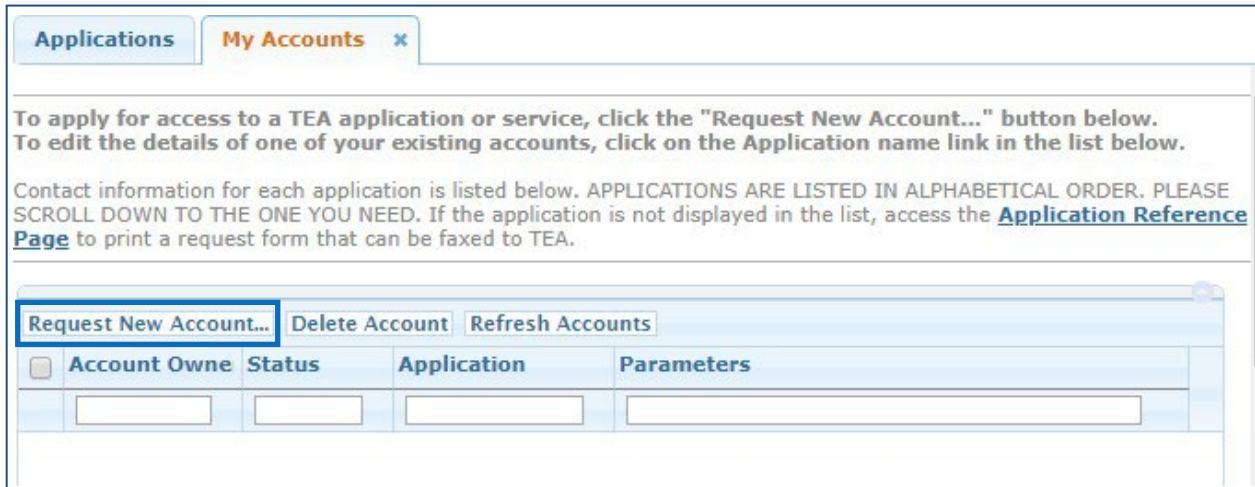


Alternatively, if you already have access to some TEAL applications, click on the **“My Application Accounts”** link, instead.



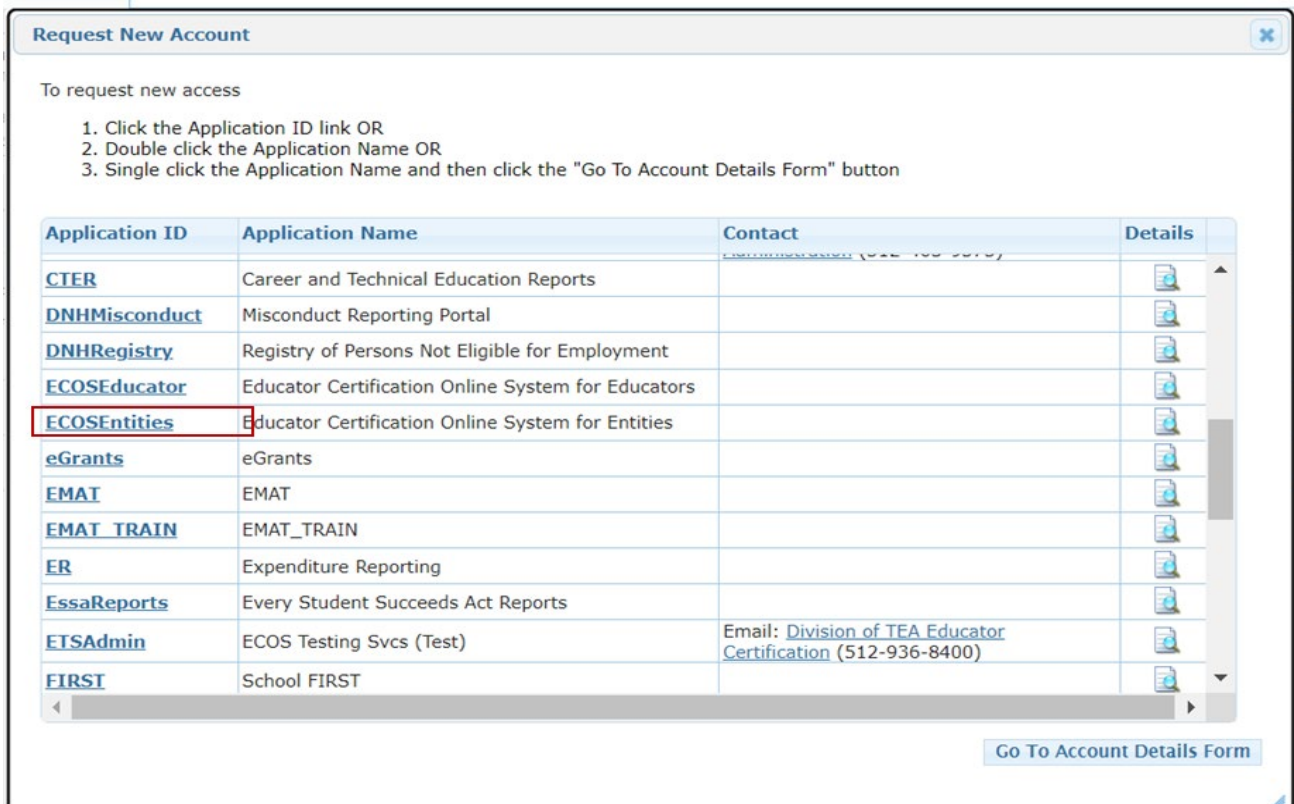
The My Accounts tab opens.

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

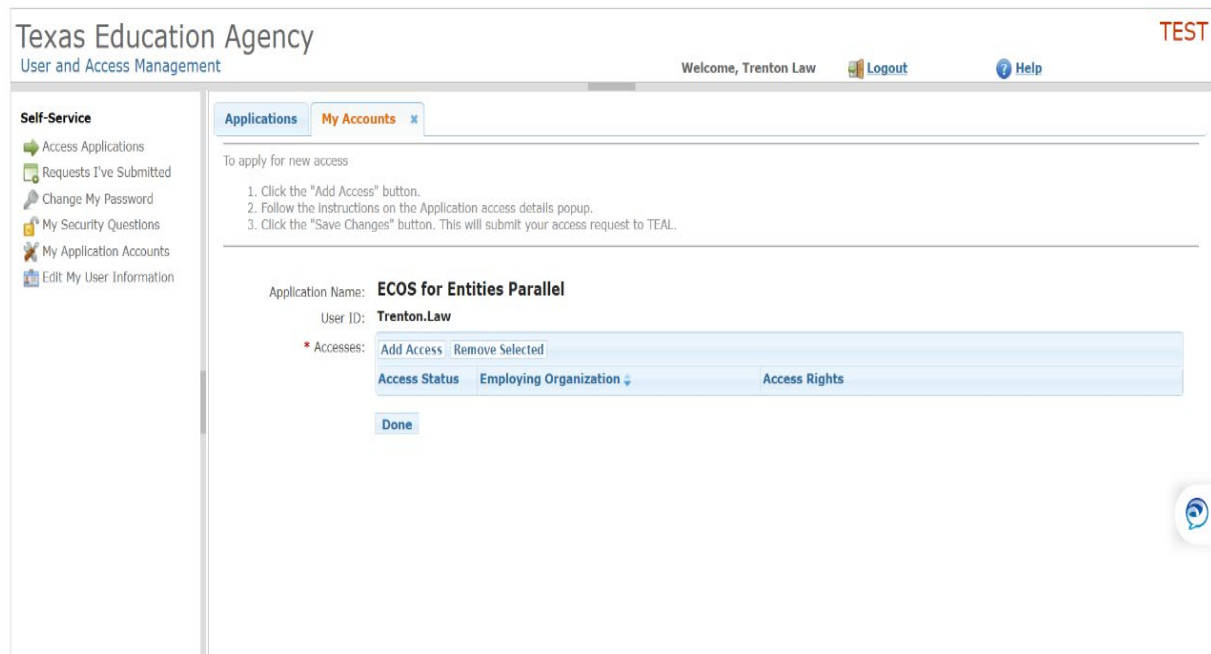


The Request New Account dialog box appears.

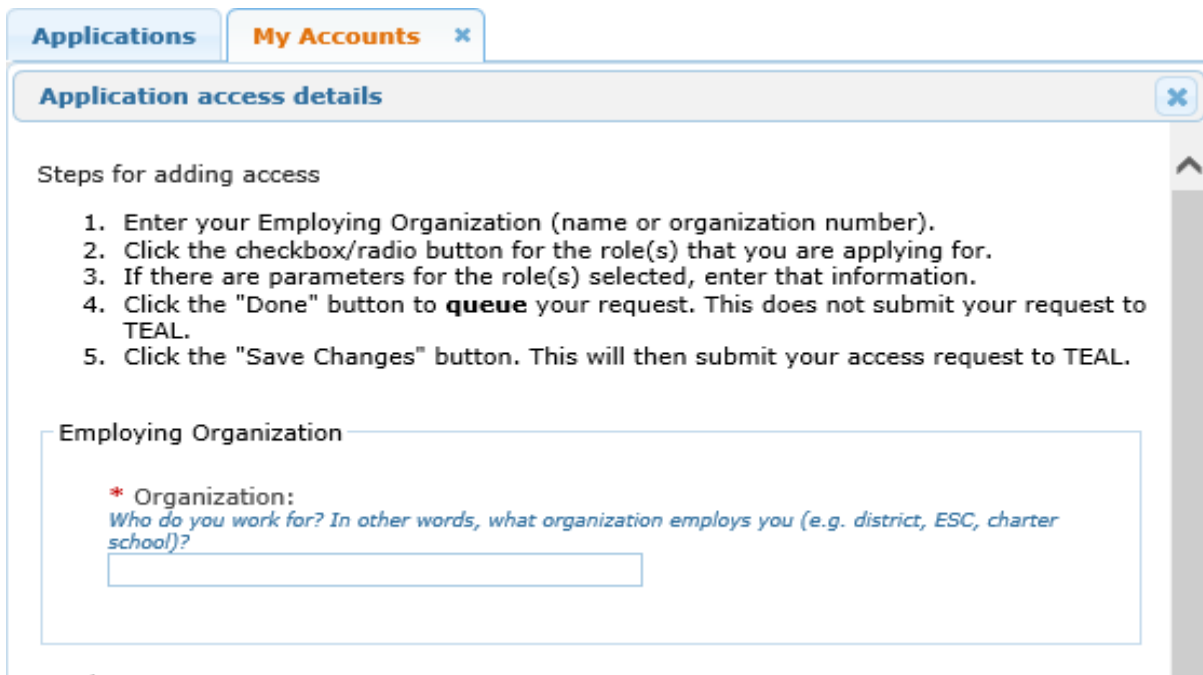
Scroll down and click the link for the **ECOS Entities** application.



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.





**Next, select the appropriate role:**

1. "District Permits Data Entry"
2. "District Submit Permits"
3. or both, accordingly
4. and "General Access."

<b>District Permits Data Entry</b>
Allows read and write access to the Permits menu which includes: <ul style="list-style-type: none"><li>• "Permit List"</li><li>• "Apply for Emergency Permit"</li><li>• Apply for Nonrenewable Permit"</li><li>• "Permit Information"</li></ul>
Allows Educator: <ul style="list-style-type: none"><li>• search and view capability.</li></ul>
If you will only be entering the data for emergency permits, you only need the "District Permits Data Entry" access.

<b>District Submits Permits</b>
Allows read and write access to the Permits menu which includes: <ul style="list-style-type: none"><li>• "Permit List",</li><li>• "Apply for Emergency Permit"</li><li>• "Apply for Nonrenewable Permit"</li><li>• "Permit Information"</li></ul>
Allows Educator: <ul style="list-style-type: none"><li>• search and view capability</li><li>• and the ability to submit and pay for the emergency permit.</li></ul>
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

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

The screenshot shows the 'Emergency Permit Educator Search' form in the ECOS system. The form is titled 'Emergency Permit Educator Search' and contains the following fields and instructions:

- Instruction: "You may search for the Educator by entering the SSN or TEA Test ID."
- Field: "Social Security Number:" with an input box.
- Field: "TEA Test ID:" with an input box.
- Button: "Search" (highlighted with a green box).

The left sidebar menu shows "Apply for Emergency Permit" highlighted. The top navigation bar includes the TEA logo, "Educator Certification Online System (ECOS)", and "Logged in as: John Doe (ZZZ Entity for Testing and Training (227555))".

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 'Educator Profile Setup' form in the ECOS system. The form is titled 'Educator Profile Setup' and contains the following fields and instructions:

- Instruction: "Please verify this is the CURRENT home address for this educator. The Educators email address is also REQUIRED."
- Field: "Social Security Number: 765-43-1264"
- Field: "First Name: Jane"
- Field: "Middle Name: M"
- Field: "Last Name: Doe"
- Field: "Maiden Name:"
- Field: "Gender: Female"
- Field: "Ethnicity: Black/African Amer"
- Field: "Date of Birth: Month: 11, Day: 1, Year: 1980"
- Field: "Driver License Number: 123456789"
- Field: "Driver License State: Texas"
- Field: "Address: 1701 N. Congress Avenue"
- Field: "Address 1:"
- Field: "Address 2:"
- Field: "City: Austin"
- Field: "State/Province: Texas"
- Field: "Country: UNITED STATES"
- Field: "Zip/Postal Code: 78701"
- Field: "Phone Number: (555)555-5555"
- Field: "Email Address: shaun.craig@tea.texas.gov"
- Button: "Continue" (highlighted with a green box).

The left sidebar menu shows "Apply for Emergency Permit" highlighted. The top navigation bar includes the TEA logo, "Educator Certification Online System (ECOS)", and "Logged in as: John Doe (ZZZ Entity for Testing and Training (227555))".

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

Date Duties Began: Month:  Day:  Year: 2021 Renewal:

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="text-align: center;"><b>Permit Entry Complete</b></p>			

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 not currently 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 ECOS system. The page is divided into several sections:

- Header:** TEA logo, 'Educator Certification Online System (ECOS)', and user information: 'Logged in as: Trenton Law | DALLAS ISD (057905)'. There are links for 'Help | Exit ECOS'.
- Left Sidebar:** A navigation menu with options like 'Main Menu', 'Permits', 'Permit List', 'Apply for Emergency Permit', 'Apply for Nonrenewable Permit', 'Permit Information', 'View Payment History', 'Visiting Int'l Teacher', 'Career & Technology', 'Approved Programs', 'Educator Information', 'Satisfaction Survey', 'User Profile', and 'File Transfer'.
- Main Content Area:**
  - Name:** Test Intern; **SSN:** 555-55-5555. Links for 'View Credentials Help' and 'View Examinations History' are present.
  - Assignment Details:** 'Permit Assignment' is set to 'Core Subjects with STR (grades EC-6)'. 'Low Grade' and 'High Grade' are both set to '5'. 'Renewal' is 'Original'.
  - Permit Qualifications:** 'Degree Status' is 'Bachelors'. 'Semester Hours Completed in Subject Taught' is '24'. 'Years of Teaching Experience' is '5'.
  - Career and Technology Education Work Approvals:** A table with columns 'Area', 'Years Experience', and 'Approval Date'. One entry is 'Building Trades' with '5' years and '12/11/2023' approval date.
  - Deficiency Plan Details:** Includes fields for 'Educator Prep Program', 'Target Certificate', 'Semester Hours Deficient', 'GPA Sufficient', and 'Date of Deficiency Plan' (Month, Day, Year).
  - Registration:** A checkbox 'Registered for the First Available Certification Examination?' is checked 'No'.
  - Buttons:** 'Attempt to Approve', 'Save (Work in Progress)', 'Save as Denied', and 'Cancel Assignment'. A blue arrow points to the 'Attempt to Approve' button.
  - Footer:** 'Release 19.3'.

If the individual does not meet permit requirements, or holds a Provisional certificate, 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 Intern  
SSN: 555-55-5555

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? No

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

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

Release 10.5

On the permit screen, **click on “Request Hardship”**.

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

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 14.0.33

A screen will appear to allow comments for the hardship request.

### For all candidates, you must include:

- The local conditions requiring the assignment of an individual who does not meet permit requirements.
- A brief description of the recruiting efforts taken by the district and list any additional qualifications of the individual, such as prior experience related to the assignment.

### For EPP candidates, you must also:

- Confirm that a conversation has occurred with the candidate and their Educator Preparation Program (EPP) regarding your intention to place the individual on an emergency permit.
- Indicate that the candidate is not currently eligible for an SBEC-issued credential.
- Include the name of the advisor at the EPP with whom you spoke.

If the information is lengthy, you can type it on a Word document first, then copy and paste it to the comment field. There is no character limit in this section.

The screenshot displays the Educator Certification Online System (ECOS) interface. At the top left is the TEA logo (Texas Education Agency). The top right shows the system name "Educator Certification Online System (ECOS)" and a user login status: "Logged in as: John Doe, ZZZ Entity for Testing and Training (ZZ7555)". A "Help | Exit ECOS" link is also present.

The main content area is titled "Entity Permits - Emergency Teaching Permit Application". It shows user information for "Jane Doe" with a "View Credentials Held" link and "SSN: 765-43-1264" with a "View Examinations History" link.

The form is for a "Hardship Request for SBEC Review". The "Permit Assignment:" field is empty. Below this is a section for "Justification for Hardship Permit Request" with the following instructions: "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."

The justification text box contains the following text: "Jane Doe has 15 semester hours in elementary and 9 semester hours in bilingual education. She is lacking the GTLPT 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 believe[s]he 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."

At the bottom of the form are two buttons: "Send for SBEC Review" (highlighted with a green box) and "Cancel Hardship".

The bottom right corner of the interface shows "Release 14.033.0".

After completing the comments 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.**

The screenshot shows the TEA Educator Certification Online System (ECOS) interface. The user is logged in as John Doe. The main content area displays 'Entity Emergency Permit' for Jane Doe (SSN: 765-43-1264). The permit status is 'Hardship Requested'. A table lists assignments: 'Emergency Permit' (Hardship Requested), 'Elementary All Regular Classes' (Approval Pending), and 'Elementary Bilingual-Spanish' (Hardship Requested). A red message states: 'This permit is currently locked until SBEC responds to your request.' A green box highlights the 'Permit Entry Complete' button in the left sidebar.

### 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 12 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
<b>Submit</b>	Jane Doe	2337091	1264	EP	03/01/2021	03/22/2021	Ready to Submit		All	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**

Release 3.0.33.0

**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.

**Submit Permit to TEA** **Cancel**

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

Release 3.0.33.0





# Educator Certification Online System (ECOS)

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

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 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
	<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"/>	<input type="checkbox"/>

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.

Release 9.0.33.0



# Educator Certification Online System (ECOS)

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

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 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
	<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

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.

Release 9.0.33.0



- Main Menu
- Permits ▾
- View Payment History
- Educational Aides ▾
- Fingerprinting ▾
- Career & Technology ▾
- Approved Programs ▾
- Educator Information ▾
- Satisfaction Survey
- User Profile
- File Transfer ▾

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.



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.

**If you see "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.



## Frequently Asked Questions

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

You may submit a [TEA 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, with a certification/deficiency plan from the EPP.

### **4. 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 a timely manner cannot be backdated to cover an individual’s start date in the assignment.

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

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

### **6. 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.

**7. 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 employing district.

**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 via their [Help Desk](#) or call 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.](#)