

As district staffing needs have continued to evolve due to the pandemic, there have been some questions about what opportunities exist for certification assignment flexibility. Although these options do not provide flexibility in the case of special education, bilingual education, or English as a Second Language assignments, the following options present flexibility for some of the most common scenarios related to educator certification flexibility.

Most district human resources offices are familiar with these options, but if you have specific questions within the context of flexibility during the pandemic, please submit a TEA Help Desk Ticket to Educator Certification and use the subject line: Certification Assignment Flexibility Options.

Flexibility Option	Possible Uses
Temporary Classroom Assignment Permit (TCAP)	<ul style="list-style-type: none"> • Teacher certified at the secondary level and teaching a secondary assignment not covered by their certification • Can teach a maximum of four class periods outside certification area. If teaching more than four, can request a hardship TCAP. • Documentation maintained in school district personnel records • Valid for one school year only and not renewable • No fee required
Emergency Permit	<ul style="list-style-type: none"> • Individual admitted into an educator preparation program, but has not passed required exams for certification • Certified teacher that has not added new content area to his record via additional certification by examination • Valid for one school year only and not renewable (<i>exceptions JROTC, Teachers of Students with Visual Impairments</i>) • \$57 fee
Teacher Certification Waiver	<ul style="list-style-type: none"> • Certified teacher, has not completed additional certification by examination, and does not meet TCAP, emergency permit, or school district teaching permit requirements

	<ul style="list-style-type: none"> • Individual approved by board of trustees <u>and</u> commissioner of education to teach in an area he or she is not certified • Individual not certified, but qualifications to teach are vetted and approved by board of trustees <u>and</u> commissioner of education (<i>COE has 30 days to review</i>) • Candidate enrolled in an educator preparation program that has been issued an SBEC certificate (e.g., Intern or Probationary) that the district needs to teach in an area outside those approved by the EPP • Not applicable for special education, bilingual, and ESL assignments • Valid a maximum of three years (approval requested by school year) • No fee required
School District Teaching Permit	<ul style="list-style-type: none"> • Individual has bachelor’s degree, not certified • Degree requirement not applicable to individuals teaching noncore academic career and technical education courses, but must be approved by district board of trustees • Individuals teaching courses for foundation credits must be approved by district board of trustees <u>and</u> commissioner of education (<i>COE has 30 days to review</i>) • Not applicable for special education, bilingual, and ESL assignments • School district teaching permits are specific to an individual and valid only in the district that originated the request • Valid for life, unless revoked for cause by the district. Not intended for short-term flexibility. • Cannot be issued to certified teachers • No fee required
District of Innovation Plan	<ul style="list-style-type: none"> • District may self-serve if flexible wording already exists within current plan (e.g., exemption from certification requirements (TEC, §21.003) for hard-to-fill assignments; to allow certified educators to teach one or two courses outside original area of certification; to use locally developed plan for vetting an individual’s qualifications for placement into an assignment)

	<ul style="list-style-type: none"> District can complete process to revise their plan and establish increased flexibility to meet their future needs
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Possible Scenarios and Options

District Situation Concern	Option(s)	District Next Steps
I have a certified 7-12 math teacher who I need to teach two sections of physics.	Temporary Classroom Assignment Permit (TCAP)	Complete form via ECOS entity access and maintain documentation locally.
I have a certified EC-4 Generalist, who I need to teach 5 th grade all day.	<ol style="list-style-type: none"> Emergency Permit Teacher Certification Waiver Take and pass appropriate certification exam and apply for certification by exam 	<ul style="list-style-type: none"> Complete emergency permit form via ECOS entity access and maintain documentation locally. For teacher certification waiver, login to TEAL account, access Waiver application and submit request online for agency review and processing. For additional certification by examination, take and pass required test and submit online application and \$78 fee for issuance of new certificate area.
I need a health teacher to teach three sections of Biology.	Temporary Classroom Assignment Permit (TCAP)	Complete form via ECOS entity access and maintain documentation locally.