

# Permit Information

**General Description:** The state of Texas has established a process to allow public school districts to submit applications for permits that allow educators, who have not yet completed all certification requirements, to be placed as a classroom teacher while completing necessary requirements.

**Permit Rules:** [19 TAC, Chapter 230, Subchapter F-Permits](#)

- The individual must meet minimum requirements depending on the [grade level and type of assignment](#).
- Valid for one school year.
- No renewals, except for assignments in Junior Reserve Officer Training Corps (JROTC) and teacher of students with visual impairments.
- Three-year maximum on less than standard credentials (one-year, intern, probationary, and permits).
- Cannot be combined with an intern or probationary certificate if the educator preparation program offers the certification area(s) sought.
- Verification of an individual's eligibility, application, and appropriate fee, payable by the school district, must be submitted through ECOS for Entities within 45 calendar days of the effective date of the assignment.

**Emergency Permit (EP)** [[19 TAC §230.71](#), [§230.73](#) and [§230.77](#)]

- For degreed, certified, or non-certified individuals.
- The district wants to place an individual in an assignment for which they are not certified.
- During the permit year, the individual must complete additional certification coursework or examination requirements for the newly assigned area.
  - Certified individuals must be registered for the next available examination.
  - Non-certified, individuals must be admitted into an approved Texas educator preparation program.
    - The preparation program will need to provide a certification plan for each area and grade level requested prior to applying for the permit.
- Various other requirements apply depending on the grade level and type of assignment.
- The superintendent or authorized representative activates the emergency permit, applies, and pays the fee online through ECOS for Entities.
- Valid for one school year and no renewals are allowed except for teachers of students with visual impairment, which may be renewed a maximum of two years and JROTC which is applied for annually.
- Hardship approvals for persons who do not meet permit requirements are processed online through ECOS for Entities.

**Nonrenewable Permit (NRP)** [[19 TAC §230.83](#)]

- The school district superintendent or designee may apply for a Nonrenewable Permit for individuals through ECOS for Entities in one of the following categories:
  - Individuals who have completed an approved Texas educator preparation program, including student teaching, but have not passed the appropriate exam(s). The NRP is valid for 12 months from activation date.
  - Certificate holders under former law who have not revalidated their credentials by passing the appropriate examination and who have not been employed in a Texas school district since the start of the 1985-1986 school year – NRP valid for 6 months from activation date or until end of school year, whichever is less.

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- The NRP may not be activated for an individual in the same assignment area for which any other permit was previously authorized.

## **Temporary Classroom Assignment Permit (TCAP)** [19 TAC [§230.77\(c\)](#) (2)]

- For teachers certified at the secondary grade level, assigned to a subject area not covered by the certificate.
- Must be activated for each class period, limited to four class periods, when the individual is teaching outside of the subject area in which certification is held.
- The teacher has completed at least 12 semester credit hours (15 semester credit hours for mathematics and science) in the specific subject area(s) to be taught.
- The district TCAP locally without a fee and an online application is not required.
  - The TCAP is nonrenewable and is valid for only one school year.
  - The TCAP is limited to four class periods per school year.
- If the individual does not meet [TCAP requirements](#) or for assignments that exceed four class periods, the district may apply for an emergency permit through the ECOS for Entities.