

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.

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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 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; or
- special education, bilingual education, English as a second language, or PreK/PreK4 programs

Before issuing a school district teaching permit to an individual, a 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.

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 school district teaching permit to ensure that the individual is not eligible for the Intern or Probationary certificate and that placing the individual on the permit will not negatively affect program completion.

Individuals teaching under a school district teaching permit 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 school district teaching permit form no later than the 31st 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.

HOW TO APPLY

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.

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

Submit only the completed SDTP application form. Any documents sent accompanying the application form will be rejected and 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.

FREQUENTLY ASKED QUESTIONS

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

You may send an email to sdtp@tea.texas.gov. 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?

[The course determines who is granted authority to approve the SDTP request:](#)

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 is a “Noncore Academic Career and Technical Education (CTE)” course?

Noncore academic CTE courses are CTE courses that are not eligible to satisfy foundation graduation course credit in mathematics, science, language arts, or social studies. Graduation information and contact information is available on the [TEA webpage, State Graduation Requirements](#).

4. What are the qualifications for a SDTP to teach a Noncore Academic CTE course?

For noncore academic career and technical education (CTE) course(s) only, the authority to approve a SDTP is the School District Board of Trustees. The requirements to teach noncore academic CTE courses is based on qualifications as certified by the superintendent to the board of trustees. The individual’s qualifications must include demonstrated subject matter expertise, such as:

- 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.

5. 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.

6. 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 failed the educator certification exams,
- 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.

7. Are teachers eligible for a SDTP?

No. According to TEC.21.055 (a), “As provided by this section, a school district may issue a school district teaching permit and employ as a teacher a person who does not hold a teaching certificate issued by the board.”

8. If my district is listed on the TEA website as a District of Innovation (DOI) with an approved plan that includes certification exemptions, do we need to submit school district teaching permits to place individuals in assignments.

Because DOIs are specific to each district, staff must be certain to review their plan prior to submitting a school district teaching permit to determine if the specific assignment is covered by the DOI plan. Keep in mind that exemption from certification requirements does not necessarily cover all teaching assignments. The implementation of the exemption may be narrow enough that a SDTP may still be appropriate for a particular assignment not covered by the DOI plan.

9. Where do I find the list of course titles and course credit information?

The TEA website for the [Texas Essential Knowledge and Skills \(TEKS\)](#), provides course and contact information on the state standards for what students should know and be able to do.

10. Where can I find the SDTP application?

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. There are two different applications:

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