

# Emergency Credentials Guide

## Emergency Credentials Overview

**Temporary Permits** and **Endorsement Exemptions** (i.e., waivers) are emergency credentials issued on an academic year basis, from July 1—June 30, enabling districts to fill critical vacancies for which an appropriately licensed and endorsed educator could not be recruited. The following guide outlines the requirements of emergency credentials:

- **Temporary Permits** allow an unlicensed individual to serve as a teacher of record. The requirements for an individual to receive a temporary permit are outlined in State Board of Education Rule 0520-02-03-.12.
- **Endorsement Exemptions** (i.e., waivers) allow a licensed educator to teach more than two sections of one or more courses outside of their area of endorsement. The requirements for an individual to receive an endorsement exemption are outlined in State Board of Education Rule 0520-02-03-.11.

## Targeted Recruitment Strategy

Districts must submit documentation of a targeted recruitment strategy for the position or shortage areas in which emergency credentials are requested (where applicable). Documentation of a recruitment strategy includes, but is not limited to:

- partnerships with educator preparation providers (EPPs) and/or recruitment at EPPs (e.g., documentation of communication about the vacancy and/or shortage areas, participation at job fairs, advertisements at the EPP; with dates of communication/engagements);
- advertisements with documented posting/publication dates (newspaper advertisements are not required); **and**
- recruitment campaigns (with documentation of campaign dates)

## Permit and Endorsement Exemption Restrictions

When the position requires a separate license, not just endorsement (e.g., the Instructional Leadership License), the commissioner may not waive licensure (T.C.A. § 49-1-201).

In accordance with [Every Student Succeeds Act](#) guidelines, beginning with the 2017-18 school year, states may no longer issue emergency credentials (i.e., permits and endorsement exemptions) to educators who will teach courses that require a special education endorsement. Effective Sept. 1, 2017, all special education teachers must hold a full, valid license with the appropriate endorsement for the courses to which they will be assigned.

The following endorsements are impacted by this regulation:

Special Populations Endorsement	Endorsement Code
Integrated Early Childhood Education (Birth-K; pre-K-3)	2000 & 2001
Early Development and Learning pre-K-K	468
Special Education Comprehensive K-12	461
Special Education Early Childhood pre-K-3	459
Special Education Gifted pre-K-12	466
Special Education Hearing pre-K-12	463
Special Education Interventionist 6-12	145
Special Education Interventionist K-8	144
Special Education Vision pre-K-12	462

## Emergency Credential Requirements

The subsequent tables outline requirements, validity periods, and other pertinent information for both types of emergency credentials.

### Temporary Permits

	Academic Permit	Occupational Permit	Clinical Practice Permit
<b>Allowable endorsements</b>	Academic	Occupational	Academic
<b>Validity Period</b>	Date of Submission - June 30	Date of Submission - June 30	Date of Submission - June 30
<b>Eligible for reactivation?</b>	Yes	No	No
<b>Maximum Allowed</b>	3	1	1
<b>Minimum education</b>	Bachelor's degree	High School Diploma	Enrolled in EPP
<b>Transaction submitted by</b>	District	District	District
<b>Permit Attachments Required</b>	Recruitment documentation ( <a href="#">NEW! Permit Documentation Guidance</a> )	Recruitment documentation; active industry certification <b>OR</b> notarized experience form	EPP letter/form verifying all coursework outside of clinical practice complete
<b>EOCs?</b>	Yes, with an assigned mentor teacher	N/A; some industry certifications required for students to be able to test for certification	No, unless content assessment with passing score is on file
<b>Prohibited subjects</b>	<ul style="list-style-type: none"> <li>Special Education</li> <li>Early Childhood (Pre-k)</li> <li>STEM Courses are not prohibited but require a TDOE-approved training</li> </ul>	N/A	<ul style="list-style-type: none"> <li>Special Education</li> <li>Early Childhood (Pre-K)</li> <li>Elementary Physical Education</li> </ul>
<b>Additional requirements</b>	N/A	Industry Certification <b>OR</b> 5 years within last 10 years or 3 years within 5 years' experience	N/A

### Temporary Permit Frequently Asked Questions

*Can an occupational endorsement be granted on an academic permit?*

Answer: No; occupational endorsements are only authorized on occupational permits.

*Can PreK be taught on a temporary permit?*

Answer: No; T.C.A. permits the use of temporary permits for grades K-12.

*Can a permit be renewed?*

Answer: No; academic permits may be **reactivated** up to two (2) times. Districts must submit a temporary permit reactivation transaction on behalf of the educator.

## Endorsement Exemptions (Waivers)

	Endorsement Exemption
<b>Allowable endorsements</b>	Academic, Occupational
<b>Validity Period</b>	Date of Submission- June 30
<b>Renewable?</b>	Yes
<b>Maximum Allowed</b>	3
<b>Minimum education</b>	Varies; must hold valid teaching license
<b>Transaction submitted by</b>	District
<b>Waiver Attachments Required</b>	n/a
<b>EOCs?</b>	No
<b>Prohibited subjects</b>	Special Education
<b>Additional requirements</b>	n/a

### Endorsement Exemptions Frequently Asked Questions

*Can an occupational endorsement be granted on an academic permit?*

Answer: No; occupational endorsements are only authorized on occupational permits.

*Can Pre-K be taught on an endorsement exemption?*

Answer: Yes; teachers who hold a valid teaching license may teach Pre-K on an endorsement exemption.

*Can an endorsement exemption be renewed?*

Answer: No; endorsement exemptions may be **reactivated** up to two (2) times. Districts must submit a reactivation transaction on behalf of the educator.

## Permit Documentation Guidance

Districts may begin applying for emergency credentials (permits and waivers) for the 2024-25 school year on July 1, 2024. To ensure this process goes smoothly, the licensure team has developed the following guidance.

### General Reminders

- **Permit Approval:** A permit must be issued by the department before the educator can utilize the permit. Submission of the permit application does not mean the permit has been issued.
- **Personal Affirmation:** Once you have submitted the permit application, please ensure the educator completes and submits the personal affirmation.
  - An application will not be reviewed until the transaction status says “Pending OELP Review”
  - If the personal affirmation is not completed within 90 days, the transaction status will change to “Archived Due to Inactivity” and you will need to start a new permit application.
- **Out of State Educators:** If you are hiring an out of state educator with an active out of state license or who has completed an EPP out of state, there is no need to apply for a permit for that educator. Have them submit an out of state transaction as soon as possible. The department is committed to maintaining fast process times for all transactions.

### Recruitment Documentation

Licensure Rule requires evidence of a targeted recruitment strategy for issuance of a permit. While districts may utilize more than one piece of documentation, only one targeted recruitment strategy is required. Elements of a targeted recruitment strategy can include, but are not limited to:

- **Advertising:** The recruitment documentation provided must be public facing.
  - An internal view of a job-posting is also sufficient
- **Position information:** The recruitment documentation clearly outlines the subject or endorsement areas for which the district is recruiting.
- **Timeline:** The end-date listed on the recruitment documentation provided must be within 6 months of when the application is submitted.
  - We will not be looking at the date a job-posting is released but instead will look at the date the posting was closed. It is a district decision how long a posting is live.
  - If you are submitting recruitment documentation for an event (i.e., job fair), the event must have taken place within 6 months of the permit application.

*For examples of targeted recruitment documentation, please see the Documentation Examples section below:*

### Documentation Examples

Below we have pulled examples of recruitment documentation that has been submitted in the past, with any identifying information removed. These examples may be used as a guide in assisting with targeted recruitment strategies.

**Helpful information** is shown in purple boxes.

**Needed information** is shown in green boxes.

Clear grade band

Posting end date is shown

2nd Grade Teacher at

Full Time Archived Internal + External

25%

14-Dec-2023 18-Jan-2024

Active

▼ Action	6-12 Physical Science Teacher	Full Time	26-May-2023	28-Jul-2023
▼ Action	k-5 Teacher	Full Time	25-May-2023	28-Jul-2023
▼ Action	6-8 Math Teacher	Full Time	25-May-2023	28-Jul-2023
▼ Action	6-8 science Teacher	Full Time	25-May-2023	28-Jul-2023
▼ Action	6-8 ELA Teacher	Full Time	25-May-2023	28-Jul-2023

Posting date is shown

ACCEPTANCE OF A  
June 26, 2023

Schools will accept applications with the following endorsement area(s):

**6th GRADE ELA**

Interested and highly qualified applicants are to submit the following items as an application packet:

- Professional Application

Clear grade band and subject area

Posting end date is shown

Clear grade band and subject area

JOIN OUR TEAM!

OPEN INTERVIEWS  
WEDNESDAY, JUNE 28  
9 AM-1PM

Are you dedicated, motivated, and ready to make a difference?

OPEN POSITIONS :

- Elementary Classroom Teachers
- Special Education Teacher
- Educational Assistants
- Custodians

\$4,000 signing bonus incentive for classroom teachers!

\$4,000 signing bonus for special education teachers!

Gives a date but no year

Specifies subject but not grade band

Job	Start Date	Job Category
Bonus at Sign on for Licensed K-12 Teachers - All Grades (202...	Immediate	Multiple

Posting is for all grades and subjects

No posting date or closing date

← Back to Jobs  
Licensed Teacher

**Job description**

Job Title: Teacher

Department: Education

Reports To: Education Coordinator

Job Summary:

Plans curriculum, classroom schedule, and prepares lessons/plans

No posting date or closing date

No grade band or subject area

Narrative is not a public facing

High School job search 23-24 - Ready

Search

Layout References Mailings Review View Help Acrobat

The district did a thorough job search for teachers for the positions that needed to be filled for the 2023-2024 school year. The district utilized our website to post positions. We also used social media platforms that directed interested parties to our district website. District staff members interviewed the available candidates before determining that the most qualified applicant for the position where we are seeking a permit, is an applicant who is not yet licensed. The district had several high school positions open and job openings were posted from [unclear] [unclear] [unclear]. An additional position opened in the [unclear] department during the [unclear] [unclear] [unclear].