Vocational Emergency Permits

A person holding a valid Pennsylvania vocational emergency permit is qualified to teach career and technical education programs in grades 7 through 12.

Career and technical education provides the skills and knowledge students need in a career and technical center, or in a secondary school, offering approved career and technical programs.

This document contains the following sections:

- General Policies;
- Application Process;
- Documents Required for Vocational Permits;
- Types of Emergency Permits;
- Special Considerations; and
- Summary of Changes.

General Policies

Emergency permits are requested by the chief school administrator of a local education agency (LEA) that has a permanent, temporary, or day-to-day opening for a professional employee. The permit (except locally issued) is valid from the first day of the month of issuance, until the last day of summer school in that school year.

The LEA is required to post any permanent or long-term vacancy for a minimum of 10 days on the LEA’s website before submitting an initial or reissuance application for an emergency permit to fill the vacancy.

Application Process

Initial Application: The first emergency permit application in the desired subject area and type requested by an LEA for an individual.

Reissuance: The second or subsequent emergency permit application of the same subject area and type requested by the same LEA for the same individual.
1. The candidate initiates and submits a permit request via the Teacher Information Management System (TIMS), at the request of an employing LEA, and affiliates with the LEA by searching and selecting them from a drop down menu.

2. When the request is received by the LEA, they select the type of permit and subject area(s) through their TIMS dashboard, select the payment method and submit the application. NOTE: The LEA determines who is responsible for the payment.

3. The candidate or the LEA submits the documents listed on the TIMS cover sheet (documents may not be needed). Transcripts are not required for vocational instructional emergency permits.

Documents Required for Vocational Emergency Permits

1. Transcripts
   Bachelor’s degree transcript is required for:
   - Initial permit for vocational supervisor and vocational administrative director when the applicant does not hold a PA certificate; and
   - Reissuance of an emergency permit with an educational obligation (Type 01) for cooperative education, vocational supervisor, and vocational administrative director permits.

   Submission
   - Electronically direct from the college or university to ra-teachercert@pa.gov; or
   - In an unopened college-sealed envelope; or
   - From the employing LEA if the certifying officer:
     - Received the electronic transcripts directly from the college or university or in college-sealed envelopes; and
     - Writes the name of the LEA directly on the original transcript, marks it as “OFFICIAL”, signs, and dates it; and
     - Forwards it directly to the Division of Certification Services electronically or by mail along with the TIMS application coversheet.

2. PDE requires a copy of the current and valid PA professional license for Type 04 and Type 01 vocational emergency permits in the following areas:
   - Barbering;
   - Cosmetology;
   - Dental Assistant;
   - Emergency Care Attendant (EMT);
   - Fire Science;
   - Health Assistant;
   - Health Related Technology;
   - Medical Assistant;
   - Nurse’s Aide;
• Protective Serv Occupations;
• Rehabilitation Aide; and
• Veterinarian Assistant.

3. Required credentials for non-U.S. citizens and individuals prepared outside of the United States – see CSPG 5.

Types of Emergency Permits

1. Vocational Locally Issued Day-to-Day Substitute:
The chief school administrator or vocational school administrative director is authorized to use a substitute occupational practitioner when no properly certified teachers are available.
• This permit is valid for 20 days of substitute service and may be renewed for an additional 20 school days upon the approval of the Secretary. A renewal form is submitted to the Bureau.
• This permit does not qualify the holder to serve as a regularly employed teacher to fill a vacant position or as a long-term substitute.
• An application in TIMS is not required.
• A record of days worked should be kept in the educator’s personnel file. Nothing is needed from PDE.

2. Vocational Day-to-Day Substitute (Type 06):
• A Type 06 Vocational Instructional permit is issued to qualify a person for service as a day-to-day substitute in any vocational instructional certificate area.
• If service exceeds 20 days in a single assignment, a long-term substitute permit (Type 04) is required.

3. Long-Term Substitute with No Educational Obligation (Type 04):
A Type 04 permit is requested for a temporary position that will exceed 20 consecutive days in a single assignment and when future employment in the position is not anticipated by the LEA. Following are examples of these types of vacancies:
• Temporary coverage (i.e., sabbatical, medical, maternity, etc.)
• Coverage while recruiting
• Coverage for a position eliminated at the end of the school year

A Type 04 permit can be re-issued one time in the same subject area per LEA.
4. Vacant Position with an Educational Obligation (Type 01):
A Type 01 permit is requested for a position that will exceed 20 consecutive days in a single assignment when the LEA anticipates filling the vacant position. Following are examples of qualifying vacancies:

- New Position
- Resignation
- Termination
- Retirement
- Death

The educator agrees to enroll in a state-approved vocational education certification program and complete the requirements for reissuance. Vocational Instructional applicants must hold a high school diploma (or equivalent) and have two years of paid experience in the trade within the last ten years.

Reissuance of a Type 01 Vocational Instructional area will require submission of a PDE 338 ES form or a signed letter on college letterhead from the preparing PA vocational university verifying entrance in a state-approved vocational program.

Reissuance of a Type 01 Cooperative Education, Vocational Supervisor, and Vocational Administrative Director will require evidence of enrollment in a state-approved educator program and completion of the required credits in the program.

- First reissuance credit requirements are based on the date of the initial emergency permit issuance as follows:
  - August 1 – November 30 = 6 program credits;
  - December 1 – March 31 = 3 program credits;
  - April 1 – July 31 = proof of a program enrollment.
- Second reissuance and all subsequent reissuances may be requested with proof of nine certification program credits.
- A permit may be reissued one time after the program is completed for testing purposes, if the test(s) has been attempted in the previous year. The LEA must alert PDE that the permit being requested is based on testing.

5. Act 97 Waiver (Type 02):
Furloughed Teachers
Refer to CSPG No.14 – Act 97 Waiver of Certification.
Special Considerations

1. Inactive and Voluntary Inactive Pennsylvania certificate holders may work for a total of 90 days per school year as a day-to-day or long-term substitute in their certificate area only.
   - An emergency permit is not needed to work in the certificate subject area (24 P.S. § 12-1205.2).
   - A type 06 Vocational Day-to-Day Substitute Emergency Permit is required when the individual is working outside of their certification subject area.
   - These two options combined cannot exceed 90 days per school year.

2. Vocational Emergency Permits will not be issued under the following circumstances:
   - Candidate holds a lapsed Vocational Intern certificate in the subject area being requested;
   - Candidate holds a lapsed Vocational Instructional I certificate in any subject area and is requesting a permit in any vocational instructional subject area.
   - Candidate holds a lapsed Vocational Supervisor I or Vocational Administrative I certificate in the specific credential area being requested; and
   - Candidate voluntarily deleted the subject area being requested from his/her certificate.

3. The employing LEA may request emergency permits for substitute teachers provided by private agencies or contractors.

4. Emergency Permits may not be requested during a legal work stoppage.

References: 22 Pa. Code §49.31, 49.32, 49.33, 49.34; 49:153; 24 P.S. §11-1122

Related CSPGs: CSPG 2, CSPG 5, CSPG 14

This revision supersedes all earlier CSPGs addressing this subject. Previous CSPG printing dates on this subject: 3/75, 8/76, 1/87, 7/04, 9/10.

Summary of Changes

<table>
<thead>
<tr>
<th>Date of Revisions</th>
<th>Major Changes to CSPGs for Vocational Emergency Permits</th>
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<tbody>
<tr>
<td>4/2018</td>
<td>• Vocational Emergency Permits were removed from CSPG 13 and entered in CSPG 25.</td>
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<td>• Adjustment of required credit obligations for requesting a Type 01 emergency permit reissuance.</td>
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### Major Changes to CSPGs for Vocational Emergency Permits

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<tr>
<td></td>
<td>• Clarification and adjustment of conditions for requesting a Type 01 or Type 04 emergency permit.</td>
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<td></td>
<td>• Added information on Vocational Locally-Issued Day-to-Day Substitute permits.</td>
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<td>• Listed the licenses required for specific vocational emergency permits.</td>
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<tr>
<td>9/2010</td>
<td>Information listed in CSPG #13:</td>
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<td>• Vocational candidates seeking a Type 01 emergency permit do not need to submit a PDE 338 ES form with the initial application.</td>
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<td>• The PDE 338 ES form is required for Vocational Type 01 reissuance only.</td>
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<tr>
<td>7/2004</td>
<td>• Listed steps and processes for Vocational Instructional Emergency Permits.</td>
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<tr>
<td>1/1987</td>
<td>• A Bachelor’s degree was not required for Vocational Instructional emergency permits.</td>
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