

EMERGENCY PERMITS

An Emergency Permit is requested when a public school entity needs to hire an educator but is unable to locate a fully qualified individual who holds a valid and active teaching certificate in the appropriate subject area. Only schools that are required to have fully certified teachers should apply for an Emergency Permit. This document contains the following sections:

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General Policies

Emergency Permits may be requested by the Chief School Administrator of the public school entity that has a permanent or temporary opening for a professional employee. The permit is valid from the first day of the month of issuance until the last day of summer school in that school year. **The school entity is required to post any long-term substitute position for a minimum of 10 days on the school entity's website before a subsequent application is submitted.**

Requirements and Procedures

Initial application: The first Emergency Permit application in the desired subject area and type requested by a public school entity for an individual.

Reissuance: The second, or subsequent, Emergency Permit application of the same subject area and type requested by the same public school entity for the same individual.

Three-step Application Process

1. The applicant submits a permit request via the Teacher Information Management System (TIMS) at the request of an employing school entity.
2. The school entity selects the type of permit and subject area(s). The entity selects the payment method and submits the application.
3. The applicant or the school submits the documents listed on the TIMS cover sheet.

Documentation

1. Transcripts

- Submission:
 - Electronically from the institution to ra-TeacherCert@pa.gov;
 - In an unopened college-sealed envelope; or
 - From the employing school if the certifying officer:
 - Received the transcripts electronically or in college-sealed envelopes
 - Marks a copy of the transcript as “OFFICIAL” and signs and dates it
 - Forwards it directly to the Division of Certification Services electronically or by mail.
 - Bachelor’s degree transcript is required for:
 - initial permit except for school nurse, dental hygienist, and Pennsylvania certified educators; and
 - reissuance of Long-term Substitute with Educational Obligation (type 01) permits.
2. PDE requires a copy of the professional license for:
- School nurses; and
 - Dental hygienists.
3. Required Credentials for Individuals Prepared Outside of the United States – see [CSPG 5](#).

Types of Emergency Permits

1. Vacant Position (Type 01) – Long-term Substitute with an Educational Obligation to Pursue Certification

A Type 01 permit is issued to fill a professional or temporary professional vacancy created as a new position or by the resignation, termination, retirement or death of an incumbent.

Initial Application Requirements

The educator agrees to enroll in a state-approved teacher certification program in the subject area(s) and complete the required number of credits.

Reissuance

- The educator is required to provide evidence of enrollment in a state-approved teacher preparation program.
- The educator must complete nine credits in the program prior to an application for reissuance.
- One additional permit may be requested to pass required tests when the program is completed.

2. Long-Term Substitute (Type 04) with No Educational Obligation to Pursue Certification

A Type 04 permit is issued:

- To fill a long-term substitute position that will exceed 20 consecutive days in a single assignment and future employment in the position is not anticipated, or
- For the first year of a newly vacated position (a Type 01 is required for subsequent years).

3. Act 97 Waiver (Type 02) Refer to [CSPG No.14 - Act 97 Waiver of Certification](#).

4. Day-to-Day Substitute (Type 06)

A Type 06 permit is issued to qualify a person for service as a day-to-day substitute in a single assignment that will not exceed 20 cumulative days.

An official bachelor's transcript must be submitted if the application is selected for a random audit.

5. Teacher Exchange/Cultural Exchange (Type 08)

An individual is eligible to participate in an approved teacher/cultural exchange program if the educator:

- Holds a degree in higher education that is the equivalent of a baccalaureate degree earned in the United States;
- Has been sponsored by a public school entity to participate in a teacher exchange program;
- Is certified to teach in another country;
- Has a minimum of three years of teaching experience;
- Provides evidence of good moral character; and
- Is proficient in the English language.

Type 08 permits are limited to one initial application and two subsequent applications.

6. Locally Issued Day-to-Day Substitute

Certificated educators:

- The Chief School Administrator may issue a permit to educators holding a valid and active Pennsylvania or **out-of-state** certificate.
- Meet requirements of Section 111, 111.1 and 1109 of the School Code related to clearances and moral character.

- The educator may serve as a substitute for 20 cumulative school days in each subject outside of their certificated area(s).
- If they are needed for more than 20 days in the same assignment, an emergency permit must be requested from the Department.
- The LEA is responsible for maintaining accurate records and evidence of the above requirements.

Teacher Preparation Program Completers (Act 36 of 1999):

- Must have a letter from a college or university verifying successful completion of an approved teacher preparation program, completed all testing requirements and have completed all requirements for awarding of a bachelor's degree on a date certain.
- Meet requirements of Section 111, 111.1 and 1109 of the School Code related to clearances and moral character.
- May serve until the end of the school year including summer school.
- The LEA is responsible for maintaining accurate records and evidence of the above requirements.

Prospective Teacher Substitutes (Act 86 of 2016):

- Must be currently enrolled in a Pennsylvania approved college or university teacher preparation program.
- Must have a minimum of 60 semester hours or equivalent.
- May teach a maximum of 10 days for a single employee, and a maximum of 20 days per year.
- Meet requirements of Section 111, 111.1 and 1109 of the School Code related to clearances and moral character.
- Renewal provisions:
 - May be renewed for one additional year.
 - Must provide proof of completion of additional 15 credits hours or equivalent from a commonwealth college or university.
 - Must remain enrolled in a commonwealth college or university.
- The LEA is responsible for maintaining accurate records and evidence of the above requirements.

Special Considerations

1. See [CSPG 66](#) for **vocational permit** requirements.
2. **Inactive and Voluntary Inactive Pennsylvania certificate holders** may work for a total of 90 days per school year.

- No permit is required to work in the certification content area (24 P.S. § 12-1205.2).
- A Type 06 Day-to-Day Substitute Emergency Permit is required when the individual is working outside of their certification content area.
- These two options combined cannot exceed 90 days per school year.

3. **Emergency Permits** will not be issued under the following circumstances:

- Candidate holds a lapsed Intern certificate in the subject area being requested.
- Candidate holds a lapsed Level I certificate.
- Candidate voluntarily deleted the subject area being requested from his/her certificate.

4. The public school entity must request emergency permits for substitute teachers provided by **private agencies or contractors**.

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

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

Related CSPGs: CSPG 2, CSPG 5, CSPG 14, CSPG 63

This revision supersedes all earlier CSPGs carrying this number and/or addressing this subject. Previous CSPG printing dates on this subject: 3/75, 8/76, 1/87, 7/04, 6/08, 9/10, 12/15.

Summary of Changes

Date of Revisions	Major Changes to CSPG #13
9/2016	<ul style="list-style-type: none"> • Added Locally-Issued Day-to-Day Substitute Information: <ul style="list-style-type: none"> ○ Teacher Preparation Program Completers (Act 36 of 1999) ○ Student Substitutes (Act 86 of 2016).
12/2015	<ul style="list-style-type: none"> • A Type 04 permit is issued for the first application of a vacant position. A subsequent application for a vacant position must be for a Type 01 emergency permit. • Locally-issued permits have been designated as Type 05 permits. • No bachelor's degree is required for the issuance of a School Nurse or Dental Hygienist permit. • Substituting limitations have been clarified for educators holding Inactive or Voluntary Inactive status. • The vocational permit process has been relocated to CSPG #66.
9/2010	<ul style="list-style-type: none"> • Type 08 emergency permits have been expanded to include Cultural Exchanges.

Date of Revisions	Major Changes to CSPG #13
	<ul style="list-style-type: none"> • Vocational candidates seeking a Type 01 emergency permit do not need to submit a PDE 338 ES form with the initial application. The PDE 338 ES form is required for Vocational Type 01 reissuance. • Individuals issued emergency permits between June 1 and July 31st have no educational requirements. • Registered Nurses and Dental Hygienists are no longer limited to Type 04 or Type 06 emergency permits. • Type 06 permits are to be issued for 20 cumulative days, not consecutive days.
6/2008	<ul style="list-style-type: none"> • Type 03 emergency permits will no longer be issued by the Division of Certification Services. • When applying for a Type 01 emergency permit, a school entity must demonstrate a consistent and persistent inability to fill a vacancy with a fully qualified candidate. • Type 06 emergency permits may be issued to school entities for educators holding inactive certificates who wish to teach outside of their area of certification. Permits issued to inactive certificate holders will be valid for 90 service days. • Bachelor's degree for School Nurses and Dental Hygienist is required for a Type 01 but not required for a Type 04 or Type 06 emergency permit. • Deleted the section that obligates a school entity to continue the employment of the emergency permit holder in subsequent years even if the incumbent employee has served satisfactorily and met his or her educational obligation.
7/2004	<ul style="list-style-type: none"> • Emergency Certificate changed to Emergency Permit. • School Nurse or Dental Hygienist was required to have a Bachelor's degree. However, policy was adjusted to require a Bachelor's degree for a Type 01 for School Nurses but not required for Type 04 or 06 Emergency Permits.
1/1987	<ul style="list-style-type: none"> • CSPG No. 4 was changed to CSPG No. 13 and was divided into three categories: General Policies; Issued for Temporary Professionals, Professional Employees; and Substitutes. • Bachelor's degree was required, except for School Nurse or Dental Hygienist. • Emergency Certificate Types identified to include: 01 – Vacant Position with 9 credit obligation, 03 – Long Term Sub with education obligation, 04 – Long Term Substitute, 06 – Day to Day and 08 – Exchange.
3/1975	<ul style="list-style-type: none"> • Guiding document changed to CSPG No. 4 – Issuance of Emergency Certificates. • Requested by school district and in agreement with PDE. Additional detail included in the CSPG.

Date of Revisions	Major Changes to CSPG #13
1/1962	<ul style="list-style-type: none">• Four years or 120 semester hours of post-secondary education was now required.
1/1961	<ul style="list-style-type: none">• Three years or 90 semester hours of post-secondary education was now required.
7/1951	<ul style="list-style-type: none">• County or District Superintendent may issue an Emergency Certificate to a person with two years post-secondary education or 60 semester hours.• Only valid if filed with PDE on the proper form after 90 days.• Not applicable: Vocational, Recreation, Special Education and Extension Education.