

EMERGENCY PERMITS

An Emergency Permit is requested when a public school entity needs to hire an educator, but is unable to employ an individual that 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:

[General Policies](#)

[Requirements and Procedures](#)

[Types of Emergency Permits](#)

[Vocational Instructional Areas](#)

[General Exceptions](#)

[Summary of Changes](#)

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 entity must have advertised that opening, and yet have no fully qualified and properly certified applicant available. The permit is valid from the first day of the month of issuance until the last day of summer school in that school year. In the case of a permanent opening (vacant position), the school entity must continue to make every effort to fill the vacancy with a fully qualified and properly certified professional employee except:

- when the position is slated to be collapsed, or
- when the vacancy occurs during the last half of the second semester

Requirements and Procedures

1. Definitions

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

Subsequent application: The second or subsequent Emergency Permit application of the same type being requested by the same public school entity for the same individual in the same subject area. Before a subsequent application is submitted, the school entity is required to post any long-term substitute position for a minimum of 10 days on the school entity's website. If no qualified candidate has been identified, an emergency permit application may be submitted.

2. Basic Requirements for Initial Application

All requests must be made by submitting:

- Appropriate application forms (338 G, 338 E). In addition, when a vocational subject area Type 01 Emergency Permit is requested, a 338 ES form must be completed by the preparing college and submitted by the requesting school entity.
- Current application fee: A separate application and fee is required for each type code of emergency permit requested.
- Official transcripts in unopened college-sealed envelopes confirming possession of a bachelor's degree, or a photocopy of any Pennsylvania Level I or Level II certificates held. A bachelor's degree is not required for Vocational Instructional areas.
- A U.S. licensed physician must complete the Health Certificate section of the application form (338 G) unless the candidate was previously issued a Pennsylvania certificate or emergency permit.
- Candidates who were educated outside of the United States are required to provide official transcripts of studies completed abroad, and an evaluation of those transcripts by a Department-approved foreign education credential evaluation group per direction of CSPG No. 5 – Evaluation of Credentials for Individuals Prepared Outside of the United States.
- Candidates who are not U.S. citizens must provide immigration documentation as specified in CSPG No. 5 – Evaluation of Credentials for Individuals Prepared Outside of the United States.
- Emergency permit applications for the upcoming school year may be submitted starting July 1. An application received on or after July 1 will be issued for the upcoming school year unless a letter from the chief school administrator accompanies the application stating that the permit is needed for the current school year including summer school.

Types of Emergency Permits

1. Vacant Position (Type 01)

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 when there is a consistent and persistent inability to fill a position with a fully qualified and properly certified individual.

Initial Application Requirements

- The school entity is required to post any vacant position for a minimum of 10 days on the school entity's website, and exhaust all available methods to advertise the position. If no qualified candidate has been identified, a Type 01 permit application may be submitted.

- The chief school administrator may request a Type 01 Emergency Permit for an educator who is no longer eligible for a Type 04 Emergency Permit. The chief school administrator must provide a letter of explanation identifying and supporting the extenuating circumstances that warrant the issuance of a Type 01 permit.
- The educator signs the application agreeing to enroll in a state-approved teacher preparation/certification program in the subject area in which the permit is being requested, completes the required number of credits **and** meets Pennsylvania testing requirements which lead to Level I certification in the area(s) for which the permit is granted. If the educator has already completed an approved teacher preparation/certification program in the subject area in which the permit is being requested, official documentation verifying program completion must be included with the application.
- Meets all requirements under "Requirements and Procedures" above

Subsequent Application Requirements

- The school entity is required to post any long-term substitute position for a minimum of 10 days on the school entity's website. If no qualified candidate has been identified, a Type 01 permit application may be submitted.
- The educator is required to be enrolled in a state-approved teacher preparation/certification program in the subject area in which the permit is being requested, or be enrolled in courses at a college or university that has an articulation agreement with a university that has an approved teacher preparation/certification program. In addition, the educator must complete the required number of credits in the program **and** meet Pennsylvania testing requirements which lead to Level I certification in the area(s) for which the permit is granted.
- The required credits must be earned during the time the permit is effective. The requisite coursework that must be completed is as follows:
 - When the effective date of permit issuance is between August 1 and December 31: *9 semester hours* must be earned prior to submission of a subsequent application for an Emergency Permit.
 - When the effective date of permit issuance is between January 1 and June 1: *6 semester hours* must be earned prior to submission of a subsequent application for an Emergency Permit.
- If the chief school administrator requests a subsequent application of an Emergency Permit for an educator who has failed to meet the terms and conditions listed above, the chief school administrator must provide a letter of explanation identifying and supporting the extenuating circumstances. Extenuating circumstances, such as

medical disability, must be documented in a letter signed by the chief school administrator and will be reviewed by the Bureau to determine the candidate's eligibility for a subsequent Emergency Permit.

- When an individual has completed all required coursework, a subsequent application for an Emergency Permit for a candidate who is unable to meet their testing obligations is limited to a single (1) time.

2. Long-Term Substitute—No Educational Obligation (Type 04)

A Type 04 permit is issued to fill a long-term substitute position which will exceed 20 consecutive days in a single assignment.

Initial Application Requirements

- The school entity is required to post any long-term substitute position for a minimum of 10 days on the school entity's website. If no qualified candidate has been identified, a Type 04 permit application may be submitted.
- Candidates for the Type 04 permit must minimally hold a bachelor's degree and meet all other basic requirements for issuance.

Subsequent Application Requirements

- The school entity is required to post any long-term substitute position for a minimum of 10 days on the school entity's website. If no qualified candidate has been identified, a Type 04 permit application may be submitted.
- There is no educational obligation on the part of the educator if the public school entity submits an application for an emergency permit in a subsequent school year. The educator is limited to one (1) initial application and one (1) subsequent application. A Type 01 permit will be applied for in the event a public school entity candidate can no longer qualify for Type 04 Emergency Permit and there is a consistent and persistent inability to fill the position with a fully qualified individual. The chief school administrator must provide a letter of explanation identifying and supporting the extenuating circumstances that warrant the issuance of a Type 01 permit.

3. 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 which will not exceed 20 consecutive days. If the assignment will exceed 20 consecutive days, the public school entity should request an Emergency Permit for a long-term substitute (Type 04).

Refer to page 6 of this CSPG for “Locally Issued” day-to-day permits.

Application Requirements

- Candidates for the Type 06 permit must hold a bachelor’s degree and meet all other basic requirements for issuance.
- See “Special Considerations” for School Nurse, Dental Hygienists or inactive certificate holders.

4. Exchange Teacher (Type 08)

The Type 08 permit is issued to qualify a person to serve in place of the regularly employed teacher who has been granted an approved leave of absence to participate in an approved teacher exchange program.

Initial Application Requirements

- The permit can be issued to an individual who has been licensed, registered, or certified as a teacher in another country or state and is determined by the Bureau to be qualified as an exchange teacher in the schools of the Commonwealth.
- Public school entities interested in these permits should contact this Bureau for explicit information and instruction.

Subsequent Application Requirements

- Type 08 permits are only reissued when the exchange program spans more than one calendar year.

Vocational Instructional Areas

Vocational Emergency Permits are issued for occupational and/or technology curriculum areas.

Initial Application Requirements

- The school entity is required to post any vacant or long-term substitute positions for a minimum of 10 days on the school entity’s website. If no qualified candidate has been identified, an Emergency Permit application can be submitted.
- Vocational candidates for a Type 01 permit must schedule or have successfully completed an occupational competency assessment with a Pennsylvania-approved vocational certification college/university **and** must enroll in a Pennsylvania-approved intern program. This is reported on the 338 ES form which is completed by the preparing college and submitted by the requesting school entity.
- In lieu of the 338 ES form:

- Military Science – JRROTC is required to submit a photocopy of either a letter from his/her superior officer or a certificate verifying that the candidate is qualified to teach JRROTC in the schools.
- Cooperative Education – a letter from preparing university verifying that the candidate is enrolled in the Cooperative Education program

Subsequent Application Requirements

- The school entity is required to post any long-term substitute position for a minimum of 10 days on the school entity's website. If no qualified candidate has been identified, a Type 01 permit application may be submitted.
- The subsequent application rules are dependent on the type of emergency permit issued.
- When a candidate for Type 01 subsequent application is unable to secure the recommendation for a vocational intern certificate, the emergency permit can only be reissued if a 338 ES form is included with the application or the chief school administrator (commissioned officer) documents in a signed letter one of the following circumstances:
 - the candidate has satisfactorily completed all parts of the occupational/technical competency assessment, or
 - the candidate was unable to appear for occupational/technical competency assessments for reasons beyond his/her control, or
 - the candidate failed to satisfactorily complete the entire occupational/technical competency assessment but has been permitted by the respective occupational/technical competency test center coordinator to reschedule a second assessment because of his/her closeness to securing a passing threshold.

General Exceptions

1. The candidate for the Emergency Permit shall hold a bachelor's degree conferred by a regionally accredited college/university. The exception to this requirement is...
 - School Nurse K-12 or Dental Hygienist K-12 when being issued a Type 06 Emergency Permit for assignment as day-to-day substitute or when being issued a type 04 Emergency Permit for assignment as a long-term substitute. Candidates must provide a copy of a current and valid Pennsylvania license as a registered nurse or dental hygienist.

2. Locally issued day-to-day substitute permits may be issued by the chief school administrator to persons holding a valid and active Pennsylvania certificate or its equivalent from another state. An individual granted a locally issued day-to-day substitute permit may serve as a day-to-day 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 any area for which they are not certified, an Emergency Permit must be requested.
3. For educators holding an inactive Pennsylvania certificate, a Type 06 Emergency Permit application may be submitted by a school entity for individuals who will be teaching outside their area of certification. The Emergency Permit will allow the inactive certificate holder to substitute for a total of 90 days per school year.
-  4. Educators holding an inactive Pennsylvania certificate can teach within their area of certification for a total of 90 days per school year. Refer to 24 P.S. § 12-1205.2 for additional information. An application for an Emergency Permit is not required.
5. The Bureau is unable to issue Emergency Permits 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
6. In accordance with 24 P.S. §1202, a public school entity must request an Emergency Permit for a non-certified person who is delivering educational services to that public school entity upon a grant, tuition, or contractual basis.
7. Emergency Permits may not be requested during a legal work stoppage.
8. The candidate may qualify for a Teacher Intern certificate if enrolled in an approved State Teacher Intern program at a Pennsylvania college/university and has passed required state assessments of basic skills and subject content. A Teacher Intern certificate is considered a full certificate. An educator holding a Teacher Intern certificate, and teaching in the area of the certificate will meet Highly Qualified Teacher (HQT) requirements. Refer to CSPG No. 64 – Teacher Intern and the Pennsylvania Department of Education website www.pde.state.pa.us for additional information regarding the Teacher Intern program.
9. The Act 97 Waiver of certification (Type 02 Emergency Permit) may be requested by either a public school entity or initiated by a Level I or II certificate holder (through the public school entity) who is facing furlough, or who has already been furloughed or demoted by that entity. For further information, refer to CSPG No.14 - Act 97 Waiver of Certification.

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

Summary of Changes

<i>Date of Revisions</i>	<i>Major Change to CSPG 13</i>
5/2008	- 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	- 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	- CSPG No. 4 changed to CSPG No. 13 and it 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	- 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.
1/1962	4 years or 120 semester hours of post-secondary education was now required.
1/1961	3 years or 90 semester hours of post-secondary education was now required.
7/1951	- County or District Superintendent may issue an Emergency Certificate to a person with 2 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.