



An initiative from the Office of Professional Learning designed to support emergency certified teachers

Teach Right Now Emergency Permit FAQ Document

Disclaimer

The information presented in this document is a general overview. Each teacher has a unique circumstance. To be certain that your personal questions are answered correctly, please contact the Office of Teacher Certification.

School District of Philadelphia

Points of Contact

Christina Criniti-Fink - ccrinitifink@philasd.org
Michelle Stokes - mistokes@philasd.org

SDP Certification Office Hours - [Zoom Link](#)

- Mondays - 11:30am-3:30pm
- Tuesdays - 9:00am-12:00pm, 2:00pm-3:30pm
- Wednesdays - 9:00am-12:00pm, 2:00pm-3:30pm
- Thursdays - 9:00am-12:00pm, 2:00pm to 3:30pm
- Fridays - 11:30am-12:30pm

General Certification Information

[SDP FAQ page](#)

PA Department of Education

Point of Contact

Pennsylvania Dept of Education Certification:
ra-teachercert@pa.gov
ra-edcertquestions@pa.gov

Emergency Permit Information

[Emergency Permit FAQs](#)

Certification & Staffing Policies & Guidelines [CSPG13](#)

About Emergency Permits

<i>What is an emergency certification/permit?</i>	A Pennsylvania public school entity, also known as a Local Education Agency (LEA), requests an Emergency Permit to fill a vacant position when it is unable to find a fully qualified and properly certified educator holding a valid and active certificate.
<i>What documents are required to apply for a permit?</i>	<ol style="list-style-type: none"> 1. Initial application: The first emergency permit application in the desired subject area and type requested by SDP for an individual. 2. College/University transcripts <ul style="list-style-type: none"> - Transcripts are sent directly to the Office of Teacher Certification. 3. A foreign evaluation report and citizenship documentation are required for non-U.S. citizens and individuals prepared outside of the United States. See CSPG 5 for specific details. Non-U.S. citizens must have a Permanent Resident Card.
<i>When do emergency</i>	An emergency permit is valid from the first day of the month of issuance until July 31st of

<i>permits expire?</i>	<p>that current school year.</p> <p>Emergency permits may be renewed when all requirements and educational obligations are met.</p>
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Educational Obligation	
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<i>What is an educational obligation?</i>	<p>An educator working under an emergency permit agrees to enroll in a state-approved certification preparation program in the subject area(s) of the requested permit and complete the required number of credits required for reissuance of the permit.</p> <p>Types of educational obligations include, but are not limited to:</p> <ul style="list-style-type: none"> - Proof of enrollment in a certification program - Official transcripts from certification programs - Proof of registration to take certification exams - Proof of test(s) taken of certification exams - Passing scores on certification exams <p>View Certification Exam and Score Requirements HERE.</p>
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<i>How do I determine my educational obligation?</i>	<p>During your onboarding, you met with members of the Office of Teacher Certification. With their assistance, you completed and submitted the following forms:</p> <ul style="list-style-type: none"> - Certification Plan - Emergency Permit Obligations Timeline - Reissuance Agreement <p>You sent these documents to representatives from the Office of Teacher Certification via email. Depending on the timeline of your hiring process, some emails may be located in your personal email account and/or your work account.</p> <p>Search your email inbox for correspondence from the following individuals:</p> <ul style="list-style-type: none"> - Christina Criniti-Fink - ccrinitifink@philasd.org - Michelle Stokes - mistokes@philasd.org <p style="text-align: center;">Educational obligations vary from teacher to teacher.</p> <p>Types of educational obligations include, but are not limited to:</p> <ul style="list-style-type: none"> - Proof of enrollment in a certification program - Official transcripts from certification programs - Proof of registration to take certification exams - Proof of test(s) taken of certification exams - Passing scores on certification exams
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<p><i>What is a certification preparation program?</i></p> <p><i>Where can I find more information about state-approved certification programs?</i></p>	<p>PDE approved preparation programs are designed to prepare and certify educators to teach or serve in Pennsylvania schools. Preparation programs are offered by colleges/universities, intermediate units or other educational entities.</p> <p>Pennsylvania has 100+ colleges, universities, and providers that offer teacher education programs approved by the PDE.</p> <p>PDE Webpage about Approved Certification Programs</p>
<p><i>Does SDP have partnerships with colleges and universities?</i></p>	<p>Some colleges/universities offer discounts to SDP employees.</p> <p>SDP Tuition Discounts and Education Partners</p>
<p><i>My educational obligation requires that I earn college credits. How many credits do I need to earn this school year?</i></p>	<p>Reissuance of your emergency permit may be requested if you provide evidence of enrollment in a state-approved certification preparation program and have completed the required credits in the program.</p> <p>First reissuance credit requirements are based on the date of issuance of the initial Emergency Permit:</p> <ul style="list-style-type: none"> - August 1 – November 30 = six (6) program credits - December 1 – March 31 = three (3) program credits - April 1 – July 31 = proof of program enrollment <p>At the discretion of the Office of Teacher Certification, employees hired in February or later may be issued a Type 04 permit. Type 04 permits do not require an educational obligation.</p> <p>Second reissuance and all subsequent reissuances may be requested with proof of nine (9) certification program credits.</p>
<p><i>My educational obligation requires that I take a certification exam(s). What happens if I need to retake the exam(s)?</i></p>	<p>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. SDP must alert PDE that the permit is being requested based on testing.</p> <p>View Certification Exam and Score Requirements HERE.</p>
<p><i>What are the consequences of not meeting the deadlines of my educational obligations?</i></p>	<p>If you do not meet your educational obligation by the last day of the school year, you are subject to termination from employment with SDP.</p>
<p><i>How do I renew my emergency permit?</i></p>	<p>In May/June, the Office of Teacher Certification will invite you to schedule a permit reissuance appointment. The appointments take place via Zoom during the summer months. At that meeting, you will receive instructions to complete agreement documents and send documentation to PDE.</p> <p>You will send your permit application's cover sheet and a \$100 money order to PDE. Select individuals may be required to submit additional documentation if they responded yes to good moral questions.</p>

Information about Career and Technical Education Permits

What are the emergency permit requirements for Career and Technical Education professionals?

Career and Technical applicants must hold a high school diploma (or equivalent) and have the required years (as noted below) of paid experience in the trade.

An applicant for a Career and Technical Instructional I certificate must present four years (8,000 hours) of wage-earning experience in the occupation taught or two years (4,000 hours) of wage-earning experience in the occupation to be taught plus a baccalaureate degree.

Issuance of a Type 01 Career and Technical area requires submission of a PDE 338 ES form or a signed letter on college letterhead from the preparing PA Career and Technical university verifying entrance in a state-approved Career and Technical program.

PDE requires a copy of the current and valid PA professional license/certification for career and technical emergency permits in the following occupational competency areas:

Aircraft Maintenance (2503)	Fire Science/Firefighting (2124)	Pilot and Flight Crew (2508)
Aircraft Powerplant (2505)	Health Assistant (2202)	Rehabilitation Aide (2223)
Barbering (2011)	Health Related Technology (2214)	Remote Aircraft Pilot (2509)
Cosmetology (2093)	Medical Assistant (2207)	Surgical Technology (2134)
Dental Assistant (2201)	Medical Records Technology (2206)	Veterinarian Assistant (2250)
Emergency Care Attendant (EMT) (2299)	Nurse's Aide (2213)	

What CTE certification programs are local to SDP educators?

Temple University is a local Career and Technical Education program provider.

Other Helpful Information

Loan forgiveness programs

Teachers with federal student loans have several loan forgiveness program options. [Loan Forgiveness Programs for Teachers](#)