

Emergency Permit for Teachers

Congratulations! Thank you for considering teaching at the School District of Philadelphia (SDP).

The Pennsylvania Department of Education (PDE) requires all teachers to hold a valid and active Pennsylvania instructional certificate in the content area for which the teacher is instructing. SDP requests an emergency permit to fill a specific content area teaching position when we are unable to find a certified educator holding a valid and active certificate.

If you are being considered for a teaching position and are not currently a PA certified teacher, it is because we believe you have the skill and attributes to be successful in the position, and would like to hire you- but in order to so, you must pursue your Pennsylvania instructional certificate while you teach.

Out of State Certified

If you are otherwise certified in another state and received an offer for the content area in which you are certified, SDP encourages you to transfer your out of state certification to Pennsylvania.

You can review PDE's [Out-of-State Prepared page](#) for additional details about what you specifically need to do to transfer your certification to Pennsylvania.

If you are unable to transfer your application prior to your start date, SDP is able to issue you an Emergency Permit if you agree to complete all necessary steps to become Pennsylvania certified during the year you are on an Emergency Permit. The cost of the Emergency Permit is \$100 and you can get this cost reimbursed.

Not Certified in Hired Content Area

If you are not certified for the content area in which you received an offer, SDP will be able to hire you and issue you an Emergency Permit to teach in this content area for one year. When you sign an offer and need an Emergency Permit, you agree to complete the necessary steps to become Pennsylvania certified in that content area.

For individuals who are PA certified to teach in a content area other than what they were hired to teach, individuals will need to follow these instructions to add the new certification on during your first year of teaching.

For individuals who possess no teaching certification, you must enroll in a state-approved instructional certification program for the content area(s) for which you are being hired and complete the required number of credits as outlined below in your first year. ¹

- If hired between August 1 – November 30 = 6 program credits;
- If hired between December 1 – March 31 = 3 program credits;
- If hired between April 1 – July 31 = proof of program enrollment.

After your first academic year in the position, you will be eligible for a re-issuance of your emergency permit each academic year, and thus eligible to continue in your teaching role, if you show proof to the Certification office of **nine (9) certification program credits** at the conclusion of each academic year.

Applying for Emergency Permit

If you need an Emergency Permit for any reason, you must follow these steps to apply for your emergency permit.

New Hire Action

1. You initiate and submit a permit request via the Teacher Information Management System (TIMS). [Use these directions complete this application \(http://bit.ly/SDPECPProcess\)](http://bit.ly/SDPECPProcess).
 - a. We ask you to do this prior to submitting your returned offer letter.
 - b. You should include your generated PPID number on your offer letter upon signing.
2. You are responsible for obtaining an official copy of your Bachelor's and/or Master's degree transcript(s), a requirement for your Emergency Permit application.
 - a. If you are a Non-US Citizen or are Foreign Educated, you will also be required to submit the following documentation²:
 - i. Permanent Resident Visa- green card (photocopy of front and back)
 - ii. Signed Declaration of Intent
 - iii. Foreign bachelor's equivalency submitted on foreign evaluation report (original or notarized copy)

District Action

3. At your final hiring session, you will complete the application process.
 - a. Michelle Stokes, our Certification Specialist, will work with you to select the type of permit and subject area(s) through the TIMS dashboard, select the payment method, and submit

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<https://www.education.pa.gov/Teachers%20-%20Administrators/Certifications/Certification%20Staffind%20Policies%20CSPGs/CSPG%2013.pdf>, page 3

² <https://www.education.pa.gov/Educators/Certification/PAEducators/Pages/Emergency-Permits.aspx>

- the application. You are responsible for covering the \$100 cost for the Emergency Permit, but the district will reimburse you the cost of your Emergency Permit.
- b. You will submit the documents listed on the TIMS cover sheet.
 - i. Official Bachelor's and/or Master's degree transcripts

Completing Instructional Certification Program while on Emergency Certification

If you are not currently certified in any state, then by signing an offer letter for a teaching role, you have agreed to enroll in a state-approved instructional certification program. PDE's list of approved Instructional Certification Programs can be found here: [Approved Certification Programs List](#)³.

As you can tell, there are a variety of program options. You should choose the program that offers the flexibility, cost, and other criteria that you feel comfortable selecting a program based on.

Alternative Certification Option- Intern Certification

Pennsylvania's teacher intern certification is another type of professional certificate that entitles the holder to fill a full-time professional teaching position. The teacher intern certification program is an alternate route to certification through an approved Pennsylvania program provider.

For a list of approved program providers, please see PDE's [Approved Intern Certification Programs](#) list and contact the university directly to receive more information.