

EMERGENCY TEACHING PERMITS – VOCATIONAL

Items Required: Emergency Teaching Permit (ETP) (DEPR-024R94); approval of History of Qualifications (HOQ) by Windham School District; college Deficiency Plan for removing deficiencies (DEPR-003R92 CRT P Form), usually specifying 18-24 hours of coursework to be completed by the employee; \$75.00 fee (payable by the school district); official transcripts.

HOQ Approval: The Windham School District (WSD) will not recognize an HOQ approved by another district. **The original HOQ** must be completed and submitted by each applicant to the Windham Personnel Department. The Director of Career and Technology Education will assume final responsibility of evaluating and subsequently approving or rejecting the HOQ. After an approved university evaluates transcripts and the approved HOQ, a Deficiency Plan (DEPR-003R92 CRT P Form) may be completed at the request of the applicant and Windham School District. The original HOQ, Approval for Vocational Instruction form, and Deficiency Plan shall be placed in the applicant's file.

The Superintendent of Schools or designee may activate an ETP for an individual who is not certified for a vocational classroom assignment. An ETP is authorized for the school district and is not the property of the individual for whom the permit is activated. An ETP is valid only for the remainder of the school year during which it is activated and only in the school system through which the application for the permit is made. In order to activate the ETP, the Superintendent of Schools or designee must submit a duplicate of the ETP, a copy of the individual's approved HOQ, a copy of the college Deficiency Plan and the appropriate \$75.00 fee (payable by the School District) to the Sate Board for Educator Certification (SBEC). The district must maintain the original ETP, HOQ, college Deficiency Plan, and official transcripts in the teacher's personnel file. The Superintendent of Schools or designee is authorized to renew at ETP for one additional year, provided that all permit renewal requirements and procedures are met. Employees must provide the school district with evidence of successful completion of a competency examination of a basic skills (TECAT) or TASP prior to the first renewal of the ETP. Absolutely no exceptions or hardship renewals will be granted in the absence of satisfactory test results. The district must complete the renewal form, on the reverse side of the original ETP, and have official transcripts on file showing that a minimum of six semester hours or one-half of the deficiencies for the target certificate have been completed. Only two Emergency Teaching Permits are available unless the employee qualified for a hardship renewal. All permits expire on August 31 of each school year. Employees must submit official college transcripts to the Windham Personnel Department verifying the removal of deficiencies before August 31 of each school year.

A \$75.00 fee (payable by the employee/applicant) is required for the issuance of the permanent certificate by the SBEC. The university attended must make the recommendation for certification.

I fully understand the above requirements for a Vocational Emergency Teaching Permit and agree to comply with all requirements.

SIGNATURE: _____ DATE: _____