

TEMPORARY EMPLOYMENT PERMIT GUIDELINES

A Temporary Employment Permit, valid for one school year, will be granted to those candidates who meet all requirements for a Type C certificate except the NTE/PRAXIS and who have the appropriate scores of the NTE/PRAXIS in all but one of the tests required, with an aggregate score that is equal to or above the total qualifying score on all the tests required for standard certification.

To employ an individual on a Temporary Employment Permit, a local superintendent must verify that no regular certified teacher is available for employment. Names of the individuals employed on a temporary employment permit are to be listed on the addendum to the Annual School Report with verification that no regularly certified teacher is available.

An individual can be reissued a permit three times under the Board policy, only if evidence is presented to the State Department of Education that the NTE/PRAXIS has been retaken within one year from the date the permit was last issued. Beginning with the fifth year, to receive a Temporary Employment Permit, an individual must present the following:

1. Evidence that the NTE/PRAXIS has been taken within one year from the date the permit was last issued.
2. Verification from the employing superintendent that the individual is applying for employment in a specific teaching position for which there is no regularly certified teacher available.
3. A recommendation from the employing superintendent.
4. Verification of successful local evaluations for the previous four years.

Temporary Employment Permits will be issued at the request of individuals who meet all requirements for regular certification with the exception of the NTE/PRAXIS scores. When applying for issuance of a Temporary Employment Permit, an individual must submit to Teacher Certification and Higher Education all application materials required for issuance of a regular certificate.