

Temporary Employment Permit (TEP) via *Graduate Degree Guidance*

Act 244 of the 2022 Legislative session and Act 392 of the 2023 Legislative session created additional routes by which an educator may qualify for a Temporary Employment Permit (TEP). A TEP is granted to applicants via four options: 1) candidates who meet all requirements for initial Level 1 teaching certificate with the exception of passing the required exams (see [TEP Teacher Preparation Guidance document](#)); 2) candidates who hold a graduate degree in the subject area in which employment is being sought as **outlined in this guidance document**; 3) candidates who hold a bachelor's degree with a 2.5 cumulative GPA in a secondary shortage area only in the subject area in which employment is being sought (see [TEP Bachelor's Degree Guidance document](#)); or 4) candidates who have completed all requirements of a BESE-approved teacher preparation program but have a lower than required GPA (see [TEP Teacher Preparation Guidance document](#)).

Eligibility requirements for issuance of an initial TEP for candidates not having completed a teacher preparation program but holding a graduate degree from a college or university accredited in accordance with 34 CFR 602 in the subject area for which employment is being sought are as follows –

- Applicant must teach in a demonstrated area of need as evidenced by LEA-level workforce needs.
- Applicant must have a graduate degree in alignment with the coursework being taught from an institution [accredited in accordance with 34 CFR 602](#).
- Applicant must complete pre-service training prior to the first day as teacher or record.

Topics to be covered in the pre-service training program offered by school systems for TEP candidates prior to serving in a classroom should include the following:

- culture/classroom management
- ethics
- school law
- integrating literacy into all classes
- standards and curriculum
- social and emotional learning
 - trauma-informed practice and
 - culturally responsive-sustaining education
- data literacy
- parent/community stakeholder engagement
- school expectations
 - (school/district goals i.e. make an A, higher ACT score, etc.)
- the system of the school--
 - how a school is set up
 - what is the leadership structure
 - who can be asked for help
 - what systems and structures should the educator be familiarized with in order to be successful and help students be successful

NOTE:

- **TEPs will only be issued in Elementary & Physical Education for those completing a teacher preparation in the associated area.** See the [TEP Prep guidance document](#) for more information.
- **TEPs via the graduate route will NOT be issued in:**
 - **Elementary 1-5**
 - **Special Education areas¹**
 - **Health and PE**

¹ To comply with Federal regulations, Special Educators must meet highly qualified (HQ) definitions. 34 CFR 300.18, 34 CFR 200.56

ALLOWABLE CERTIFICATION AREAS for TEP VIA GRADUATE DEGREE PATHWAY		
THEATER (K-12)	BIOLOGY 6-12	SPEECH 6-12
ART (K-12)	CHEMISTRY 6-12	MIDDLE GRADES 4-8
DANCE (K-12)	PHYSICS 6-12	MARKETING 6-12
VOCAL MUSIC (K-12)	EARTH SCIENCE 6-12	FAMILY AND CONSUMER SCIENCE
INSTRUMENTAL MUSIC (K-12)	ENGLISH 6-12	MIDDLE SCHOOL: MATHEMATICS 4-8
COMPUTER SCIENCE	MATHEMATICS 6-12	MIDDLE SCHOOL: SCIENCE 4-8
BUSINESS EDUCATION SUBJECTS 6-12	JOURNALISM 6-12	MIDDLE SCHOOL: ENGLISH/LANG ARTS 4-8
ENVIRONMENTAL SCIENCE 6-12	SOCIAL STUDIES 6-12	MIDDLE SCHOOL: SOCIAL STUDIES 4-8
GENERAL SCIENCE 6-12	FOREIGN LANGUAGE	AGRICULTURE 6-12

A TEP is initially valid for one year and renewable up to **four** times. Applications for renewal of the TEP must be submitted by the LEA. Renewal is contingent upon verification of the following:

- mentorship provided by a certified school-based mentor
- standards of effectiveness met at the level of highly effective or effective proficient
- LEA signs affidavit indicating good faith efforts to recruit that include posting positions for which the TEP was issued and no regularly certified, competent, and suitable applicant is available
- candidate must participate in a school-based mentoring program during each year of the TEP until the candidate has received three years of successful evaluations

Upon completion five (5) years of successful service **on the TEP** at the level of highly effective or effective proficient, including having been mentored each year while on the TEP until the candidate has received three years of successful evaluations, an **employing school system must recommend** the candidate for employment the following year and for issuance of the standard level certificate. With all previous requirements met, the candidate can be issued a standard Level 1 teaching certificate. Years of experience and effectiveness on the TEP **do not count** towards tenure or towards advancement to a higher certificate (other than the Level 1).