

## **Process for Obtaining the Emergency Permit for Teachers of Students with Visual Impairments (TVI) in Accordance with TAC Chapter 230, Subchapter F, Rule §230.77, Section (f)(2)(B)**

**Step 1** Teacher candidate applies for a position as a TVI.

In order for an individual to be eligible to apply for a TVI position under an Emergency Permit, he or she must meet the following criteria (extracted from TAC Chapter 230, Subchapter F, Rule §230.77, Section (f)(2)(B)):

(B) Visual impairments. An individual must:

(i) hold a valid Texas classroom teaching certificate;

(ii) have satisfied the following requirements:

(I) have completed six semester credit hours directly related to teaching students with visual impairments; and

(II) have one creditable year of classroom teaching experience, as defined in Chapter 153, Subchapter CC, of this title;

(iii) have demonstrated competency in literary braille and basic Nemeth Code by passing the approved braille examination, holding certification as a literary braille transcriber by the Library of Congress, or completing one university course in braille; and

(iv) have verified that the employing school district, cooperative, or ESC has one or more fully certified teachers of students with visual impairments available as a mentor and to provide support.

**Step 2** When hired, the district/co-op/ESC completes the on-line TEA form “Emergency Permit” (Search for: TEA-EDCERT 02410-2010) and submits the form and \$57 fee, payable by the school district, to TEA. The form is used by the school district HR representative to collect information needed to process an emergency permit online for an uncertified educator. The hiring district needs to select one of two options under “Certification Plan” on the form. If the candidate has completed all coursework, but has not passed both required TExES exams, the first box is selected. If the candidate has remaining coursework, the second box is selected, indicating the semester hours remaining (*see Step 3 for information about a Deficiency Plan*). The teacher candidate provides information requested on the form and signs it.

*Note: If the teacher candidate is contracting for more than one district, only one of the districts needs to submit the Emergency Permit application and fee.*

*Note: The district does NOT need to send a letter home to parents of students with visual impairments. The TVI position is not the educator who teaches the majority of the instructional day, so parents do not need to be informed that the TVI is working on an Emergency Permit.*

**Step 3** The University Certification Officer needs to provide the hiring district a copy of the teacher candidate’s Deficiency Plan indicating how many semester hours have been completed and the remaining hours needed to complete the VI certification program. This plan will also go into the candidate’s certification file at the University and will be updated each time the Emergency Permit is renewed (up to three years maximum).

**Step 4** A mentor who is certified as a teacher of students with visual impairments is required to be assigned to individuals teaching under an Emergency Permit. This mentor is assigned by the Texas School for the Blind and Visually Impaired Statewide Mentor Program. The name of the assigned mentor is provided to the district and the University Certification Officer to be filed in the teacher candidate's folder.

**Step 5** Once the Emergency Permit has been issued by TEA, the teacher candidate will be hired as a TVI for one year. The permit can be renewed for up to three years, if needed. Subchapter F. of TAC §230.71 on Emergency Permits was changed in 2016 to no longer allow Emergency Permits to be renewed after one year for other teachers, but this rule does not apply to teachers of students with visual impairments: "c.) The one-year limitation on permits referenced in subsection (b) of this section does not apply to individuals serving in the position of . . . teachers of students with visual impairments . . .Emergency permits for visual impairments referenced in §230.77(f)(2)(B) of this title may be renewed a maximum of two years. If renewal is needed and the candidate has six hours or less of coursework to complete or just the Braille or VI TExES to pass, a school district can apply for a hardship permit renewal for an individual under TAC §230.81(5)(C). *While teaching with the Emergency Permit, the TVI has the legal rights and responsibilities of a fully certified TVI (e.g., signing FVE/LMAs, signing IEP paperwork, etc.).*

**Step 6** The University Certification Officer prints a copy of the Emergency Permit from the Educator Preparation Program's "green screen" TEA-SBEC website and puts it in the teacher candidate's certification folder. The student's social security number or TEA ID# can be used to locate the certificate, once it is issued.

**Step 7** In order to receive the **Teacher of Students with Visual Impairments Supplemental: Early Childhood-Grade 12** certificate, the individual will need to complete all coursework from a TEA-approved program in visual impairment (currently Texas Tech University or Stephen F. Austin State University), pass both the Braille TExES and the VI TExES exams, be recommended by the approved educator preparation program, and apply for the certificate with TEA.

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