

Frequently Asked Questions (FAQs)

1. *Who may request a hardship CPE exemption for an educator?*

A hardship exemption may be requested by a local education agency on behalf of an educator who has an invalid certificate due to a lack of earning the required continuing professional education (CPE) hours as prescribed in 19 Texas Administrative Code §232.11

2. *Who initiates the request, the district, or the educator?*

The district initiates the process of requesting a CPE exemption for an educator that has not completed the required CPE hours.

3. *What steps does the district need to take for consideration of CPE exemption request for an educator?*

To submit a request for a hardship exemption, the district must complete and sign the Hardship Exemption Form located on the [CPE website](#) and include information and signature from the teacher. The form must be submitted in the CPE Exemption Request Help Desk system. A separate Help Desk ticket must be submitted by the district for each request.

4. *When did this ruling become available? Where is the information located in Texas Administrative Code?*

The ruling became effective May 2022. The ruling is in Texas Administrative Code, Chapter 232. General Certification Provisions. Subchapter A. Certificate Renewal and Continuing Professional Education Requirements. §232.7 (b)(4).

5. *How long will this exemption request last?*

The hardship exemption is valid for the academic year of the application and may be renewed up to one additional academic year, provided that the superintendent or designee of the local education agency requests the extension. A separate Help Desk ticket in the CPE Exemption request tile must be submitted for an extension request. A justification for an additional year extension must be included.

6. *Who pays for the renewal fee for the educator?*

If a hardship CPE exemption request is approved, the educator must pay the appropriate renewal fee, pursuant to §230.101, relating to Schedule of Fees for Certification Services.

7. *What happens at the end of the exemption period?*

At the end of the exemption period, the educator's certificate will be automatically switched back to INVALID. To maintain a valid certificate, either:

- The educator will need to apply for a certificate renewal in their ECOS account and pay the renewal for the five-year period confirming CPE compliance, OR
- The district may request an additional year beyond the initial issuance academic year.