

# Continuing Professional Education (CPE) Hardship Exemption Request Form



## Instructions for a District to Request a CPE Exemption

1. Superintendent or designee completes Section I. Signature is required.
2. Teacher completes Section II. Signature is required.
3. Submit this request form using the secure Help Desk system. CPE Exemption Request tile.
4. Submit one Help Desk ticket per teacher, including the completed form.
5. A confirmation email will be sent upon TEA receipt.
6. TEA staff will review the request and respond via email within 15 days with an approval or request for additional information.

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

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

## Instructions for a District to Renew a CPE Exemption for an Additional Year teacher

1. Submit a separate Help Desk ticket in the CPE Exemption request tile for each teacher requesting an extension. Include justification for additional year extension.
- 2.

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|   |      |
|---|------|
| Signature (typed signatures are acceptable) | Date |
|---|------|

Add Academic Year Requested in the box below:

|  |
|--|
|  |
|--|

**Section II – Educator Information**  
**To be completed by educator**

|           |            |         |
|-----------|------------|---------|
| Last Name | First Name | Initial |
|-----------|------------|---------|

|  |              |
|--|--------------|
| TEA test ID Number or last 4 digits of SS# | Phone Number |
|--|--------------|

|         |      |       |          |
|---------|------|-------|----------|
| Address | City | State | Zip Code |
|---------|------|-------|----------|

|       |               |
|-------|---------------|
| Email | Date of Birth |
|-------|---------------|

|   |      |
|---|------|
| Signature (typed signatures are acceptable) | Date |
|---|------|