How to Apply for a Short-term Approval on a PEL

(Short-term Approval for PEL holders)

Handheld devices, tablets and Macs are not compatible with our system. Please make sure you are using a desktop or laptop computer for the most optimal experience.

CLICK HERE to view the tutorial video.
Click on “Apply for a Credential” on your “Home” tab.
Select “Approval.”
Select “Short-Term Approval for Teachers at all Grade Levels,” then click “Next.”
Select “All other areas of teaching.” Click “Next.”
Scroll through the list and select the approval for which you would like to apply. Drama/Theatre Arts PK-12 is selected in this example. Click “Next.”
Answer each of the background questions as they apply to you. The last question must be answered “Yes” as this verifies you have answered the background questions truthfully. When finished, click “Next.”
Click “Submit Payment” after you review the information on this screen.
You will enter your debit, credit, or prepaid card information on the next screen.
If you’re using a prepaid card, ensure that the card balance covers both the application fee and the processing fee.
You can print this page for your records after you complete the application process. A state evaluator will review your application. Upon issuance, the approval is valid for employment.

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