

Educational Aide Exemption Program Frequently Asked Questions

The purpose of the Educational Aide Exemption (EAE) Program is to encourage Educational Aides to complete full teacher certification. If awarded, applicants are exempt from the payment of tuition and certain mandatory fees at Texas public institutions of higher education. Applications should be completed and turned into the Financial Aid Office ([Texas Administrative Code, 21.1080](#)).

1. What is the definition of the term Educational Aide for program eligibility?

An **Educational Aide** is a person who:

- Has been employed by a public school district in Texas in a teaching capacity, working in the classroom directly with the students on a full-time basis for at least one school year, in the last five years from the term or semester of the applicant's initial award; **OR**
- Has worked 180 or more full days as a substitute teacher at a public school district in Texas, in a teaching capacity, working in the classroom directly with the students, in the last five years from the term or semester of the applicant's initial award.

2. What subjects are eligible for this exemption?

In accordance with [19TAC, Section 21.1083 \(6\)](#), applicants must be enrolled in courses required for teacher certification in one or more of the following subject areas determined by the Texas Education Agency to be experiencing a critical shortage of teachers at the public schools.

TEA 2017-18 school year [Teacher Shortage Areas](#):

- Bilingual/English as a Second Language
- Career and Technical Education
- Computer Science/Technology Applications
- Mathematics
- Science
- Special Education - Elementary and Secondary Levels

3. Who is eligible to apply?

In addition to having the required **Educational Aide** work experience, and being enrolled in eligible courses, the applicant must also be classified as a Texas resident, demonstrate financial need, be registered for selective service or be exempt and currently be employed in some capacity by a public school district in Texas for the full term in which the applicant is awarded.

4. Are there a certain number of hours in which the applicant must be enrolled?

No. The EAE award amount is based on the tuition and required fees for formula funded hours the applicant is enrolled in.

5. Does the 10% matching requirement have to be met with institutional funds, or can other aid be used?

Only institutional matching funds can be used to cover the 10% matching requirement. [19 TAC, section 21.1086 \(b\) \(1\)](#).

6. Is there a maximum EFC limit when determining eligibility?

No. There is no EFC limitation; applicants must only demonstrate financial need as defined in [19 TAC, Section 21.1081 \(8\)](#). Financial need is the difference between costs of attendance minus the expected family contribution determined by using the federal methodology.

7. Are all Texas public school district employees eligible to participate?

Yes. Any applicant employed in some capacity by a school district in Texas can apply, as long as the applicant has the required **Educational Aide** work experience, and is enrolled in eligible courses at a participating institution.

8. If an applicant did not meet satisfactory academic progress requirements in the fall, is he or she eligible for a spring award?

No. Applicants must meet the academic progress standards of the institution in the fall to be eligible for the spring term.

9. Is a volunteer at a school district eligible to participate?

No. The applicant must be employed with a school or school district.

10. Are applicants enrolled in Alternative Certification Programs eligible to participate?

Yes, but only if the institution receives formula funding (tax support) for the hours in which the applicant is enrolled.

11. Is an applicant who is unemployed eligible to participate in the program?

No. The applicant must be employed by a Texas public school district for the full term in which the exemption is received.

12. If an applicant obtains one school year of full-time Educational Aide experience outside of Texas, does the experience count toward the eligibility requirements?

No. EAE program rules require that the applicant obtain their **Educational Aide** experience at a public school district in Texas.

13. Who is exempt from student teaching?

- Applicants who are awarded EAE before obtaining a bachelor's degree that meet the eligibility requirements will not be required to participate in any field experience or internship consisting of student teaching to receive a teaching certificate.
- Applicants who obtained a bachelor's degree prior to receiving their first EAE award is **not** eligible for a student teaching exemption.

14. Can the application be used as employment verification for more than one term?

No. An application and verification of employment must be completed for each term awarded.

15. Can an applicant receive the exemption if he or she is enrolled in hours that are considered excessive as defined in [TEC, Section 54.014](#)?

Yes. The institution can grant the student a hardship extension if the student has a documented hardship. Each institution must adopt a hardship policy and have the policy available for public review upon request. All hardship decisions must be documented in the student's record and be available for submission to the THECB, if requested.

Contact Information

Texas Higher Education Coordinating Board

1200 East Anderson Lane, Austin, TX 78752

Phone: (800) 242-3062

Contact us by completing an [online inquiry form](#).

Select "Exemption/Waiver Programs" from the dropdown options.

2017-18 EAE Participating Institutions

Public Community Colleges

Alvin Community College
Angelina College
Austin Community College
Cisco College
Clarendon College
Coastal Bend College
Del Mar College
Galveston College
Grayson County College
Houston Community College
Howard College
Kilgore College
McLennan Community College
Midland College
North Central Texas College
Paris Junior College
South Plains College
South Texas College
Tarrant County College District
Trinity Valley Community College
Victoria College

Public State Colleges

Lamar State College-Port Arthur

Public Universities

Angelo State University
Sam Houston State University
Texas A&M International University
Texas A&M University
Texas A&M-Central Texas
Texas A&M University-Corpus Christi
Texas A&M University-San Antonio
Texas Southern University
The University of Texas at Arlington
The University of Texas at Austin
The University of Texas at El Paso
The University of Texas at San Antonio
The University of Texas of the Permian Basin
University of Houston
University of Houston-Clear Lake
University of Houston-Victoria
University of North Texas
The University of Texas-Rio Grande Valley

Public Technical Colleges

Texas State Technical College