



EPP Requirements Checklist

Prospective Student: _____
(please print) First Name Middle Last Suffix

Preliminary Criminal History Evaluation (PCHE) [19 TAC § 227.103]

Fingerprinting can be initiated as an applicant for certification, or through employment with a Texas school district or charter school.

- Applicants for Certification – TEC §22.0831

Candidates may request a preliminary criminal history evaluation prior to admission to an EPP.

The agency's written opinion about an individual's eligibility for certification is based on the individual's self-reported criminal history.

- Request the PCHE and make \$50 payment online (nonrefundable)

May be performed for anyone who:

- Is applying to an EPP or taking a test and,
- Has been convicted or received deferred adjudication for a crime.

Fingerprints will still be required when the individual applies for a certificate.

TEA may investigate at the time of application if additional details are discovered.

Not required and not needed if there is nothing to report. [19 TAC, Chapter §227, Subchapter B]

EPPs must inform, in writing, each applicant and candidate of the:

- potential impact of criminal convictions on becoming certified;
- rules regarding specific criminal offenses [19 TAC §249.16]; and,
- right to request a preliminary criminal history evaluation [19 TAC § 227.103]

Initial _____

Program Completion

A student must **successfully** complete all 4 parts of the program to be recommended for Standard Certification.

- 1) Pass all coursework and certification exams
- 2) **3 hours of test preparation per exam**
- 3) Internship or Clinical Teaching
- 4) In order to stay current with educational trends and pedagogy, my program completion date should be no later than _____. Any extensions will result in additional training and fees.
Failure to pay additional training fees will result in being dropped from the program.

Initial _____

Tuition and fees

All tuition and fees must be paid in full prior to recommendation for Standard Certification.

- \$55 (Non-Refundable) Application Fee
- \$3200 for Content
- \$650 for Pedagogy and Professional Responsibilities (PPR)
- \$1650 Internship / Clinical Teaching
- \$450 Digital Literacy
- Textbooks are usually provided & prices vary

Initial _____

Coursework

- All courses are divided into Domains and each Domain lasts from 2 to 6 weeks
- Fall/Spring/Summer Cohort classes will meet evenings from 5:30pm to 8:30pm. See schedule for days.
- On line work will be assigned
- Classes may be rescheduled due to inclement weather
- **Fast paced curriculum**
- Required for PACT students. (PACT demonstrates knowledge of subject area while coursework prepares students to teach content.)

Initial _____

Student responsibilities when enrolled in required coursework

The students must

- Complete all assignments on time / no late work will be accepted.
- Prepare course materials out of class as they are assigned by instructors.
- Make proper arrangements with the instructor when assignments/tests are missed.
- **Repeat and pay (prior to the first day of class) for any Domain failed.**
- Complete 50 Hours of Field Observation and Reflection

All Coursework will receive letter grades (A,B,C,NR)

Students failing any Domain will be placed on Academic Probation.

Initial _____

Student responsibilities concerning contact with program personnel

The student must

- Update contact information with the Alamo Colleges Educator Preparation Program (ACEPP) staff and instructors in case of any changes (name change, address, phone numbers, or email address).
- Respond to all communication from staff and instructors within 48 hours of receiving notification.
- **Provide a letter of commitment to remain part of the program and be actively seeking employment as a teacher within a reasonable commuting distance, if a student is unable to complete certification requirements within the 2 year timeline.**
- Extension requests are not exempt from tuition increases.

Initial _____

Attendance and Tardy Policies

- In case of an emergency, notify the instructors of your tardiness and/or absence.
- Appeals for extenuating circumstances must be presented to the ACEPP Manager, in writing, within respective semester.

Initial _____

Professional Demeanor

- **Communication, both written and oral, with colleagues, instructors, staff and young students, must always be respectful.**
- **Maintain a professional demeanor as a student in the classroom and as an observer or intern/clinical teacher at ALL times.**
- **Must follow the Texas Educator's Code of Ethics. NO PHYSICAL CONTACT.**

Initial _____

Dismissal Procedure for Misconduct

- 1st violation merits a written warning
- 2nd violation merits probation
- 3rd violation merits dismissal
- Inappropriate contact with a student will result in immediate termination from the program

Initial _____

Field Based Observation and Reflection Experience

- You will be placed by your ACEPP director at a local TEA approved Independent School District, Charter School, or Private School to complete your Field Based Experience. A criminal history background check must be completed prior to placement.
- A minimum of **25 interactive hours**, must be completed and 3 during the **first 15 days** of school.
- Keep a copy for your personal records and submit original to ACEPP field supervisors.

Initial _____

Testing – Practice Tests

- There is one **practice test** for each TExES exam- PPR is **3** hours & Content is **5** hours.
- At least three (3) hours of test preparation / practice tests must be completed to qualify for approval to register for the TExES exam(s). The Online practice exam certificate/results must be emailed to our EPP office at pramirez43@alamo.edu or dst-acepp@alamo.edu
- Students may make an appointment with the ACEPP to take practice tests. Please call (210) 485-0042 to make an appointment.

Initial _____

Testing - TExES Exams

- The TExES exams are administered by the state
http://www.tx.nesinc.com/PageView.aspx?f=GEN_Register.html
- All required TExES exams must be passed before an Intern/Clinical Teacher may be fully certified by the ACEPP.
- It is **Highly Recommended** that exams be taken during or immediately following coursework.
- The Bilingual Target Language Proficiency Test (BTLPT) is **only** required for Bilingual Certification students and may be taken at any time during their first semester.

Initial _____

Every Student Succeeds Act (ESSA)

- The Every Student Succeeds Act became law on December 10, 2015. It is important to note that all state certification requirements adopted in State Board for Educator Certification rule remain in place.
- **A student in ACEPP may apply for a teaching position when he/she has passed the TExES Content exam in their certification area, completed 50 hours of field observation and 150 hours in coursework.**
- **Students who have passed the TExES Content exam in their certification area and the PPR exam have a greater chance of securing a teaching position than students who have not passed these exams.**

Initial _____

Refunds

- The Alamo Colleges Educator Preparation Program (ACEPP) adheres to the Alamo Colleges District policy on all refund requests.
- **NO EXCEPTIONS WILL BE MADE**
- Refund requests require approximately (ten) 10 days at a minimum to process and will be mailed to the address provided on the registration form.
- **Refund Schedule**
- **100% Prior to the first class meeting**
- **0% After the 1st class meeting**

Initial _____

Internships

- When a student secures a teaching position in certification area, he/she **must** contact the ACEPP immediately. The Texas public school system requires an Intern teacher to have an Intern or Probationary Certificate in order to teach. A *Statement of Eligibility* (SOE) will be submitted by the ACEPP to the hiring school district so that the *Intern* may apply and pay for their Intern/Probationary Certificate and fingerprints.
- (1) pursuant to the Texas Education Code (TEC), §22.083, candidates must undergo a criminal history background check prior to employment as an educator;
- When a student secures a teaching position he/she is **required** to attend an orientation with the ACEPP.
- The orientation will cover the expectations and requirements of the Internship.
- Some students may be required to pay a mentor fee to the District by which he/she is employed for the internship.

Initial _____

Clinical Teaching Experience

- Students may contact the program director to request 16 weeks (75 days) non-paid clinical teaching experience in lieu of completing an internship to complete the teaching component for certification. Students must attend the mandatory clinical teaching information session to be considered for placement.
- (2) pursuant to the TEC, §22.0835, candidates must undergo a criminal history background check prior to clinical teaching.
- When a student is placed in a clinical teaching position, he/she is **required** to attend an orientation with the ACEPP. The orientation will cover the expectations and requirements of the Clinical Teaching Experience.
- Some students may be required to pay a clinical teaching fee to the District in which he/she completes the clinical teaching experience.

Initial _____

Final Certification

A student must **successfully** complete the following in order to qualify for Standard Certification:

- 1) Pass all coursework associated with their certification area and pay all tuition fees.
- 2) Successfully complete one school year Internship as a Teacher of Record in a TEA accredited school or 16 weeks (75 days) of Clinical Teaching. The Internship /Clinical Teaching must be in the area in which the student is seeking certification.
- 3) Pass all certification exams (includes test preparation).
- 4) The **Science of Teaching Reading** is required for those pursuing Core Subjects EC-6, Core Subjects 4-8, English Language Arts & Reading 4-8, and English Language Arts & Reading 4-8/Social Studies 4-8.

Initial _____

Miscellaneous

- A student must disclose to ACEPP staff if he/she currently holds or has previously held any teaching permits or certificates.
- A student must disclose to ACEPP staff if he/she has previously attended any other Educator Preparation and/or Alternative Teacher Certification Programs.
- Students must use Academic Integrity- Violations cover conduct involving scholastic dishonesty
- Background checks must be completed during the Certification Process. No tuition fees will be returned for failure to pass a background check.

Initial _____

Prospective Student's Signature: _____

Please Print Full Name: _____

Date: _____

It is the policy of the Alamo Colleges not to discriminate on the basis of, age, color, handicap, or disability, ancestry, national origin, marital status, race, religion, sex, or political affiliation in its activities.

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