

# **Prairie View A&M University**

## **Alternative Teacher Certification Program**

### **Steps to Certification Timeline**

There are many requirements to meet before gaining your Standard Certification in the State of Texas. This informal list will help you keep on track. You can even check off the steps as you complete them. If you have any questions, just give us a call at (936) 261-3500. **Please Note:** This list applies to the ATCP of Prairie View A&M University.

#### **January 1 – April 30**

##### **Step 1 – The Application Process**

- 1. Complete the ATCP application
- 2. Pay the \$50.00 application fee
- 3. Gain admittance to the Graduate School at PVAMU and pay required \$50.00 fee
- 4. Submit 3 ATCP reference forms
- 5. Submit official transcripts for all college work
- 6. Submit proof of all 3 sections of the THEA (Reading 260, Math 230, Writing 220)
- 7. Submit a one-page Personal Philosophy of Education
- 8. Complete a personal interview process
- 9. Attend a New Intern Orientation session
- 10. Register for required class(es)
- 11. Complete 30 hours classroom observation in a public school setting using the Field Experience Workbook.
- 12. **All Interns must earn a passing score in their content area (Secondary and Special Education) prior to full acceptance in the program. We will have required review sessions to try and prepare you as much as possible.**

Testing dates and registration deadlines may be found online at [www.texas.ets.org](http://www.texas.ets.org).  
Dates for Scheduled TExES Review Sessions will be announced/posted!

Once you have secured employment with a public school or an accredited charter school, you move to the employment process. Be reminded that acceptance in the ATCP program begins after you have completed all of the above items in Step 1.

#### **June 1 – October 31**

##### **Step 2 – The Employment Process**

- 1. Have your school district representative complete the Statement of Eligibility for Internship form
- 2. Sign, and have your school district representative sign your ATCP financial contract to set up payroll deduction of internship fees (\$3,200.00)
- 3. Submit a School District Information Form
- 4. Submit a School District Criminal Record Check Form
- 5. Verify that your district is deducting the correct amount of intern fees from your paycheck by making sure that the Contractual Agreement Form, and School and District Information Form have been returned to the PVAMU-ATCP Office.  
**It is your responsibility to see that the Employment Process is completed and that the ATCP Office is aware that you are employed.**

## **September 1 – October 31**

### **Step 3 – Probationary Certification Application Process**

- \_\_\_ Complete the application process online for Probationary Certification listed below.
1. Go to [www.sbec.state.tx.us](http://www.sbec.state.tx.us) and choose “Online Service for Educators.”
  2. Select “To Create an SBEC online account, [CLICK HERE.](#)”
  3. Follow the instruction to apply for PROBATIONARY CERTIFICATION – apply under Prairie View A&M University’s “Alternative Program.”
  4. Print the remittance for (\$50.02 for the Probationary Certificate and \$47.00 for the required Fingerprinting fee. Submit a money order or cashier’s check to “SBEC” to cover the cost of the two required fees.

## **September 1 – November 30**

### **Step 4 – Coursework and Other Program Requirements**

1. Complete registration for required courses (Summer Term I and II, Fall semester and Spring semester)
2. Attend Mentor/Intern Training Session with your mentor.
3. Pick up your Intern Documentation Book during the first ATCP class of the Fall semester.

## **April 1 – May 30**

### **Step 5 – Fulfillment of All Program Requirements**

- \_\_\_1. Verify that your principal has submitted the Principal Recommendation Form.
- \_\_\_2. During the Spring semester complete all requirements in your Documentation Book.
- \_\_\_3. Turn in your Intern Documentation Book with all activities and forms completed as required by the ATCP Program.

## **June 1 – August 31**

### **Step 6 – Standard Certification Application Process**

- \_\_\_1. Submit an official PVAMU transcript showing completion of all 4 required ATCP classes (with no grade lower than a C)
- \_\_\_2. **Content Area Interns:**
- Earn a passing score on the Pedagogy and Professional Responsibilities 8-12 TExES
  - Earn a passing score on your content area exam
- \_\_\_3. **Special Education Interns:**
- Earn a passing score on the Pedagogy and Professional Responsibilities EC-12 TExES exam
  - Earn a passing score on the Special Education EC-12 TExES exam or the EC-4 Generalist TExES exam
- \_\_\_4. Complete the application process online for the Standard Certificate as follows:
- Go to [www.sbec.state.tx.us](http://www.sbec.state.tx.us) and choose “Online Service for Educators.”
  - Select “To Create an SBEC Online account, [CLICK HERE.](#)”
  - Follow the instructions to apply for STANDARD CERTIFICATION – apply under Prairie View A&M University’s “Alternative” program.
  - Print the remittance for (\$77.00 for the Standard Certificate – no additional fingerprinting fee is required. Submit a money order or cashier’s check to “SBEC”.
- \_\_\_5. The Prairie View ATCP office will complete the following once we receive notification from SBEC that the intern has applied for certification:
- Determine that all eligibility requirements have been completed and recommend the intern for certification; or
  - Determine if any requirements are lacking, and notify the intern.