



PRAIRIE VIEW A&M UNIVERSITY

A Member of The Texas A&M University System

APPLICATION FOR TEACHER CERTIFICATION

FOR A PROBATIONARY CERTIFICATE THE FOLLOWING IS REQUIRED:

1. Submit state application fee to State Board of Educator Certification (SBEC). The web address is <http://www.sbec.state.tx.us> (see attached online procedures).
2. Submit State Application of "Statement of Eligibility for Internship". This application must be completed by the school district and the Department Head for Educational Leadership and Counseling before being submitted to the Certification Office.
3. An official transcript(s) showing the highest degree earned and the courses that meet the certificate requirements.
4. Submit state application to Prairie View A&M University, Office of Teacher Certification, Delco Bldg, Room 302 or mail to the address below (see attached application).
5. A copy of your Texas Teacher Service Record signed by authorized personnel showing two years classroom teaching experience.

PLEASE COMPLETE THE REVERSE SIDE OF THIS DOCUMENT AND RETURN IT WITH YOUR APPLICATION TO THE CERTIFICATION OFFICE.

(1) Social Security Number

Statement of Eligibility for Internship

Instructions: After admission to a preparation program, an applicant seeking certification through an approved Educator Preparation Program will use this form to verify eligibility for employment to complete internship requirements for certification.

THIS IS NEITHER A CERTIFICATE NOR A PERMIT. This document verifies that the applicant has been admitted to a preparation program leading to certification through a Texas approved Educator Preparation Program. An employing school district should use item (4) to verify the applicant's employment as an intern in an area(s) of eligibility indicated in item (3) by the approved preparation program. This form must be returned to the certification officer or program administrator of the approved Educator Preparation Program. The preparation program will then recommend the applicant for a probationary certificate, which must be issued to provide the employing school district assignment coverage during the internship year.

(2) Applicant's Name

Last	First	Middle	Maiden Name
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TO BE COMPLETED BY THE APPROVED EDUCATOR PREPARATION PROGRAM

(3) Verification of Eligibility for Internship: Indicate the grade levels and certification areas for which the individual is seeking certification through a Texas approved Educator Preparation Program.

Grade(s) Taught		Description of Certification Area(s)
Lowest Grade	Highest Grade	
EC	12	

Name of Recommending Entity	County-District Number
Prairie View A & M University	237 -- 501

Typed name and title of Program Administrator or Certification Officer	Date			Telephone / email	Signature
	MM	DD	YYYY ()		
Pamela Barber-Freeman, Ph.D.				(936) 261-3530	

TO BE COMPLETED BY THE EMPLOYING SCHOOL DISTRICT

(4) Verification of Internship Assignment

Beginning Date of Duties			Grade(s) Taught		Description of Subject/Assignment
MM	DD	YYYY	Lowest Grade	Highest Grade	

Campus/Building Assignment	Name of Mentor Teacher	Telephone / email	Signature of Mentor
		()	

Name of School District	County-District Number
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Typed Name and Title of Superintendent or Authorized Representative	Date			Telephone / email	Signature
	MM	DD	YYYY ()		

NOTE TO APPLICANT: This form must be completed and returned to the Educator Preparation Program before the applicant can be recommended for the probationary certificate. (SBEC-013R2005)

STATE BOARD FOR EDUCATOR CERTIFICATION
Application and Recommendation for Probationary Certification

31. Have you ever held a Texas teacher certificate? Yes No If YES, when was it issued? _____ Certificate # _____

32. As far as you know, do you have any records in our office under a different name than your current name? Yes No
If YES, please provide information which may help us locate all your previous records. _____

33. Applicant's Affidavit: (All applicants must execute this affidavit)

"I do hereby agree, consent and direct that any person or entity maintaining information in any form relating to my criminal history shall release all such information upon the request of the State Board for Educator Certification.

"I do further hereby agree and permit the State Board for Educator Certification to obtain from any person or entity information relating to my personal background, my moral character and my worthiness to instruct the youth of this state, and do hereby expressly direct that any such person or entity release such information upon the request of the State Board for Educator Certification.

"I do hereby release, discharge, and exonerate the State Board for Educator Certification, its agents or representatives, and any person or entity so furnishing information from any and all liability of every kind arising therefrom.

"The foregoing consent and release is valid and binding so long as I hold or seek any certificate, license, permit, or other credential issued under the authority of the Texas Education Code.

"I understand that any credential issued to me by the State Board for Educator Certification is the property of the State of Texas. I agree that I will tender my credential to the State Board for Educator Certification if I am ordered to do so by the State Board for Educator Certification.

"I understand that a copy of this affidavit shall have the same force as the original.

"I have reviewed this application and I affirm that all of the information which I have provided on the application and attached documents is true."

▼ DRIVER'S LICENSE/STATE ID NUMBER HERE Issuing State: _____	▲ APPLICANT'S SIGNATURE HERE ▼ Date: _____
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This application must be submitted directly by certification officer at recommending preparation program.

This form will be scanned using automatic character recognition. **HANDWRITTEN:** Write with a black pen. Print each letter or number neatly within a blue box. Use a blue box for each space or punctuation mark. Answer multiple choice questions by filling box completely. Print letters and numbers as shown below. **TYPEWRITTEN:** Type normally in area provided. Do not space letters to fit in blue boxes.

Write Alphanumeric Characters Like This

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Write Numbers Like This

1	2	3	4	5	6	7	8	9	0
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Detailed Instructions for Applicant Items:

1. **Social Security Number** - Unique number assigned by Social Security Administration. Certification records are filed by Social Security Number.
2. **Date of Birth** - (m m d d y y)
3. **Gender** - Fill in box beside the appropriate gender choice.
4. **Ethnic Group** - Fill in box to select ethnic background.
5. **First Name** - First word of your full legal name. This name is the first name that will print on your certificate.
6. **Middle Name** - Second word of your full legal name. This name is the second name that will print on your certificate. You may substitute a maiden name or previous married name for the middle name, if you prefer.
7. **Last Name** - Final word of your full legal name. This name is the last name that will print on your certificate. See item 8 for suffix, such as Jr. or Sr. or III.
8. **Generation** - Optional suffix to name (Jr., Sr., III, IV, etc.)
9. **Permanent Address** - Street address or post office box to contact by mail.
10. **City** - City portion of permanent mailing address.
11. **State** - Abbreviation for state portion of mailing address.
12. **Zip Code** - U.S. Postal Service zip code for mailing address.
13. **Telephone Number** - Optional area code / phone number we could call.
14. **E-mail Address** - Optional address for internet mail if we have a question.
15. **Arrest Information** - Provide details if your answer is YES.
16. **Certificate Sanction Information** - Provide details if your answer is YES.
31. **Previous Certificate** - This information will assist us in locating your files.
32. **Previous Names** - This information will also help us to locate your files.
33. **Applicant's Affidavit** - Affidavit must be affirmed and signed by applicant.

Detailed Instructions for Recommending Entity Items:

17. **Highest Degree Earned** - Indicate degree level by filling in the box.

18. **Date Degree Was Conferred** - (m m d d y y) If day is unknown, enter '01' for day. For example, if applicant graduated in May 1992, enter '050192'.
19. **State Abbrev.** - Abbreviation of state where college or university is located.
20. **Org. ID for College/University** - If college / university that conferred highest degree is in Texas, give 6-digit organization ID number for institution.
21. **Name of College/University** - If the college or university that conferred degree is not in Texas, provide name of the institution. (may be abbreviated)
22. **Certificate** - Fill in the box for correct certificate to be issued. Remit fee amount to SBEC-CRT so that the recommended certificate can be processed: **\$50 Initial Probationary Certificate \$50 Extension of Probationary Cert.**
23. **Certification Program** - Fill in the box beside the correct preparation program in which the applicant is enrolled during the internship.
24. **Recommended Certifications** - Codes for each certification for which the applicant completed requirements and is being recommended. The Teacher Certification Handbook, Section XX Appendix C has details about these codes.
25. **Beginning Date of Assignment Duties** - (m m d d y y) Beginning date of assignment is normally the effective date of the initial certificate. An extension of a probationary certificate begins on the date the initial certificate expires.
26. **Grades Taught** - Indicate the lowest grade and highest grade taught in the internship assignment for the recommended certifications. Abbreviate grades: pre-kindergarten as PK, kindergarten as KG, first grade as 01, etc.
27. **School District of Internship Assignment** - The 6-digit ID number for the school district where the applicant will complete the internship assignment.
28. **Recommending Entity** - The Certification Officer MUST fill in the correct 6-digit ID number for the college/university or alternative certification program.
29. **Certification Officer Name & Phone Number** - Person at recommending entity responsible for validity of information provided in this application.
30. **Signature of Certification Officer** - Signature of the Certification Officer (with date signed) affirms statement about qualifications and competencies of applicant who is being recommended.

If you have questions about this form, contact the certification officer at your preparation program.

PLEASE CHECK THE DESIRED CERTIFICATE

ELEMENTARY GRADES

- GENERALIST (EC-6)
- BILINGUAL GENERALIST-SPANISH (EC-4)

SECONDARY GRADES (8-12)

- SPANISH
- TECHNOLOGY APPLICATION
- VOCATIONAL AGRICULTURE PRODUCTION (6-12)
- FAMILY AND CONSUMER SCIENCES
(FORMERLY VOCATIONAL HOME ECONOMICS)
- ENGLISH LANGUAGE ARTS & READING (8-12)

MIDDLE SCHOOL GRADES (4-8)

- ENGLISH LANGUAGE ARTS AND READING
- GENERALIST
- MATHEMATICS
- SCIENCE
- SOCIAL STUDIES

ALL LEVEL GRADES (EC-12)

- SPECIAL EDUCATION
- MUSIC
- PHYSICAL EDUCATION
- HEALTH

PROFESSIONAL (EC-12)

- EDUCATIONAL DIAGNOSTICIAN
- PRINCIPAL
- PROBATIONARY PRINCIPAL
- SUPERINTENDENT
- PROBATIONARY SUPERINTENDENT
- SCHOOL COUNSELOR
- PROBATIONARY SCHOOL COUNSELOR
- READING SPECIALIST

VOCATIONAL GRADES (8-12)

- TRADES AND INDUSTRIAL EDUCATION
- HEALTH SCIENCE TECHNOLOGY EDUCATION

INSTRUCTIONS FOR ON-LINE APPLICATION FOR EDUCATOR CERTIFICATION

1. Go to **http:www:sbec.state.tx.us**
2. Select On-line Services for Educators (top portion of SBEC screen)
3. Select **New User? Create New Account** (or Login" If you already set up account)
4. Complete Educator new account set-up by entering information in fields.

*(If you already certified in another content area, this information will appear on the screen; read through it carefully and update the information as needed. Please include your e-mail address at the bottom of the screen.)
5. Select **Applications** menu in left margin.
6. Select **Probationary Certificate Texas Program**
7. Select **Apply for Certification**
8. Read Affidavit and answer questions that follow.
9. Select Prairie View A & M University (Post - Baccalaureate)
10. Select Subject applying for
11. Select apply
12. Please remit to SBEC your remittance form and mail to the address below. If you do not send the form in with your remittance, processing of your credentials with SBEC will be delayed.
Mailing Address:
State Board for Educator Certification – CRT
P.O. Box 13717
Austin, TX 78711-3717
13. Select continue
14. Check your e-mail at the account you listed for verification that your application was received.