in collaboration with the TEACH Project

Program Handbook
&
Application Materials

Contact Information

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Kingsville, TX 78363
(361) 593-4051
ceps@tamuk.edu
www.tamuk.edu/cehp/ceps/acp.html
Physical location: Rhode Hall, Room 117

TEACH Project
700 University Blvd, MSC 223
Kingsville, TX 78363
(361) 593-3037
teach@tamuk.edu
www.tamuk.edu/teach
Physical location: Rhode Hall, Room 109
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  Application authorization statement

All candidates are participants in the alternative certification program. Select candidates will be eligible for participation in the TEACH Project, a grant which provides benefits such as a stipend, iPad, and ongoing professional development. Throughout this handbook, information specific to TEACH Project candidates will be noted with this logo:
Alternative Certification Program & TEACH Project Overview

Welcome to the Alternative Certification Program (ACP) & TEACH Project at Texas A&M University-Kingsville! Our program offers a nontraditional route to certification designed for individuals who already hold a bachelor’s degree. We strive to be the most effective and accessible path for teacher certification in south Texas!

It is the goal of the ACP & TEACH Project to prepare qualified educators for a rewarding and long-standing career in education. To do so, our SBEC-approved program provides training through graduate-level coursework focused on classroom success in areas such as:

- Effective teaching methods and classroom management
- Introduction to characteristics and education of exceptional learners
- Inclusionary practices in various educational contexts
- Adjusting to the climate and culture of the school system
- Formation of professional identity as a teacher and lifelong learner
- Verbal and non-verbal instructional strategies
- Positive discipline approaches
- Language acquisition and development for English Language Learners

How it Works

Throughout the program candidates will:
- Complete 30 credit hours of graduate-level coursework (2 courses per semester including summer)
- Complete 30 hours of classroom observation prior to internship
- Complete a teaching internship (candidate will be the teacher of record in a classroom and earn a regular, full-time teacher’s salary)
- Achieve a satisfactory level of performance on all appropriate TExES exams
- Commit to teaching three years in a high-needs partner district
- Attend monthly mandatory cohort meetings

Once all conditions are met, candidates will receive their state teaching certification.

Benefits

All TEACH Project students will receive:
- A $3,000 stipend (payable as $1,000/year for each year of qualified teaching)
- An iPad and accessories
- Online coursework that allows for flexibility
- Ongoing professional development, mentoring, and support

Please note: Stipend will be paid while student is actively employed as a teacher following the guidelines of the program.

### Certificate Offerings

<table>
<thead>
<tr>
<th>Certificate Field</th>
<th>Exams Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural Science in Technology 6-12</td>
<td>(TExES 172, 160)</td>
</tr>
<tr>
<td>Art EC-12</td>
<td>(TExES 178, 160)</td>
</tr>
<tr>
<td>★ Bilingual Generalist EC-6</td>
<td>(TExES 192, 160)</td>
</tr>
<tr>
<td>Bilingual Supplemental (requires base certificate)</td>
<td>(TExES 164)</td>
</tr>
<tr>
<td>Business Education 6-12</td>
<td>(TExES 176, 160)</td>
</tr>
<tr>
<td>★ Chemistry 8-12</td>
<td>(TExES 140, 160)</td>
</tr>
<tr>
<td>Computer Science 8-12</td>
<td>(TExES 141, 160)</td>
</tr>
<tr>
<td>English Language Arts and Reading 4-8</td>
<td>(TExES 117, 160)</td>
</tr>
<tr>
<td>English Language Arts and Reading 8-12</td>
<td>(TExES 131, 160)</td>
</tr>
<tr>
<td>English Language Arts and Reading/ Social Studies 4-8</td>
<td>(TExES 113, 160)</td>
</tr>
<tr>
<td>Family and Consumer Sciences 6-12</td>
<td>(AAFCS 200, TExES 160)</td>
</tr>
<tr>
<td>★ Generalist EC-6</td>
<td>(TExES 191, 160)</td>
</tr>
<tr>
<td>Generalist 4-8</td>
<td>(TExES 111, 160)**</td>
</tr>
<tr>
<td>Health EC-12</td>
<td>(TExES 157, 160)</td>
</tr>
<tr>
<td>History 8-12</td>
<td>(TExES 133, 160)</td>
</tr>
<tr>
<td>Journalism 8-12</td>
<td>(TExES 156, 160)</td>
</tr>
<tr>
<td>Life Science 8-12</td>
<td>(TExES 138, 160)</td>
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<tr>
<td>★ Math 4-8</td>
<td>(TExES 115, 160)</td>
</tr>
<tr>
<td>★ Math 8-12</td>
<td>(TExES 135, 160)</td>
</tr>
<tr>
<td>★ Math/Science 4-8</td>
<td>(TExES 114, 160)</td>
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<tr>
<td>Music EC-12</td>
<td>(TExES 177, 160)</td>
</tr>
<tr>
<td>Physical Education EC-12</td>
<td>(TExES 158, 160)</td>
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<tr>
<td>★ Science 4-8</td>
<td>(TExES 116, 160)</td>
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<tr>
<td>★ Science 8-12</td>
<td>(TExES 136, 160)</td>
</tr>
<tr>
<td>Spanish EC-12</td>
<td>(TExES 613, 160,)</td>
</tr>
<tr>
<td>★ Special Education EC-12</td>
<td>(TExES 161, 160)**</td>
</tr>
<tr>
<td>Social Studies 4-8</td>
<td>(TExES 118, 160)</td>
</tr>
<tr>
<td>Social Studies 8-12</td>
<td>(TExES 132, 130)</td>
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<tr>
<td>Speech 7-12</td>
<td>(TExES 129, 160)</td>
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<tr>
<td>Technology Applications 8-12</td>
<td>(TExES 113, 160)</td>
</tr>
<tr>
<td>Technology Applications EC-12</td>
<td>(TExES 139, 160)</td>
</tr>
<tr>
<td>Theatre Arts EC-12</td>
<td>(TExES 180, 160)</td>
</tr>
</tbody>
</table>

**Based on district assignment, additional test(s) in specific content may be required.

★ High-needs subject areas that qualify for admittance into TEACH Project
**Admission Procedures**

1. Apply for admission to Texas A&M University-Kingsville at [www.applytexas.org](http://www.applytexas.org)
   - Select College of Graduate Studies
   - Select Alternative Certification Program (ACP) as the major
   - Pay the $35 application fee online or in person with the graduate school (please check financial statements to ensure that debit/credit card payment was processed)

2. Send a sealed, official copy of ALL transcripts to:
   Office of Graduate Studies
   700 University Blvd, MSC 118
   Kingsville, TX 78363

   *Please note: You must send a transcript from every institution attended even if the courses appear on another transcript because of transfer.*

3. Complete ACP application from the back of this handbook.
   - Application should include a copy of all transcripts (unofficial is ok)

4. TEACH Project applicants should also complete the TEACH Project application from the back of this handbook.
   - Application should include a current resume (with objective for a teaching career) and 500-1,000 word cover letter addressing why you want to teach and how your previous experiences have prepared you to succeed in the classroom.

   TEACH Project applicants can submit materials via:
   - **Mail:**
     TEACH Project
     Texas A&M University-Kingsville
     700 University Blvd, MSC 223
     Kingsville, TX 78363
   - **Email:** teach@tamuk.edu
   - **Fax:** (361) 593-2136
   - **In person:** Rhode Hall, Room 109

   ACP applicants can submit materials via:
   - **Mail:**
     Center for Educator Preparation Services
     Texas A&M University-Kingsville
     700 University Blvd, MSC 195
     Kingsville, TX 78363
   - **Email:** ceps@tamuk.edu
   - **Fax:** (361) 593-2158
   - **In person:** Rhode Hall, Room 117

5. Register for the PACT exam if you do not have 24 credit hours of coursework in the certification area sought. (See next page for registration information.) Please notify our office of your test date and forward a copy of your passing exam result.

   *Applications cannot be reviewed until ALL materials, including a passing score on the PACT exam (if required), have been received by our office. Therefore, please submit all materials as soon as possible.*

Pre-Admission Content Test (PACT)

You are eligible to take the PACT exam if:

- You hold a bachelor’s degree from an accredited university
- You do not have 24 hours of coursework in the content area you wish to teach
- You are seeking certification as a classroom teacher
- You have not been enrolled or accepted into an alternative certification program

*All EC-6 generalist, EC-6 bilingual generalist, and special education candidates must take PACT – 24 hours of coursework is not an option for admittance.

To register for the exam:

- Go to [http://texes.ets.org](http://texes.ets.org)
- Click on “register”
- Scroll down, then click “new user”
- Select “No TEA ID”
- Select “Pre-Admission Content Tests”
- Enter required data for account registration
- Select “register for a test”

Please note: The PACT is simply the route that allows you to take examinations without being affiliated with a particular educator program. The test for which you register is not called PACT, it is called TExES. A passing score on the PACT does not guarantee admittance to the program. Scores must be sent by the student to the TEACH Project as we do not receive them from ETS.

Please review all policies and procedures outlines in the registration bulletin online at [http://texes.ets.org](http://texes.ets.org) prior to your test date.

For assistance with PACT exam preparation, please see the materials available at:

- [http://www.certifyteacher.com](http://www.certifyteacher.com)
- [http://www.240tutoring.com](http://www.240tutoring.com)
- [http://www.texas.net](http://www.texas.net)
- [http://www.mo-media.com/texes](http://www.mo-media.com/texes)
- [http://www.testprepreview.com](http://www.testprepreview.com)
- [http://www.passthetexes.com](http://www.passthetexes.com)
Program Requirements

Coursework

Students will be assigned a coursework plan that corresponds with the intended certification field and includes 10 graduate-level courses that may be offered in an online format. If accepted to the program, your advisor will provide you with a copy of your plan or samples can be found on our website, www.tamuk.edu/teach. Students are required to meet with an assigned advisor each semester prior to registering for courses.

Coursework requirements may change according to course availability and/or in the event of a change in certification standards established by the Texas Education Agency and/or State Board for Educator Certification.

Students are required to pay graduate student tuition and fees as set forth by Texas A&M University-Kingsville. For more information, please visit the university website at www.tamuk.edu or contact the Business Office at (361) 593-2616.

Financial aid may be available for students who qualify. For more information, please visit the university website at www.tamuk.edu or contact the Office of Financial Aid at (361) 593-3911. If you believe you may be entitled to veteran’s educational benefits, please contact the Veteran’s Affairs Office at (361) 593-4421.

Classroom observation

Texas Administrative Code Title 19 Part 7 Chapter 228.35 (3): An educator preparation program shall provide each candidate with a minimum of 300 clock hours of coursework and/or training that includes the following: (A) 30 clock hours of field-based experience to be completed prior to student teaching, clinical teaching, or internship.

There are several ways for students to meet observation requirements:

1. Classroom observation of a certified teacher in the content area and grade level of the certificate sought.
2. Substitute teaching in the content area and grade level of the certificate sought, not to exceed 15 clock hours completed within the past year.
3. Observation and analysis of videos demonstrating instruction in the content area and grade level of the certification sought and approved by the ACP Coordinator, not to exceed 15 clock hours.

Please note: A minimum of 15 clock hours must be completed in a classroom setting.
Students should use the Classroom Observation Record form located on page 16 of this handbook to document hours and summarize experiences of observation hours completed. Observation hours are not an admission requirement. However, students are encouraged to complete them as early as possible to ensure that the appropriate classroom(s) can be visited in the timeframe necessary.

**Internship**

As part of the training in ACP, candidates are required to complete an internship in an accredited public or private school serving as teacher of record for the period of one academic year (180 days). This year of service is performed under supervision from the TEACH Project & ACP and mentorship by the cooperating school district/campus. Candidates will be observed throughout the internship year and are required to enroll in the designated ACP course(s) as outlined on the certificate plan.

*A fee of $3,000 is required for internship in addition to the cost of the courses.*

This fee can be paid through a payroll deduction agreement with the employing school district. Through this agreement, the fees will be deducted from the intern’s salary and paid to ACP by the school district. Please see Lydia Landin, ACP Coordinator, for details.

TEACH Project works with partner school districts to learn quickly and first-hand of their job vacancies, which are then passed along to the students. However, it is the responsibility of the student to apply, interview, and be hired for positions in the same manner as any candidate. TEACH Project staff provide a more direct connection between the students and the prospective jobs by working with school district administrators directly.

The internship fulfills the first year of the three-year teaching requirement.

**Probationary certificate requirements**

Students must hold a probationary teaching certificate to validate their eligibility for the internship. The State Board for Educator Certification has established the following requirements for probationary certificate eligibility:

- Bachelor’s degree (minimum)
- Current enrollment in a SBEC-approved alternative certification program
- Completion of 80 clock hours of training (6 credit of graduate-level coursework)
- Completion of 30 hours of classroom observation
- Passing score on content exam OR 24 credit hours in content area
- Employment contract from an accredited public or private school
**Probationary certificate application procedure**

Upon receiving an employment offer, the student should provide to TEACH Project staff or ACP Coordinator:

- Copy of the contract **signed by both the student and the district**
- Completed observation hour form (if not already on file)

Once this paperwork is received, a Statement of Eligibility for Internship form will be completed by the ACP office. The student will be contacted once this form is complete. It then must be returned by the student to the district for appropriate signatures.

Concurrently, an online application must be filed:

- Go to [https://secure.sbec.state.tx.us/SBECOnline/login.asp](https://secure.sbec.state.tx.us/SBECOnline/login.asp)
- Log into or establish your account
- Select “Applications”
- Select “Probationary Certificate Texas Program”
- Complete the application
- Cite “Texas A&M University-Kingsville (Alternative)” as your recommending entity
- Submit appropriate fees (Probationary Certificate $52, Fingerprinting $39.95)*

*Fees are as of June 1, 2012 and are subject to change

When the online application is complete and the Statement of Eligibility for Internship form has been returned by the district, the student will be recommended for the probationary certificate. A certificate will not issue until the required fingerprinting process is complete. Instructions for completing this process will be emailed to you by TEA after payment of the fingerprinting fee. TEA/SBEC will send automated email confirmations when the application is submitted, once you have been recommended, and once your certificate has been issued. When issued, certificates will only be available online and will be downloadable to print.

**Professional development**

All TEACH Project participants will receive ongoing professional development to support their efforts in the classroom. Students are required to come to campus one Saturday each month for these mandatory meetings. Failure to attend may result in a loss of benefits such as stipend or iPad. Dates will be announced prior to the start of the semester to ensure enough time to make appropriate arrangements.
Probationary certificate renewal
If upon the completion of the one-year internship a candidate has not completed all requirements for full certification (ie: coursework, tests, fees, etc.) a probationary certificate renewal may be necessary. Candidates are eligible for up to two renewals of a probationary certificate. Each renewal will require a $500 fee paid to the university for continued supervision as mandated by the Texas Administrative Code in addition to the $52 probationary certificate fee paid to the Texas Education Agency.

Certification testing
In addition to coursework requirements, eligibility for educator certification in Texas requires passing scores on TExES examinations. Each candidate should expect to take the following examinations:

1. A content exam: Tests your knowledge of your chosen teaching field
2. A Pedagogy and Professional Responsibilities exam: Tests your knowledge of teaching methods and theory.
3. An oral proficiency test: For students pursuing teaching fields with foreign language emphasis (Spanish, bilingual, etc)

TExES exam preparation
In accordance with Texas Administrative Code Title 19 Part 7 Chapter 228.35, the TEACH Project & ACP shall ensure that each candidate for certification has completed a minimum of 6 clock hours of test preparation for exam eligibility. Some free resources available include:

*Educational Testing Service Preparation Materials*  
http://www.texes.ets.org/prepMaterials  
On this site you can download and print free preparation manuals for each of the examinations you will be required to pass for certification.

*Performance-Based Academic Coaching Teams Test Preparation Site*  
http://tap.tarleton.edu/pact  
Students have access to in-depth review materials and various TExES examinations.

*T-CERT*  
http://pact.tarleton.edu/tcert  
This website is open to all educator preparation students and all teachers in Texas with a TEA ID number. At this time, only math and science exam reviews are available.

Practice tests and other resources are available in the Certification Office, Rhode Hall Room 112, or by calling (361) 593-2894.
Texas Administrative Code Chapter 247 – Code of Ethics

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification.

Candidates will be required to sign a Statement of Affirmation prior to internship, which shall confirm his/her understanding of the Code of Ethics, and will represent an agreement to adhere to Enforceable Standards.

Enforceable Standards:

(1) Professional Ethical Conduct, Practices and Performance.

   (A) Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

   (B) Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

   (C) Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

   (D) Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.

   (E) Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

   (F) Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.

   (G) Standard 1.7. The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

   (H) Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.
(I) Standard 1.9. The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

(J) Standard 1.10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

(K) Standard 1.11. The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

(L) Standard 1.12. The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

(M) Standard 1.13. The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

(2) Ethical Conduct Toward Professional Colleagues.

(A) Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

(B) Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.

(C) Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

(D) Standard 2.4. The educator shall not interfere with a colleague’s exercise of political, professional, or citizenship rights and responsibilities.

(E) Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

(F) Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

(G) Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

(3) Ethical Conduct Toward Students.

(A) Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

(B) Standard 3.2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

(C) Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

(D) Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a
student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

(E) Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

(F) Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

(G) Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

(H) Standard 3.8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

(I) Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

(i) the nature, purpose, timing, and amount of the communication;
(ii) the subject matter of the communication;
(iii) whether the communication was made openly or the educator attempted to conceal the communication;
(iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
(v) whether the communication was sexually explicit; and
(vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.
# Contact Information

Please do not hesitate to contact us with any questions or concerns regarding the ACP & TEACH Project at Texas A&M University-Kingsville!

## ACP Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lydia Landin-Ortiz, M.Ed.</td>
<td>ACP Coordinator</td>
<td><a href="mailto:lydia.landin@tamuk.edu">lydia.landin@tamuk.edu</a> (361) 593-4313</td>
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<tr>
<td>Daniella Varela, M.P.A.</td>
<td>Certification Officer</td>
<td><a href="mailto:daniella.varela@tamuk.edu">daniella.varela@tamuk.edu</a> (361) 593-2894</td>
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</tbody>
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Phone: (361) 593-4051  
Fax: (361) 593-2158

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<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Information</th>
</tr>
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<tbody>
<tr>
<td>Karen Kelly, M.S.</td>
<td>TEACH Project Recruiter</td>
<td><a href="mailto:karen.kelly@tamuk.edu">karen.kelly@tamuk.edu</a> (361) 593-3037</td>
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<td>Christina Gonzalez</td>
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<td><a href="mailto:christina.tamuk@gmail.com">christina.tamuk@gmail.com</a> (361) 593-2980</td>
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In person: Rhode Hall, Rooms 109 & 110  
Email: teach@tamuk.edu  
Web: www.tamuk.edu/teach  
Phone: (361) 593-3037  
Fax: (361) 593-2136

“Like” TEACH Project at Texas A&M University-Kingsville

Follow @TEACH_TAMUK

## University Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Graduate Studies</td>
<td>(361) 593-2808</td>
</tr>
<tr>
<td>Office of Financial Aid</td>
<td>(361) 593-3911</td>
</tr>
<tr>
<td>Business Office</td>
<td>(361) 593-2616</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>(361) 593-2195</td>
</tr>
</tbody>
</table>

ACP Highlights

Program requirements:
- 30 credit hours of graduate-level coursework
- 1 year of internship in a school district
- Passing score on the TExES content and PPR exams

Application requirements:
- Bachelor’s degree with minimum 2.6 GPA
- 24 hours of coursework in content area OR passing grade on PACT exam

Additional TEACH Project Highlights
- Commitment to teach 3 years in a high-needs partner school district
- Interest in teaching a high-needs subject area

Benefits for students:
- $3,000 stipend
- iPad and accessories
- Online coursework that allows for flexibility
- Ongoing professional development, support, and mentoring

Application checklist:
✓ Submit application to the TAMUK graduate school via www.applytexas.org
✓ Pay application fee of $35
✓ Send sealed, official copies of ALL transcripts to the graduate school
✓ Submit TEACH Project & ACP application packet
  - Application
  - Resume
  - Cover letter
  - Copies of all transcripts (unofficial ok)
✓ Registration for the PACT
  -OR-
✓ 24 credit hours of coursework in content area
Classroom Observation Record Form

Texas A&M University- Kingsville Alternative Certification Program

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<th>Last Name</th>
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**Section 1: Classroom Observation Record**
Minimum of 30 clock hours of observation required for internship eligibility. Attach additional pages as needed.

<table>
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<tr>
<th>Date</th>
<th>Observation Type</th>
<th>Teacher of Record</th>
<th>Campus/District</th>
<th>Start-End Time</th>
<th>Teacher / Administrator Signature</th>
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**TOTAL:**

**Section 2: Summary of Observation**
Please attach a summary of your observation. Summaries should be reflective of your experience with details discussing what you have gained from your observation. Submit to TAMUK ACP Coordinator when complete.

__________________________________________
Candidate Signature

__________________________________________
Date Submitted
## Personal Information

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<tr>
<th>Name: (Last)</th>
<th>(First)</th>
<th>(MI)</th>
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</thead>
<tbody>
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<td>Social Security #:</td>
<td>K#</td>
<td>Date of Birth:</td>
</tr>
<tr>
<td>Gender:</td>
<td>_____ F _____ M</td>
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</tr>
<tr>
<td>Race/Ethnicity (Optional):</td>
<td>___ White ___ Black/African American ___ Asian ___ Latino/Hispanic ___ American Indian/Alaskan Native ___ Native Hawaiian or Other Pacific Islander</td>
<td></td>
</tr>
</tbody>
</table>

**Current Address:**

| City: | State: | Zip: | Country: |

**Current address valid until:**

**Permanent Address (If different from Current):**

| City: | State: | Zip: | Country: |

**Home Telephone:**

**Work Telephone:**

**Email Address:**

**Cell Phone:**

## Please indicate the degree and certification you wish to pursue:

| ___ Elementary Education (Generalist EC-6) | ___ Science (4-8) | ___ Other (please specify): |
| ___ Bilingual Elementary Education (EC-6) | ___ Science (8-12) |
| ___ Special Education (EC-12) | ___ Math/Science (4-8) |
| ___ Math (4-8) | ___ Chemistry (8-12) |
| ___ Math (8-12) |

## Legal Information

**Have you been convicted of any criminal offense?**

Yes ____ No ____ If so, please give the date, nature, and disposition of the conviction:

**Are there any current charges pending against you?**

Yes ____ No ____

**Have you ever been dismissed from any position because of immoral or unprofessional conduct?**

Yes ____ No ____

If yes, please explain?

Please include a current resume and a 500-1000 word cover letter addressing why you want to teach and how your previous experiences have prepared you to succeed in the classroom.

---

**Applicant's Signature**

**Date**

---

Please return completed TEACH Project application with the above mentioned documents to:

TEACH Project
Texas A&M University-Kingsville
700 University Blvd., MSC 223
Kingsville, TX 78363
Texas A&M University-Kingsville Alternative Certification Program
Application Form

Please type or print.

Date: ____________________

Name: ___________________________ Social Security Number: ________-____
(Last) (First) (M.I.)

Local Address:
Street/Route & P.O. Box City State Zip

Local Phone: (______) (______) E-mail Address: ________________________________
Home Work

Permanent Address:
Street/Route & P.O. Box City State Zip

Permanent Phone: (______) DOB: / / Sex: M F U.S. Citizen: Yes No
Home

U.S. Citizen: ☐ Yes ☐ No Ethnicity: ☐ Hispanic/Latino ☐ Not Hispanic/Latino
☐ American Indian/Alaskan Native ☐ Asian
☐ Black or African American ☐ Black or African American
☐ Native Hawaiian/Pacific Islander ☐ White

Examination History- Please mark your score for each test taken
GRE or MAT score: __________ TASP Math score: __________ TASP Reading score: __________ TASP Writing score: __________
THEA Math score: __________ THEA Reading score: __________ THEA Writing score: __________

Education History- Please complete for each college/university attended. Attach additional pages as needed.
College City, State Dates Degree Major/Minor

Highest Degree: ☐ Bachelors ☐ Doctorate
☐ Masters ☐ College Senior with Impending Graduation date

Date Awarded: ______________ Awarding University: _______________________________

Office Use Only:

ACP Coordinator Signature Date

Certification Officer Signature Date

Dean Signature Date
Are you willing to teach in a “high-need” school? □ Yes □ No
Have you ever been enrolled in a teacher certification program? □ Yes □ No
If yes, please give the program name and date enrolled ____________________________

Have you ever been convicted of a felony? □ Yes □ No
Have you ever been convicted of an offense involving moral turpitude (including, but not limited to theft, rape, murder, indecency with a child, drug possession, etc.)? □ Yes □ No

What is your teaching field(s) of interest? (Check the area in which you would like to teach):

☐ Early Childhood - Grade 6
☐ Grades 4 – Grade 8
☐ Grades 6/8 - Grade 12, EC-12

☐ Generalist
☐ Bilingual
☐ English Language Arts & Reading
☐ English Language Arts/Social Studies
☐ History
☐ Social Studies
☐ Life Sciences
☐ Spanish
☐ Business Education
☐ Speech
☐ Special Education EC-12
☐ Health EC-12
☐ Music EC-12
☐ Family Consumer Science
☐ Theatre Arts
☐ Computer Science
☐ Agricultural Science and Technology
☐ Chemistry
☐ Mathematics
☐ Science
☐ Journalism
☐ Physical Education EC-12
☐ Art EC-12

Personal Statement
Describe the reason why you would like to be a public school teacher and tell us what you would contribute to our children in the class room. Attach additional pages if necessary.
Texas A&M University – Kingsville Alternative Certification Program
Program Disclosures

Name:

Last Name First Name M.I.

Social Security Number:

Address:

Street/Apartment Number

City State Zip E-Mail Address

Certification Level (EC-6, 4-8, 6/8-12, EC-12) and Field (Content Area)

Texas A & M University- Kingsville expressly discloses the following:

1. As a provider of teacher education programs, TAMUK must ensure its students demonstrate adherence to the Code of Ethics and Standard Practices for Texas Educators, which requires the observance of federal and state law. An arrest, indictment, conviction, and/or deferred adjudication may result in a student being dismissed from the program.

2. While TAMUK does not perform criminal history background checks, Texas public schools are required by state law to conduct criminal history background checks on a person intended for hire or a person who has requested a volunteer position. As a participant in field experiences or internship in a Texas public school, you may be subject to a criminal history background check.

3. Admission of an applicant into the TAMUK Alternative Certification Program and participation in the program does not constitute any guarantee that the student will achieve full certification by the State Board for Educator Certification or become employed by an accredited public or private school in Texas.

4. While TAMUK does not perform criminal history background checks, the Texas State Board for Educator Certification requests information regarding any previous arrest, indictment, conviction, and/or deferred adjudication. When applying for state certification, you will be subject to a criminal history background and fingerprint check by the State Board for Educator Certification. An applicant with a criminal history may be denied certification.

By signing below, the Candidate agrees he/she has read and understands the above disclosures.

Applicant Signature Date
Texas public schools are permitted by state law to obtain criminal history records of all personnel employed or involved in volunteer services in the public schools (Texas Education Code Section 22.083, as modified by Senate Bill 9). The information requested below is necessary to obtain criminal history record information. I understand the information I am providing about age, sex, and ethnicity will be used only for the purpose of obtaining criminal record information.
Please print or type:

Name: _____________________________ Last  First  M.I.  Maiden

Permanent Address: ________________________________

_________  ________  State  Zip

Home Phone: (Area Code)  Local Phone: (Area Code)

Social Security #: ___________________________ Date of Birth: ___________________________

Driver's License #: ___________________________ State  _______  Expires  _________________

Sex:  Male:  ______________  Female:  ______________

Ethnicity:  _____Hispanic/Latino  Race:  _____American Indian
         _____Not Hispanic/Latino  _____Asian
         ___________________________  _____African American
         ___________________________  _____Native Hawaiian/Pacific Islander
         ___________________________  _____White

I understand the purpose for providing the above information. I authorize Texas A&M University-Kingsville to release this information to the necessary school districts in order for them to complete a criminal history background check.

________________________________________  ___________________________
Applicant Signature  Date
I, the undersigned, agree to the following commitments:

1. I COMMIT to full participation in the Texas A&M University-Kingsville Alternative Certification Program as required by my prescribed coursework degree plan and to adhere to requirements outlined by the State Board for Educator Certification regarding educator preparation and certificate eligibility.

2. I COMMIT to the understanding that, during my internship and employment with an accredited school district, I will not expect any compensation from Texas A&M University-Kingsville or hold my Alternative Certification Program liable for employment conditions. I understand that I will serve as teacher of record and therefore will be held to all school district personnel policies independent from Texas A&M University-Kingsville.

3. I COMMIT to professionalism. That is, I will exhibit the behaviors of a professional educator who is committed to teaching, to excellence, to learners in the classroom, and to my own personal and professional growth. In addition, I will be an active participant committed to keeping agreements with the school district and Texas A&M University-Kingsville faculty.

4. I COMMIT to providing a criminal history background consent form, to provide information to the district to which I am assigned so that they may run a criminal history check.

5. I COMMIT to self-learning and self-improvement, i.e., I will ask questions, seek information, be reflective, be open to criticism, keep my defenses down, learn to recognize and state my own strengths as well as weaknesses. I recognize that I will not suddenly be effective but that I will continuously be in a process of “becoming” more and more effective.

6. I COMMIT to the belief that all children can learn; I welcome the opportunity of learning to teach children of diverse backgrounds, cultures, and handicapping conditions. I believe that all participants in my program will be both teachers and learners. I commit to maintaining confidentiality of students’ information.

_________________________________________     ______________________
Applicant Signature       Date
Texas A&M University – Kingsville Alternative Certification Program
Application Authorization Statement

As the applicant for the TAMUK-AC program, I certify that all information on this application is true and correct. I understand that false or misleading information in this application or supporting documents may result in rejection for the program or dismissal from the program once admitted. I also agree to comply with all program requirements and attend all courses/seminars/training as specified by the program in which I am enrolled. I understand that I must undergo a criminal background check as a condition of employment in Texas public schools.

Applicant’s Signature____________________________________Date______/______/______

Please submit this application to:
Center for Educator Preparation Services OR TEACH Project
Texas A&M University-Kingsville Texas A&M University-Kingsville
700 University Blvd, MSC 195 700 University Blvd, MSC 223
Kingsville, TX 78363 Kingsville, TX 78363
Fax: (361) 593-2158 Fax: (361) 593-2136
ceps@tamuk.edu teach@tamuk.edu
In person: Rhode Hall, Room 117 In person: Rhode Hall, Room 109