ALTERNATIVE CERTIFICATION PROGRAM
TEXAS A&M UNIVERSITY – KINGSVILLE

in collaboration with the TEACH Project

TEACH

Program Handbook
&
Application Materials

Contact Information

Center for Educator Preparation Services
700 University Blvd., MSC 195
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 195
Kingsville, TX 78363
(361) 593-3037
teach@tamuk.edu
www.tamuk.edu/teach
Physical location: Rhode Hall, Room #117
Table of Contents

Alternative Certification Program & TEACH Project Overview ........................................... 3
Admission Procedures ........................................................................................................... 4
Admission Standards – Certificate Area .............................................................................. 5
Pre-Admission Content Test ............................................................................................... 6
Program Requirements ........................................................................................................ 7
  Coursework ....................................................................................................................... 7
  Classroom Observation ..................................................................................................... 7
  Internship .......................................................................................................................... 8
  Probationary Certificate Requirements ........................................................................ 8
  Probationary Certificate Application ............................................................................. 9
  Professional Development ............................................................................................... 9
  Certification Testing ....................................................................................................... 10
  TExES Exam Preparation ............................................................................................... 10

Texas Administrative Code Chapter 247 – Code of Ethics .................................................. 11
Contact Information .......................................................................................................... 14
Classroom Observation Form ........................................................................................... 16
Application .......................................................................................................................... 17
  TEACH Project application
  Alternative certification program application
  Program disclosures
  Criminal history and background check consent form
  Teacher candidate commitment contract
  Application authorization statement

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

[Image of TEACH logo]

Revised September 2013
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)
- A technology stipend
- 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.

Revised September 2013
Admission Procedures

1. Apply for admission to Texas A&M University-Kingsville at 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 an official copy of all transcripts

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 a 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 195
Kingsville, TX 78363

Email: teach@tamuk.edu
Fax: (361) 593-2158
In person: Rhode Hall, Room #117

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 the stated number of credit hours of coursework in the content area you wish to teach (refer to page 7). (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.

Revised September 2013
Texas A&M University Kingsville- Alternative Certification Program Admission Standards- Certificate Area

Early Childhood – Grade 6 and Special Education EC-12*
Generalist EC-6, Bilingual Generalist EC-6, or Special Education EC-12

Passing score on TExES Content Examination (PACT)

Middle School (4-8) Subject Areas*

English Language Arts & Reading

24 SCH of English (12 advanced)

Mathematics

24 SCH of mathematics (12 advanced) including college algebra and college geometry

Science

24 SCH of life/physical/earth science (12 advanced)

Social Studies

24 SCH of social studies (12 advanced) including at least 12 SCH of history and 6 SCH in any combination of economics, geography, and political science

Generalist

Passing score on TExES Content Examination (PACT)

Secondary (6-12 or 8-12) and EC-12 Subject Areas*

Mathematics/Physics

36 SCH total (18 advanced) in mathematics and physics, including 24 SCH in one area (12 advanced) and 18 SCH in the other area (6 advanced)

Physical Science

36 SCH total (18 advanced) in chemistry, physics, and mathematics, including 18 SCH (6 advanced) each in chemistry and physics, and 12 SCH of mathematics including Calculus 1 and 2

Science

36 SCH total (18 advanced) in biology, chemistry, physics, and geology, including 24 SCH in one area (12 advanced) and a minimum of 3 SCH in each of the other 3 areas

Math

36 SCH in total (18 advanced) in Mathematics, Algebra, Calculus, Geometry, including 24 SCH in one area (12 advanced) and a minimum of 3 SCH in each of the other areas.

English Language Arts & Reading

36 SCH total in English, journalism, and speech, including 24 SCH in English (18 advanced) and a minimum of 3 SCH each in speech and journalism

Social Studies

36 SCH total (18 advanced) in history, political science, economics, and geography, including 24 SCH in history (12 advanced) and a minimum of 6 SCH in each of the other 3 areas

Business Education

36 SCH total (18 advanced) in business, including 24 SCH in one area (12 advanced) and 3 SCH in keyboarding

All Other 6-12, 8-12, and EC-12 Subject Areas

36 SCH in one subject area (18 advanced) See application for list of single-subject areas available.

*Prior to full admission into the program, a degreed individual may take a Texas Examination of Educator Standards (TExES) certification exam through the Pre-Admission Content Test (PACT) system. Upon submission of a passing score, content course work may be waived if all other admission requirements are met.

Revised September 2013
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 the stated number of credit hours of coursework in the content area you wish to teach (refer to page 5)
- 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 – (required credit hours on transcript is not an option for admittance.

To register for the exam:

- Go to 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 education 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 outlined in the registration bulletin online at 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.240tutoring.com
- http://www.texas.net
- http://www.mo-media.com/texes
- http://www/testprepreview.com
- http://www.passthetexes.com

Revised September 2013
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) 593-3818.

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 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.

Revised September 2013
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 the 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 Ms. Lydia Landin-Ortiz, 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 provides 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
- 12 credits of graduate-level coursework
- Completion of 30 hours of classroom observation
- Passing score on content exam or stated number of coursework hours in content area
- Employment contract from an accredited public or private school

Once admission is granted, the student should complete educator preparation for the field for which it was determined that the candidate was qualified. If the candidate chooses to transition to another field, he or she must meet the stated minimum number of semester credit hours for that content specific subject area or demonstrate competency by passing the corresponding TExES exam.

NOTE: If the candidate has already been issued a Probationary certificate, no certificate area transition is permitted.

Revised September 2013
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 must then be returned by the student to the district for appropriate signatures.

Concurrently, an online application must be filed:

- Establish a TEAL log in at https://pryor.tea.state.tx.us/
- Once your account has been authorized, you may log in
- Click “Educator”
- Click “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 be issued 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 stipends. 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 (i.e., 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 and any other fees that might incur.

Revised September 2013
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.texas.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.

(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.

Revised September 2013
(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

Revised September 2013
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
Lydia Landin-Ortiz, M.Ed.  
lydia.landin@tamuk.edu  
ACP Coordinator  
(361) 593-4313

Daniella Varela, M.P.A.  
daniella.varela@tamuk.edu  
Certification Officer  
(361) 593-2894

In person: Rhode Hall, Room #117  
Email: ceps@tamuk.edu  
Phone: (361) 593-4051  
Fax: (361) 593-2158

TEACH Project Staff
Stephanie Lopez, M.A.  
stephanie.lopez@tamuk.edu  
TEACH Project Recruiter  
(361) 593-3037

Anissa Ybarra, M.B.A.  
anissa.ybarra@tamuk.edu  
TEACH Project Liaison  
(361) 593-4227

Mike Desiderio, Ph.D.  
mike.desiderio@tamuk.edu  
TEACH Project Director & Principal Investigator  
(361) 593-4768

In person: Rhode Hall, Room #117  
Email: teach@tamuk.edu  
Phone: (361) 593-3037  
Web: www.tamuk.edu/teach  
Fax: (361) 593-2158

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

Follow @TEACH_TAMUK

University Contacts
Office of Graduate Studies  
(361) 593-2808
Office of Financial Aid  
(361) 593-3911
Business Office  
(361) 593-3818
Registrar’s Office  
(361) 593-2811

Revised September 2013
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
- Passing grade on PACT exam OR stated credit hours of coursework in content area

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
- Technology stipend
- 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
- Registration for the PACT exam
  - OR-
- Stated credit hours of coursework in content area

Revised September 2013
# Classroom Observation Record Form

Texas A&M University- Kingsville Alternative Certification Program

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Email Address</td>
<td>Phone</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Section 1: Classroom Observation Record
Minimum of 30 clock hours of observation required for internship eligibility. Attach additional pages as needed.

<table>
<thead>
<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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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
# TEACH Project

## Admission Application

### Alternative Teacher Certification Program

<table>
<thead>
<tr>
<th>Personal Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong> (Last)</td>
</tr>
<tr>
<td>(First)</td>
</tr>
<tr>
<td>(MI)</td>
</tr>
<tr>
<td><strong>Social Security #:</strong></td>
</tr>
<tr>
<td><strong>K#</strong></td>
</tr>
<tr>
<td><strong>Date of Birth:</strong></td>
</tr>
<tr>
<td><strong>Gender:</strong> _______ F ______ M</td>
</tr>
<tr>
<td><strong>Race/Ethnicity (Optional):</strong> White ______ Black/African American ______ Asian ______ Latino/Hispanic ______ American Indian/Alaskan Native ______ Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td><strong>Current Address:</strong></td>
</tr>
<tr>
<td><strong>City:</strong></td>
</tr>
<tr>
<td><strong>State:</strong></td>
</tr>
<tr>
<td><strong>Zip:</strong></td>
</tr>
<tr>
<td><strong>Country:</strong></td>
</tr>
<tr>
<td><strong>Current address valid until:</strong></td>
</tr>
<tr>
<td><strong>Permanent Address (If different from Current):</strong></td>
</tr>
<tr>
<td><strong>City:</strong></td>
</tr>
<tr>
<td><strong>State:</strong></td>
</tr>
<tr>
<td><strong>Zip:</strong></td>
</tr>
<tr>
<td><strong>Country:</strong></td>
</tr>
<tr>
<td><strong>Home Telephone:</strong></td>
</tr>
<tr>
<td><strong>Work Telephone:</strong></td>
</tr>
<tr>
<td><strong>Email Address:</strong></td>
</tr>
<tr>
<td><strong>Cell Phone:</strong></td>
</tr>
</tbody>
</table>

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

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

### 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-Kingsville  
700 University Blvd., MSC 195
Texas A&M University-Kingsville Alternative Certification Program
Application Form

Please type or print.

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
Race: ☐ American Indian/Alaskan Native ☐ Asian
☐ 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 ☐ Masters ☐ Doctorate
☐ 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 classroom. 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 A&M University – Kingsville Alternative Certification Program
Criminal History and Background Check Consent Form

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: __________________________

Permanent Address: __________________________

State ___________ Zip ___________

Home Phone: __________________________

Local Phone: __________________________

(Area Code) __________________________ (Area Code) __________________________

Social Security #: __________________________

Date of Birth: __________________________

Driver's License #: __________________________

State ___________ Expires __________________________

Sex: Male: ___________ Female: ___________

Ethnicity: ___ Hispanic/Latino ___ Not Hispanic/Latino

Race: ___ American Indian ___ 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 __________________________
Texas A&M University – Kingsville Alternative Certification Program
Teacher Candidate Commitment Contract

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 195
Kingsville, TX 78363 Kingsville, TX 7863
Fax: (361) 593-2158 Fax: (361) 593-2158
ceps@tamuk.edu teach@tamuk.edu
In person: Rhode Hall, Room 117 Rhode Hall, Room 117