

Alternative Teacher Certification Program



Policy Handbook
2009-2010

***HUSTON-TILLOTSON
UNIVERSITY***

Mission Statement

The mission of Huston-Tillotson University Alternative Teacher Certification Program is to prepare diverse, degreed individuals for a successful EC-12 teaching career through a focused curriculum, supported internship, and on-going professional development.

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Background

Huston-Tillotson University is a historically black university affiliated with The United Methodist Church and the United Church of Christ. The mission of the University is to provide its increasingly diverse student body with an exemplary education that is grounded in the liberal arts and sciences, balanced with professional development, and directed to public service and leadership. The University prepares students with the integrity and civility to thrive in a diverse society, fosters spiritual development, preserves and promotes interest in the accomplishments and experiences of the University's historic constituents and evolving populations, and creates and sustains supportive relationships which advance the Huston-Tillotson University community.

Huston-Tillotson University is the oldest institution of higher education in Austin. Tillotson Collegiate and Normal Institute opened on January 17, 1881 and Samuel Huston College opened in the fall of 1900. Huston-Tillotson College was formed when Tillotson College and Samuel Huston College merged in 1952. Huston-Tillotson University awards undergraduates four year degrees in business, education, the humanities, natural sciences, social sciences, science, and technology. A multi-cultural, multi-ethnic, and multi-faith institution, the University welcomes students of all ages, races, and religions.

Alternative Teacher Certification was established in 1984 by the 68th Texas Legislature in House Bill 72 to provide entry into the teaching profession for degreed individuals wishing to make a career transfer into teaching. Professionals from many different fields choose to become teachers through Alternative Teacher Certification and bring a new and varied dimension, experience, and perspective to Texas classrooms. In Huston-Tillotson University's field-based program, interns make a valuable contribution to public schools by drawing upon diverse experiences.

The Huston-Tillotson University Alternative Teacher Certification Program (HT ATCP) was established in 1994. It is accredited by the Texas State Board of Educator Certification and the Texas Education Agency. HT ATCP has maintained the highest rating available to teacher preparation programs since its establishment. Since the program is part of the Huston-Tillotson University educator preparation program, candidates also earn 18 hours of university credit during the course of the program.

The Road to Certification in a Nutshell

1. Download application from HT ATCP web page
2. Complete application and submit with all required documents
3. Prior to acceptance, applicant is eligible to take TExES content exam
4. Application passes 1st screening
5. Applicant invited for LASSI assessment and interview
6. Applicant passes 2nd screening
7. Applicant receives "Program Acceptance" letter from HT ACTP
8. Applicant signs and returns Candidate Agreement
9. Applicant is now referred to as a candidate
10. Candidate pays Phase 1 tuition
11. Candidate begins Phase 1, which includes attending classes 3-4 times weekly 6-9 PM
12. Candidate completes 30 hours of classroom observations/field experiences and submits written reflections
13. Candidate sets up account on SBEC with user name and password (to apply for certifications)
14. Candidate sets up account on ETS with user name and password (to register for exams)
15. Candidate applies for Probationary Certificate online
16. Candidate receives approval to register for TExES content exam(s) after at least 6 hours of test preparation
17. Candidate takes and passes the content TExES exam(s)
18. Candidate begins to apply for (internship) teaching positions
19. Candidate completes Phase 1
20. Accredited school district offers employment at an accredited campus to intern
21. HT ATCP Director approves position
22. Candidate pays Phase 2 tuition
23. HT ATCP recommends candidate for Probationary Certificate
24. SBEC approves Probationary Certificate
25. Candidate is now referred to as an intern
26. Intern begins Phase 2 which includes full time teaching position and attending classes 1 time weekly 6-9 PM for 1 semester
27. HT ATCP Field Supervisor (FS) and Campus Mentor (CM) observe intern at least three (3) times and provide support and feedback
28. Intern observes other campus teachers at least 3 times and submits written observations to FS
29. Intern takes and passes EC-12 PPR TExES exam
30. Intern pays Phase 3 tuition
31. Intern begins Phase 3 which includes full time teaching position and attending classes 1 time weekly 6-9 for 1 semester
32. HT FS and CM observe intern at least three (3) times and provide support and feedback
33. Intern observes other campus teachers at least 3 times and submits written observations
34. Intern takes and passes EC-12 PPR TExES exam if not passed during Phase 2
35. Intern completes internship with satisfactory recommendation from FS, CM, Campus Administrator, and HT ATCP Director
36. Intern applies for Standard Certificate
37. HT ATCP Director recommends intern for Standard Certificate
38. SBEC approves Standard Certificate
39. Celebrate!

Certificates Offered

Elementary Level Certificate

Generalist EC-6

Middle Level Certificate

Generalist 4-8

Single Subject Certificates

Computer Science 8-12
English Language Arts and Reading 8-12
History 8-12
Life Sciences 8-12
Mathematics 4-8
Mathematics 8-12
Mathematics/Science 4-8
Music EC-12
Physical Education EC-12
Physical Sciences 8-12
Science 4-8
Science 8-12
Social Studies 4-8
Social Studies 8-12
Special Education EC-12
Technology Applications 8-12

All Level Supplemental Certificates*

Bilingual Education Supplemental
English as a Second Language Supplemental
Special Education Supplemental

* Must also earn EC-6 Generalist, 4-8 Generalist, or a single subject certificate.

Program Design

HT ATCP is implemented in a three-semester/three-phase sequence with Phase 1 being the initial training prior to internship and Phases 2 and 3 consisting of ongoing training during the candidate's internship or clinical teaching. A new cycle begins two times during the course of an academic year: spring and summer. The deadline for spring applications is December 15. The deadline for summer applications is April 15. The spring cycle begins in early January. The summer semester begins in early May. Training consists of 30 hours of field experiences, seminars, workshops, and online instruction presented by real-world practitioners who exemplify best teaching practices.

Phase 1 Curriculum (EC-6 Example)

Topic
Professionalism 101 and Portfolios
Classroom Design, Management, & Organization I
What Principals Want
Classroom Design, Management, & Organization II
Reading Strategies in the Language Arts Classroom I (Oral Language)
Reading Strategies in the Language Arts Classroom II (Phonological & Phonemic Awareness)
Reading Strategies in the Language Arts Classroom III (Alphabet Principal)
Reading Strategies in the Language Arts Classroom IV (Literacy & Word Analysis & Decoding)
Reading Strategies V (Fluency & Comprehension & Comprehension in the Content Area)
Reading VI (Writing & Written Communication)
Inquiry-based Science EC-6
EC-6 Math I (Math Instruction & Number Concepts & Patterns)
Reading VII (Assessment of Developing Literacy)
Reading VIII
EC-6 Social Studies
Scaffolding Instruction, Accommodations, & Modifications
EC-6 Math II (Algebra, Geometry, & Measurement)
Differentiated Classroom Management I
Differentiated Classroom Management II
EC-6 Math III (Probability & Statistics & Mathematical Processes)
Differentiated Classroom Management III
Differentiated Classroom Management IV
Designing Lesson Plans I
EC-6 Test Prep
Designing Lesson Plans II
Designing Lesson Plans III
EC-6 Art, Music, and PE
Principles of Inclusion
EC-6 Test Prep
Delivering Instruction I
Delivering Instruction II
Assessment, Grading, Testing, and Recordkeeping
Applications, Resumes, and Interviews
Questioning Strategies
EC-6 Test Prep
Diversity in the classroom, the school, and the community
What Every Teacher Needs to Know and How to Find the Answer
Delivering Instruction III

Phases 2 and 3 Internship Curriculum

At an accredited school, candidates may select from two options:

1. Secure a paid, full time internship position for a minimum of 180 days
2. Be assigned an unpaid, 12-week clinical teaching experience through a local ISD's Office of Student Teaching

Internship

It is the responsibility of the candidate to find a teaching position (preferably) within 30 miles of HT prior to the beginning of the school year. It is important that the position be a match between the campus and the intern; therefore, HT ATCP does not "place" candidates. NOTE: If a candidate is offered a position outside the 30-mile radius, the position must be approved by the HT ACTP Director because an additional field supervisor may be required and/or an additional fee may be assessed to the intern.

Candidates Not Hired

HT ATCP does inform schools and districts about candidates seeking employment. The program also provides guidance in developing resumes and participating in interviews. The program makes candidates aware of job fairs in the region.

The deadline for obtaining a position is six weeks after the first day of the fall semester in order to complete the internship within two semesters. If a candidate has not been hired by the deadline, the candidate will meet with the Director to review options and develop an individual plan. Options include, but are not limited to the following:

1. Candidate may request to participate in clinical teaching during the spring or fall semester.
2. Continue to pursue internship. Candidates may attend classes while seeking a position, understanding that classes must be repeated once the internship is secured.
3. Candidates who have not secured an internship within 4 long semesters (excludes summer) will be administratively withdrawn from the program.

For Option 3, readmission to the program is not guaranteed. The application fee will be waived and Phase 1 fees will be adjusted in proportion to instruction attended. The Director will determine which options are available to the candidate based on the candidate's previous performance, attendance, and any other factors deemed critical.

Application Process

Application Materials and Deadlines

The application process begins with an online application that can be downloaded and printed at <http://ce.htu.edu>. The application and official reference forms require original signatures.

Overall GPA and Transcripts

Admission to HT ATCP requires a baccalaureate degree from an accredited institution of higher education. The applicant must submit 2 official transcripts from every college and/or university attended. Applicants' transcripts must demonstrate a 2.5 GPA overall or in the last 60 hours taken. HT ATCP computes the GPA based on all transcripts.

Official transcripts from all colleges and universities the applicant has attended must be submitted to the HT ATCP office. All foreign transcripts must have official U.S. translations and evaluations showing degree and grade equivalency. It is strongly recommended that the evaluation be completed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Information about AACRAO and their evaluation services can be obtained from the website: www.aacrao.org. Contact Foreign Credentials Service of America at 512.459.8428 about foreign transcript evaluations. Applicants with foreign transcripts must complete the basic skills requirements as described in the "Proficiency in Reading, Writing, and Math" section as well as an English proficiency screening.

Required Previous Coursework

EC-6 Generalist and 4-8 Generalist Certificates

- 24 semester hours to include a combination of English (minimum 6 hours), math (minimum 6 hours), science (minimum 6 hours), and social studies such as government, history, political science, geography, etc. (minimum of 6 hours)

Single Subject Certificates

- HT ATCP does not offer content preparation for single subject certifications, i.e. math, science, music, history.
- 24 semester hours, with 12 of the hours being upper division (junior or senior level courses) in the core academic subject area in which they seek certification;
OR
- A passing score on the TExES content exam.

Proficiency in Reading, Writing, and Math

In addition to the coursework requirement, an applicant must demonstrate evidence of competence in reading, writing, and math using one or a combination of the following measures:

- SAT with a minimum score of 500 in both verbal and quantitative; **OR**
- ACT with a minimum score of 19 in both English and math; **OR**
- THEA (Texas Higher Education Assessment), formerly TASP (Texas Assessment of Skills Proficiency) with minimum scores of 250 in reading, 230 in writing, and 230 in math; **OR**
- GRE with a minimum score of 450 on the verbal and 450 on the analytical; **OR**
- COMPASS with a minimum score of 81 in the reading skills, 39 in algebra, 40 in writing skills, and 6 on the essay.

Test scores must be submitted to the HT ATCP office prior to the application deadline.

NOTE: The Test of Proficiency in the English Language internet-based Test (TOPEL-iBT) is required of all applicants who present transcripts from a foreign country. A minimum score of 26 on the speaking section is required.

References

Each applicant must submit **three** professional references on the forms downloadable from the HT ATCP web page. **The official HT ATCP reference form must be used. Completed reference forms should be mailed in a sealed envelope by the reference directly to the HT ATCP office.** References that are emailed or personally delivered by the candidate will not be considered.

Criminal Background Check*

Each participant is required to submit a criminal background report from the Texas Department of Public Safety (<http://www.txdps.state.tx.us/>). Applicants whose background checks are unacceptable, will not be admitted to the HT ATCP. The employing school district will also conduct a criminal background check. Additionally, the State Board for Educator Certification will conduct a criminal background check when the candidate applies for Probationary Texas Teacher Certification prior to beginning the internship. A candidate who is not approved for the Probationary Certificate will automatically be dropped from the program, and any employment s/he has secured with a school district through HT ATCP will become null and void. The candidate will not be eligible for any refund of monies paid for training and/or participation in the program.

*Current employees of public school districts are not required to submit the criminal background check. Proof of employment is required.

LASSI Assessment

The Learning and Study Strategies Inventory (LASSI) is designed to gather information about learning, study practices, and attitudes. The assessment is web-based and must

be taken at the HT ACTP office. Applicants whose materials and references have been approved for further review will be invited to the university for the LASSI and the personal Interview described in the next section.

Interview and Critical Thinking Skills

Applicants will participate in a structured face-to-face interview. One purpose of the interview is to assess the candidate's critical thinking skills.

Selection

Candidates are selected for the program based on their qualifications as set out in the application process. All applicants who meet minimum requirements are not selected for the program. Each year the program staff identifies a maximum number of applicants who will be accepted into the program, and those applicants whose qualifications rise to the top of the applicant pool are selected. The selection criteria include overall GPA, coursework requirements per certification area, evidence of competency in reading, writing, and math, structured interview score, LASSI score, quality of references, work experience, and application writing sample. HT ATCP also uses other criteria such as language fluency for foreign language and bilingual applicants and applicants with foreign transcripts.

General Information

Professionalism

Professionalism is an important part of a career in teaching. As teachers work with colleagues, administration, parents, and community members, conducting one's self in a professional manner is very important. When an applicant becomes a member of HT ATCP, professionalism will be modeled and taught. Each student is subject to the rules and regulations of Huston-Tillotson University. No student may obstruct, hamper, disrupt, or otherwise interfere with the institution's fulfillment of its mission. Any occurrence of these infractions may be cause for dismissal from the program. The Candidate Agreement has a clause that states, "Successful completion is contingent upon meeting all course and attendance requirements, **demonstration of interpersonal skills deemed necessary for teaching in a team environment, satisfactory performance on assessments, and professional conduct in all class sessions.**" The candidate agreement also states that students agree to "**maintain a professional demeanor and exercise sound judgment at all times while representing my school, my district, and HT ATCP.**" It also states students will "**maintain professionalism in all HT ATCP classes and activities.**" Professionalism includes being on time for all classes, participating in class discussions, treating fellow candidates, interns, faculty, and staff with respect, as well as other relevant practices and procedures. School districts want to hire and maintain faculty who are models for their students and their community. Professionalism is a vital part of the HT ATCP instructional program. Failure to adhere to these provisions is grounds for immediate dismissal from the program.

Code of Ethics and Standard Practices for Teacher Educators

All HT ATCP candidates will sign a written agreement to comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community.

Class Expectations

The HT ATCP staff maintains high standards of conduct during instruction and expects candidates and interns to demonstrate professional behavior during classes and while on the university campus. Participation and cooperation at all class sessions (face-to-face and/or online) is required for successful completion of the program.

Documentation of attendance, mastery of teacher competencies, and participation at each session will be on file in the HT ATCP Director's office. The curriculum is aligned to educator standards, and instruction is designed to provide candidates with experiences and information needed for the first year of teaching. Teaching strategies presented and modeled are appropriate for teachers of all grade levels and instructional arrangements. Candidates and interns may dress comfortably for the sessions; however, tank tops, bare midriffs, spaghetti straps, tube tops, and halter tops are not permitted for men or women.

Attendance

Candidates and Interns are expected to be present and on time for all instructional sessions. In order to prepare candidates and interns for success in the teaching profession, the program is intensive and compressed. Therefore, the attendance policy is strictly enforced. Participants document their attendance and arrival time on the sign-in form immediately upon arrival at each session. This is the official record of attendance. Students must complete 30 hours of pre-internship field experiences, and a total of 80 hours of pre-internship training. A total of 300 hours of training must be completed in order to qualify for the standard certificate. These hours do not include conferences with mentors and/or field supervisors.

Absences

In case of an emergency, a candidate or intern may find it necessary to miss instruction. Consequently, the candidate or intern must notify the HT ATCP Director of the absence by email and phone. The HT ATCP allows a maximum of **two** absences throughout the entire time in the program (Phases 1, 2, and 3). Any absences must be made up with instruction similar to that missed and must be approved by the Director in advance of attending the make-up session. Professional development attended by a candidate or intern prior to the absence may not be used as a make-up session for the absence. However, if the district is providing professional development later in the year, that professional development might be appropriate.

When a candidate or intern misses more than the two allotted absences, the staff will meet to discuss the absences and determine whether or not the candidate or intern will continue in the program. Options for the staff include probationary status with an individual intervention plan, denial of eligibility to take TExES exams, or dismissal from

the program. If an extension is necessary due to absences, it will be handled in the same way and with the same fees as extensions due to performance failure. **If a person is dismissed from the program due to absences, no fees will be refunded.**

NOTE to Interns and Clinical Teachers: Attendance at instructional sessions takes precedence over campus or district meetings or activities unless prior permission is obtained from the Director.

Tardiness

Punctuality Includes being in your seat and ready to learn when the session begins and after breaks. Candidates and interns will expect this behavior of their students and HT ATCP expects it of candidates and interns. Attendance for the entire class session is required. A “tardy” is defined as “late to class, late returning from a break, or leaving prior to class dismissal.” Tardy minutes will accumulate throughout the class session. The program reserves the right to meet with interns to discuss chronic tardiness.

Cumulative tardy minutes of 30 minutes will count as an absence.

Parking

Free parking is available for candidates in the lot on Chalmers Street west of campus. Students wishing to park on campus must purchase a \$25 student parking permit by completing an application provided by the Campus Safety Office. The permits are valid for one academic year (September 1-August 31). Spring and summer permits are available for reduced rates. The student permit allows parking in the student parking area north of the Student Union. Parking spaces in front of Evans Hall are reserved for faculty, staff, and the disabled.

Intervention Plans

In the event that a candidate or intern is not meeting program expectations, s/he may be placed on an intervention plan and could ultimately be removed from the program. This could occur either in Phase 1, 2, or 3. If a candidate or intern is experiencing difficulty in a specific area, including participation in instructional sessions, attendance, performance in field experience, or performance during the internship, the HT ATCP Director will meet with the student to determine the course of action which may include an intervention plan. Timelines for meeting the expectations of the intervention plan will be established. Those involved in the development of the intervention plan will meet regularly to evaluate progress. Copies of the intervention plan will be provided to the candidate or intern, principal (if during internship), and HT ATCP Field Supervisor. A copy will also be placed in the student’s file.

Program Dismissal

Accepted applicants sign an Candidate Agreement prior to beginning of Phase 1 training. This agreement states that the candidate or intern may be dismissed from the program. Although the student may be placed on probation prior to dismissal, there is no requirement for a probationary period prior to dismissal. The following are reasons for dismissal:

1. Termination from a position under policy of the governing board of the hiring entity *
2. Insubordination to program and/or district personnel
3. Unacceptable behavior identified in the Texas Educator's Code of Ethics
4. Failure to comply with a hiring entity's rule or policy which leads to concerns by the school administrator (This applies to actions outside the classroom as well as in the classroom.)
5. Classroom incompetence based on appraisal results and evaluations by the building principal and HT ATCP Field Supervisor
6. Failure to pay fees in a timely manner
7. Excessive absences or tardiness
8. Falsification of information or documents
9. Failure to comply with instruction requirements
10. Resignation by the intern from the contracted position unless approved or recommended by the HT ATCP Director*
11. Failure to meet HT ATCP requirements/standards during Phase 1
12. Failure to meet HT ATCP requirements/standards during the Internship

*These areas are automatic dismissals with no intervention plan.

Updating Contact Information and Name Changes

It is the responsibility of each Intern to keep his/her information file current. The Intern should inform HT ATCP in a timely manner when s/he moves to a new mailing address, changes an email address, or changes phone numbers. The State Board of Educator Certification requires proof of any changes in your name due to divorce, marriage, or other circumstances. It is critical for you to expedite these changes on the SBEC web site as soon as possible, including driver's license, social security information, and other identity documents. Failure to do so may cause you to be barred from a TExES exam or for your probationary or standard teaching certificate to be denied,

Course Credit and Grading

Successful program participants will receive 18 hours of undergraduate credit in education courses from Huston-Tillotson University. Six hours of credit will be earned during Phase 1, Phase 2 and Phase 3. Courses will be graded on a Pass/Fail basis. Grades will be sent from the Registrar's Office to participants. The grade is determined based on the following criteria:

1. Participation
Information denotes that the candidate or intern has been an active and productive participant in the program. During sessions s/he has exhibited an attitude of courtesy, cooperation, and professionalism. S/he is responsible for completing all assignments successfully and submitting them on time. Full credit will not be given for late assignments. The respective consultant and/or the director will determine whether or not late assignments will be accepted.

2. Director's Report
Based on overall input from all staff, instructors, and the Director's observation of the participant's willingness to cooperate, attitude, and general professionalism towards peers, staff, and consultants. Includes evidence that s/he observes program policies and procedures.
3. Field Supervisor's Report
Notes progress in overall growth of intern.
4. Campus Mentor's Report
The mentor is confident that the intern's teaching ability is at a level of at least satisfactory and progress in overall performance is noted. The intern is cooperative and willing to accept constructive suggestions for improvement. Implements suggestions
5. Campus Principal's Report
Principal's evaluation of intern is at least satisfactory.

Phase 1

Phase I training begins two times during each academic year: spring and summer.

	Spring Start	Summer Start
Application deadline	December 15, 2009	April 15, 2010
Classes begin	Early January 2010	Early May 2010
Pass TExES content	Mid-April 2010	Early July 2010
Classes end	Late April 2010	Late July 2010
*Eligible for Internship	August 2010	August 2010
**Eligible for Certification	May 2011	May 2011

*If Phase 1 completed successfully and content TExES passed

** If Internship completed successfully and PPR TExES passed

During Phase 1 candidates meet 3-4 evenings a week from 6-9 PM on the Huston-Tillotson University campus in Evans Hall. A schedule of class meetings will be provided at the time of acceptance into the program.

In addition to classroom instruction, each candidate must complete 30 hours of classroom observation in a public school setting prior to the end of Phase 1. The observation form is available on the HT ATCP web page for downloading. If you are substitute teaching, you may observe classes during your planning period, but you may not count classes in which you are acting as the regular teacher's substitute. The idea is for you to observe not only students, but teachers.

During Phase 1, candidates will create a personal account on the SBEC web site (www.sbec.state.tx.us) where they will apply for Probationary Certification. The certification fee is \$52. At the time of the probationary certification application, candidates will also pay \$42 to apply for fingerprinting through SBEC. An email will be sent to the candidate from SBEC informing the candidate where to go for the fingerprinting.

Candidates will also set up a personal account on the Educational Testing service web site (www.texas.ets.org). This is the site where candidates will register to take TExES exams when approved to do so. Cost for exams is \$120 each. Candidates may not take TExES exams until they have received at least 6 hours of test preparation and scored at least 80% on a full practice exam.

Phase 2: Beginning of Internship And Ongoing Training

Candidates who complete Phase 1 successfully, will be provided with a letter authorizing them to seek employment with an accredited school. Candidates who have not been provided this letter will meet with the Director to develop an intervention plan regarding their admission to Phase 2.

Employment

Candidates should **not** resign non-teaching positions until officially offered a position by a school district with a signed a contract for employment as a teacher and the position has been approved by the HT ATCP Director. Candidates may accept positions only in areas of certification offered by HT ATCP. The position must be with a system accredited by the Texas Education Agency. If in doubt, check with the Director. Teacher Aide positions may not be used as an internship. Candidates may not begin an internship until completion of Phase 1 and passing the required content exam(s).

HT ATCP offers no guarantee or promise of employment, even if the initial program requirements are met. It is the ***candidate's*** responsibility to secure full-time employment with a program accredited by the Texas Education Agency. The HT ATCP staff is happy to provide letters of recommendation to potential employing districts. Candidates may seek employment in districts within the ESC Region 13 geographic area. A list of ESC Region 13 districts is included on page 19 of this policy manual.

A candidate may accept employment at any district within a 30 mile radius of the Austin city limits. A candidate who wishes to be employed beyond this 30 mile radius may be assessed a fee of \$200.00 per academic year to help defray traveling expenses incurred by the field supervisor.

Once employment has been approved and officially offered and accepted, The Director

will send the "Statement of Eligibility for Internship" (SOE) form to the district human resources office.

Interns who have been employed by an accredited school will continue to attend ongoing professional development approximately twice monthly from 6 PM to 9 PM on the Huston-Tillotson University campus in Evans Hall. Interns will also be assigned a Huston-Tillotson Field Supervisor and a campus Mentor. The HT Field Supervisor will observe the intern at least once per month, provide written and oral feedback, and meet with the intern to discuss challenges and successes and provide ongoing support and guidance. The campus mentor will be assigned by the building principal to support the intern on a daily basis. The HT ATCP will train the campus Mentor regarding expectations for the Mentor and the Intern. The Mentor will also observe the intern at least three (3) times per semester and provide written feedback to both the intern and the HT Field Supervisor. The intern is also required to observe other teachers and submit written observation information during the internship.

Phase 3: Completion of Internship And Ongoing Training

Phase 3 is the last semester of HT ATCP for the successful student. Interns will continue to attend ongoing professional development approximately twice monthly from 6 PM to 9 PM on the Huston-Tillotson University campus in Evans Hall. The Huston-Tillotson Field Supervisor and campus Mentor will continue to observe the intern and provide written and oral feedback and support at least once per month. The intern will continue to observe other teachers and submit written observation information to the Field Supervisor. At the end of Phase 3, if the intern is unconditionally recommended for certification by the supervising principal (or designated primary appraiser) and the HT ATCP Director, the intern will be allowed to apply for the Standard Certificate from the State Board of Educator Certification. HT ATCP will then recommend the intern for the Standard Teaching Certificate. SBEC makes the final determination.

Not Recommended For Certification at the End of the Internship Year

An intern who is not recommended for Standard Certification at the end of the internship year may apply for an extension of the Probationary Certificate upon approval by the HT ATCP Director and the employing entity. The intern will be responsible for expenses incurred as the result of an extended internship. If the intern does not pass the required TExES exams (testing), or complete the internship in a satisfactory manner (performance), and the internship is extended, there will be a monthly fee to cover program expenses for intern support during the extension period. The monthly fee for testing extension is \$100.00 per month. The monthly fee for a performance extension is \$200.00 per month. If both situations apply, the fee will be no more than \$200.00 per month. The monthly fee can be payroll deducted and will continue until requirements are met. The intern must also pay SBEC an additional \$52.00 to extend the

Probationary Certification. An intern may receive a maximum of two extensions of the Probationary Certificate, for a total of three years.

Fees and Financial Assistance

Fees

HT ATCP charges a \$100 application fee. No application will be processed until the fee has been received. The application fee covers the transcript evaluation, the interview, the online LAASI assessment, and other items necessary for processing the application. **This fee is non-refundable.**

The HT ATCP total tuition cost is \$5000:

- \$2000 for Phase 1
- \$1500 for Phase 2
- \$1500 for Phase 3

At the time of admission into the program, the applicant must submit to the HT ATCP a "Student Account Payment Plan." In this plan the student will indicate to HT ATCP how s/he plans to pay for the program: applying for federal financial student aid or with cash/credit card. Payments in cash/credit card must be received by the end of the 1st week of classes: \$1200 (60% of \$2000). The remaining \$800 may be paid monthly, but must be paid in full before the student is allowed to take any TExES exams. Payments must be made to the HT ATCP office.

During Phases 2 and 3, students who become clinical teachers are required to pay \$900 (60% of \$1500) on the first day of the semester. The remaining \$600 may be paid monthly to the HT ATCP office.

Failure to complete payments for a semester will bar the student from being allowed to continue in the program and is grounds for dismissal from the program.

Students who are not current with their financial obligations to HT ATCP will not be approved to take TExES exams or to apply for Probationary or Standard Certificates.

Financial Aid

Student grants and/or loans are available to interested and qualified individuals. Contact the Office of Financial Assistance at (512)505-3031 for information. The first step is to complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. The FAFSA is used to determine eligibility for most state and federal financial aid programs. Each student is encouraged to apply early (**by March 15th**) to maximize eligibility for financial aid. Prospective students must be accepted into HT ATCP before financial aid can be finalized. Students should not wait for formal acceptance to apply for financial aid. The Stafford Loan Program and the TEACH Grant have forgiveness provisions for students who teach at least five years after completing the program. Some restrictions apply.

Scholarships

Scholarship money is available for participants who do not qualify for financial aid. Proof of ineligibility for financial aid is required.

Teacher Certification Exams

The teacher certification examinations are referred to as the **Texas Examination for Educator Standards (TExES)**. All required Teacher Certification Examinations must be passed as a part of the certification process; however, to comply with the *No Child Left Behind Act*, districts require that interns pass the **content** Teacher Certification Exam prior to employment as teachers of record. In an effort to ensure that participants are ready to accept employment at the beginning of the school year, preparations for these exams begin very early in Phase 1 of the program. Participants are required to attend these preparation sessions, unless otherwise notified. Persons who do not attend the scheduled sessions will have to assume the financial responsibility for their preparation. HT ATPC also has a library of TExES preparation manuals available for check out as well as TExES preparation software available in the computer lab located in Evans Hall Room 206.

Prior to completion of the program, and in order to be recommended for the Standard Certificate, interns must also pass the **Pedagogy and Professional Responsibilities EC-12** (PPR) exam. HT ATPC must approve each exam for each candidate. Upon approval, the candidate logs on to the ETS web site and registers to take the exam. Payment for the exam must be made at that time with a credit/debit card.

Public School Districts Located in the Austin Area

Austin ISD • Bartlett ISD • Bastrop ISD • Blanco ISD • Burnet CISD • Comal ISD • Comfort ISD • Coupland ISD • Del Valle ISD • Dime Box ISD • Doss CISD • Dripping Springs ISD • Eanes ISD • Elgin ISD • Fayetteville ISD • Flatonia ISD • Florence ISD • Fredericksburg ISD • Georgetown ISD • Giddings ISD • Giddings State School • Gonzales ISD • Granger ISD • Harper ISD • Hays CISD • Hutto ISD • Jarrell ISD • Johnson City ISD • La Grange ISD • Lago Vista ISD • Lake Travis ISD • Leander ISD • Lexington ISD • Liberty Hill ISD • Llano ISD • Lockhart ISD • Luling ISD • Manor ISD • Marble Falls ISD • Marion ISD • McDade ISD • Navarro ISD • New Braunfels ISD • Nixon-Smiley ISD • Pflugerville ISD • Prairie Lea ISD • Round Rock ISD • Round Top-Carmine ISD • San Marcos CISD • Schertz-Cibolo U.C. ISD • Schulenburg ISD • Seguin ISD • Smithville ISD • Taylor ISD • Thorndale ISD • Thrall ISD • Waelder ISD • Wimberley ISD