



TEXAS



Alternative Certification Program

“Certifying Tomorrow’s Teachers, Today!”

AUSTIN

Americana Building
1301 IH 35 S., Suite 101
Austin, TX 78741
Phone: (512) 445-0200
Fax: (512) 445-0204

EL PASO

Tri-State Plaza
6090 Surety Drive, Suite 110
El Paso, TX 79905
Phone: (915) 781-9000
Fax: (915) 783-0638

HOUSTON

20103 Chasestone Court
Katy, TX 77450
Phone: (281) 829-9243
Fax: (281) 492-7004

SAN ANTONIO

Starcrest Village
2379 NE Loop 410, Suite 1A
San Antonio, TX 78217
Phone: (210) 590-8007
Fax: (512) 445-0204



RIO GRANDE VALLEY

A&E Professional Building
1416 Palm Blvd., Suite 105
Brownsville, TX 78520
Phone: (956) 544-2390
Fax: (956) 541-1600

I. PERSONAL INFORMATION

Name: _____ Gender: ___ M ___ F
(last first middle)

Address: _____

City: _____ State: _____ Zip Code: _____

Country: _____

Phone #: _____ (day) _____ (home) _____ (cell)

E-mail: _____

Date of Birth: ____ / ____ / ____ Social Security #: ____ - ____ - ____
month day year

U.S. Citizen? _____ If No, are you authorized to work in the U.S.? _____
(yes/no) (yes/no)

Ethnicity: ___ White (non-Hispanic) ___ African American ___ Hispanic
___ Asian, Pacific Islander, Oriental American ___ Native or Alaskan American

How did you hear about our Alternative Certification Program?

___ Friend/Relative ___ Bulletin/Newspaper ___ School District ___ Job Fair

___ Websearch ___ College ___ Other: _____

II. CERTIFICATION

Choose *TWO* areas that you would like to be evaluated for. All of our approved areas may be found at the following link: <http://www.texasacp.com/forms/TXACPareas.pdf>

Grades EC-4

- Generalist
- Bilingual Generalist - Spanish
- ESL

All Level EC-12

- Art
- Speech
- Health
- Music
- Special Education
- Physical Education

Grades 6-12

- Secondary Business Composite
- Technology Education
- Secondary Spanish

Other _____

Grades 4-8

- Generalist
- Bilingual Generalist - Spanish
- English Language Arts & Reading
- English Language Arts & Reading/Social Studies
- Social Studies
- Mathematics
- Mathematics/Science
- Science
- ESL

Grades 8-12

- English Language Arts & Reading
- Physics/Mathematics
- Science
- Life Science
- Physical Science
- History
- Social Studies
- Mathematics
- Physical Science/Mathematics/Engineering
- Speech

Have you previously applied to an Alternative Certification Program (ACP)? _____

If so, when and where? _____

Have you previously been an intern in an ACP? _____ When and where? _____

Have you ever taught on any type of permit? _____ When and where? _____

Have you ever applied for a Texas Teaching Certificate? _____

Do you hold a teaching certificate from another state? _____ From another country? _____

Do you hold a certificate which is currently suspended, revoked, or pending such action? _____

Have you ever been charged with a felony, or a misdemeanor, or convicted or adjudicated of a crime? _____

If yes, please explain. _____

VII. NOTICE OF MANDATORY ALTERNATIVE DISPUTE RESOLUTION

NOTICE to Applicants, Candidates, and Interns: This part of the application is a contract.

1. As a condition to applying for admission into the Program, and, if accepted into the program, as a condition of remaining in the Program, the TEXAS Alternative Certification Program (TEXAS ACP) and you as applicant, candidate, intern, or all of these, agree that all disputes, controversies or claims related to the relationship between and among the parties, the rendering of services by TEXAS ACP, its evaluation of transcripts, student performance, or other, and the interpretation or performance hereunder, will be submitted to alternative dispute resolution, including mediation, arbitration, or both.
2. Any disputes shall be submitted for resolution pursuant to the Rio Services Alternative Dispute Resolution Program for Commercial Disputes, or Workplace Disputes, whichever is appropriate, ("ADR Program"), which, among other things, is established pursuant to the *Federal Arbitration Act*. Arbitration is administered by the American Arbitration Association, and is conducted by a single arbitrator who is knowledgeable in the subject matter of the dispute.
3. The ADR program provides that any and all disputes shall be submitted 1) to informal discussions regarding dispute resolution, then, if not resolved, 2) to mediation, and, then, if such a dispute is not resolved thereby, 3) to final and binding arbitration pursuant to the applicable rules of the American Arbitration Association.
4. Signing this application is your agreement and acceptance of the ADR Program. By signing or submitting this application, accepting services from TEXAS ACP, or both, you agree to the terms and conditions of the ADR program. You may obtain copies of the ADR Program document, and related documents from TEXAS ACP or Rio Services (Rio Services: 956-761-2289 or 800-891-4554; fax: 800-891-4566).

VIII. AFFIRMATION

I affirm that all of the information I have provided for this application is true and accurate to the best of my knowledge. I understand that acceptance into the TEXAS ACP based on any false or incomplete information, or a material omission is cause for immediate dismissal from the TEXAS ACP. Additionally, I am fully aware that if accepted into the program, I will undergo pre-service training. However, I understand this does not constitute a guarantee of employment by any school district. **I understand and agree that the employing school district is solely responsible to determine my "Highly Qualified" Status under the No Child Left Behind Legislation.**

I authorize the TEXAS ACP to release application information for employment purposes to inquiring school districts; to obtain from appropriate agencies information regarding any criminal records pertaining to me; and to obtain any records from agencies or educational institutions pertaining to my application or me.

I also understand and agree that my application fee of \$50 is non-refundable. Furthermore, I understand and agree, that if accepted into the program, a pre-service training fee is required and is also non-refundable. Furthermore, I understand and agree that **ALL FEES ARE NON-REFUNDABLE.**

Once accepted into the program, the program will provide me the opportunity to obtain a testing approval in order to take my content area test once. If I do not pass my content area exam on the first attempt, and I wish to continue to obtain consequent test approval, specific requirements and additional fees will apply. I may obtain details regarding these requirements and fees from the TEXAS ACP office. I understand that when I pass my content area test, I will be considered "highly qualified" under applicable law including of the "No Child Left Behind Act". **Furthermore, in consideration for services rendered by the TEXAS ACP, if hired as a teacher, I agree to serve my internship with the TEXAS ACP.**

I hereby release the TEXAS ACP, its employees, staff, consultants, presenters and their heirs from any and all liability and hold them harmless in the execution and/or performance of their job and/or their duties.

I affirm that I have read, understood, and agree with the contents of this application.

Applicant's Signature

Date

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Regretfully, we do not accept personal checks. Please send a money order or cashier's check with your completed application. We apologize for any inconvenience.

Please be advised that we will keep this form on file with your application. It will be given to your employing school district, **WHEN, AND ONLY WHEN** you have secured a teaching assignment. If you do not secure a teaching assignment, this form will **NOT** be processed. Additionally, this form will not be utilized if you choose to pay all of your program internship fees when you obtain a teaching assignment.

TEXAS Alternative Certification Program

REQUEST FOR PAYROLL DEDUCTION

I, _____, SSN ____-____-_____, am an intern with the TEXAS Alternative Certification Program. As such, I authorize the _____ School District to deduct \$360.00 each month for ten consecutive months from my monthly pay, for a total of \$3,600. This deduction, is for my participation in the internship of this alternative certification program, and is to begin with my first paycheck after being hired.

I further agree to and understand that I must meet all state, program, and financial requirements to maintain my probationary certificate and to be recommended for my standard certificate. I agree, that although I may pass my required exams prior to completion of my internship with TEXAS ACP, I will remain with TEXAS ACP, throughout the school year in which I am employed, in order to meet my state, program and financial obligations. Although, I have met all other requirements I will not be recommended for certification if my financial obligations have not been met.

I am aware, agree, and understand that if I fail to meet any state, program, or financial obligations, I will be dropped from the TEXAS ACP. Consequently, my employing school district and the State Board for Educator Certification will be notified of such, placing my probationary certification as well as my employment, in jeopardy.

I have read, understand and willingly agree to the request, information, and statement presented in this document.

TEXAS ACP Intern's Signature

Date

Please mail checks to:
TEXAS Alternative Certification Program
1416 Palm Blvd, Suite 105
Brownsville, TX 78520

APPLICATION CHECKLIST

(Please include this form with your application)

Applicants must provide the following in order to complete their application:

- _____ 1. Completed and signed application
- _____ 2. Signed Payroll Deduction Form
- _____ 3. All original transcripts, diplomas and certificates
- _____ 4. All scores on required exams (TASP or THEA, GRE, etc...)
- _____ 5. Transcript translations/evaluations if appropriate
- _____ 6. Copy of a valid Driver's License (A valid State I.D. will be acceptable if, and only if a valid Driver's License is unavailable)
- _____ 7. \$50 non-refundable application fee

Applicant's Signature

Date

Regretfully, we do not accept personal checks. Please send a money order or cashier's check with your completed application. We apologize for any inconvenience.

Please be advised that we will keep this form in your file.

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AFFIRMATION OF THE TEXAS EDUCATOR'S CODE OF ETHICS

I, _____, am an applicant with the TEXAS Alternative Certification Program. I understand that if I am accepted into the program, I will attend the required Pre-Service Training Academy. While attending the session entitled "The Teacher, the Law and the Code of Ethics", I will be provided with the Texas Educator's Code of Ethics. The Code will be discussed during this session. As such, I affirm that I will adhere to the Texas Educator's Code of Ethics.

I have read, understand and willingly agree to the request, information, and statement presented in this document.

TEXAS ACP Applicant's Signature

Date