

Lone Star College
 Alternative Teacher Certification Program
 ATCP@LoneStar.edu

Why Lone Star College ATCP?

- ▶ Almost 3,500 teachers have completed the Texas K – 12 standard teacher certification through the Lone Star College System
- ▶ The LSCS has a 1,400 square-mile service area across North Harris and Montgomery counties
- ▶ LSCS is the largest community college program in Texas

3 Steps to Completing the ATCP Program

- ▶ **Step 1–**
 - Application Process
 - Qualifying Exam
 - Interview and Orientation
 - 30 hours of Field Experience
- ▶ **Step 2–**
 - Coursework
 - Generalist EC – 6 or Generalist 4–8 Route
 - High School Route
- ▶ **Step 3–**
 - Clinical Teaching or Internship
 - TExES Exams (PPR and Content)

Step 1

- Application Process
 - Qualifying Exam
 - Interview and Orientation
 - 30 hours of Field Experience

What is Needed for the Application Process?

- Application with \$40 fee
- Bachelors Degree
- A minimum 2.5 GPA
- Transcripts from all colleges attended
- Qualifying Exam for entrance into the program
- Resume
- Three Professional References
- One Page Essay
- Certification Area

Items needed when Application is submitted:

- ▶ Application
- ▶ \$40 non-refundable fee and registration form
- ▶ Test scores
- ▶ Transcripts
- ▶ One page Essay
- ▶ Resume
- ▶ You will need to determine what you want to teach. In order to determine if we offer the content area you are interested in, please visit <http://www.sbec.state.tx.us/SBECOnline/approvedprograms.asp>

Bachelors Degree

- ▶ A Bachelors Degree is required from an accredited university
- ▶ Students with an International degree will need to have an evaluation by a member of www.naces.org
- ▶ SpanTran is the most commonly used service <http://en.spantran-edu.com/content.cfm?cat=services&title=Evaluation%20Services>

Bachelors Degree

Examples of hours needed to qualify for content area certification:

- For Generalist EC – 6 and 4–8 and Special Education EC–12, LSC–ATCP requires 9 hours in Math, Science, Social Studies and English
- Other certifications generally require 24 – 36 hours in that subject example: Math 8–12
- Career and Technical certifications may require degree, current licensure and work experience

2.5 GPA

- ▶ A minimum of a 2.5 GPA is expected on all university course work, with limited exceptions are allowed
- ▶ Last 60 hours of course work may be reviewed
- ▶ If necessary, a GPA below a 2.5 will require a letter of explanation

Transcripts

- ▶ Sealed official transcripts from **all** colleges attended (including Lone Star) need to be submitted with your application
- ▶ Transcripts from an international university – evaluations will be required by a member of www.naces.org The evaluation must be a complete course–by–course analysis with credit hours and grade points with upper/lower division designation

Qualifying Exams– Choose any one

- ▶ **THEA** Reading 240, Writing 240, Math 230
- ▶ **COMPASS** Reading 81, Writing 59, Int. Algebra 39
- ▶ **ACCUPLACER** Reading 78, Writing 80, Elem. Algebra 63
- ▶ **SAT** combined 1070, minimum 500 per section
- ▶ **ACT** combined 23, minimum 19 per section
- ▶ **GRE** Verbal 450, Quantitative 450, Writing 4
- ▶ Date of testing must be within the last 5 years
- ▶ **For LSC Assessment Center information** <http://www.lonestar.edu/testing-centers.htm>

Students with an International Degree

Students who earned their highest degree from outside the United States must complete all application requirements as well as the following:

- ▶ **Transcript Evaluation** by a member of NACES (SpanTran, for example) www.naces.org
- ▶ **Oral Proficiency Exam**– Required for students who earned their degree from a non–English speaking institution. Choose one of the following exams:
 - **COMPASS–ESL** High Intermediate, all sections
 - **TOEFL** 61 on TOEFL–iBT; Speaking 26

Qualifying Exam Tips

- ▶ Exams need to have been taken within the last 5 years
- ▶ Application for Assessment Testing will need to be obtained from the ATCP office (ATCP@LoneStar.edu)
- ▶ Ask at the CE Front Desk to be 'quick-admitted' to obtain a LSC Student ID number

Reasons For the Qualifying Exam

- ▶ System -Wide Lone Star ATCP policy
- ▶ We feel our students need to demonstrate a standard above the state minimum
- ▶ We want to be able to send the best candidates to the districts in our area
- ▶ This policy makes it consistent for all students (even those in content areas that do not require a degree)
- ▶ We want to make sure that our students are still at a college level for reading, math and writing

Resume

- ▶ Resume should be geared towards education
- ▶ Try to avoid technical wording or phrases if you have been in the corporate world
- ▶ Emphasize ways you may have been involved in teaching or coaching students in your community

Three Professional References

- ▶ Have your references forms submitted with your application in sealed envelopes
- ▶ The references you choose need to know your work ethic and professionalism
- ▶ Great references are professors, a supervisor, a manager or co-workers
- ▶ References from friends and family members are not acceptable

Essay

- ▶ Submit an essay of "Why I want to become a teacher?"
- ▶ This serves as a writing sample
- ▶ One page in length
- ▶ Proofread your writing

What is Needed for the Application Process?

- Application with \$40 fee
- Bachelors Degree
- A minimum 2.5 GPA
- Transcripts from all colleges attended
- Qualifying Exam for program admission
- Resume
- Three Professional References
- One Page Essay
- Certification Area

What Do You Want to Teach?

- ▶ What is your passion?
- ▶ Refer to your transcripts
 - What classes do you have a "C or Better"?
 - Do you have the hours to be accepted into the program?
- ▶ Do you need to take the PACT (Pre-Admissions Content Test) option to be admitted into the program?
<http://www.texas.ets.org/epp/epppact>

Certification Areas

- ▶ **Early Childhood-12**
 Art
 Physical Education
 Technology Applications
 Theatre
- ▶ **Elementary School**
 EC-6 Generalist
- ▶ **Middle School**
 ELAR
 ELAR/Social Studies
Generalist 4-8
 Social Studies
 Math
 Math/Science
 Science
- ▶ **Secondary School**
 ALE
 ELAR
 History
 Life Science
 Physical Science
 Math
 Science (Composite)
 Spanish
 Speech
 Social Studies (Composite)
- ▶ **Supplemental Certifications**
 Bilingual
 ESL
 Special Education

Certification Areas

- ▶ Other Areas
 - Agricultural Science and Technology 6 -12
 - Business Education 6 -12
 - Chemistry 8 -12
 - Computer Science 8 -12
 - Dance 8 -12
 - Family and Consumer Science 6 -12
 - Health EC -12
 - Health Science Technology Education 8 -12
 - Journalism 8 -12
 - Marketing Education 8 -12
 - Music EC -12
 - Physical Science/Mathematics/Engineering 8 -12
 - Physics/Mathematics 8 - 12
 - Technology Education 6 -12
 - Trades and Industrial Education 8-12

What am I Qualified to Teach?

- ▶ **Art EC-12** (24 semester hours in Art)
- ▶ **Business Education 6-12** (24 semester hours in Business Courses)
- ▶ **Generalist 4-8 and EC-6** (36 semester hours in a combination of subjects 9 semester hours each in English, Mathematics, Science, and Social Studies)

What am I Qualified to Teach?

- ▶ **History 8-12** (24 semester hours in History)
- ▶ **Life Sciences 8-12** (24 semester hours in Biology or Life Science)
- ▶ **Math 4-8 or Math 8-12** (24 semester hours in Math)
- ▶ **Music EC-12** (24 semester hours in Music)

What am I Qualified to Teach?

- ▶ **Physical Education EC-12** (24 semester hours in Physical Education)
- ▶ **Physical Science 4-8 or Physical Science 8-12** (24 semester hours in Physical Science)
- ▶ **Social Studies 4-8** (24 semester hours in Social Studies)
- ▶ **Social Studies Composite 8-12** (36 semester hours in Social Studies)

What am I Qualified to Teach?

- ▶ **Spanish EC -12** (24 semester hours in Spanish college-level coursework)
- ▶ **Technology Applications 8-12** (24 semester hours in Technology)
- ▶ **Trade and Industrial Education 8-12**
 TExES Exam and Trade and Industrial Education PPR required, 3-5 years of full time wage earning experience in the last 8 years in one or more approved occupations for which instruction is offered. Current licensure, certification, or registration by a state or nationally recognized accrediting agency required.

Reasons for the PACT Option

- ▶ You do not have the hours from your transcript to meet the qualifications for the certifications; "C or Better" in college courses
- ▶ PACT Option is only available **before** you are accepted into a certification program
<http://www.texas.ets.org/epp/epppact/>
- ▶ PACT exam is the same exam as the content exam but taken before you are admitted into the program

Interview and Orientation

- ▶ You will be invited to an Interview and Orientation by email when most or all parts of the application is submitted
- ▶ Written and Oral interview in group sessions
- ▶ Requirements for 30 hours field experience will be discussed
- ▶ Requirements for Clinical Teaching and Internship will be discussed

Acceptance Process

- ▶ Acceptance letter and test approval for your TExES Content Exam will be given when all conditions have been met
 - All items for the application must be submitted
 - Must register for PPR course prior to acceptance letter being issued
 - Payment for PPR class will be required at time of registration

Field Experience

- ▶ After your acceptance into the program 30 hours of field experience must be completed
- ▶ Detailed instructions for field experience will be discussed during the Interview and Orientation
- ▶ Your Field Experience and Reflections **must be** completed and turned in before you may begin clinical teaching or an internship

Step 2

- Coursework
 - Generalist EC - 6 and 4-8 and Special Education EC-12
 - All other certification areas

Coursework for Generalist EC – 6 or Generalist 4 – 8 and Special Education

- Pedagogy and Professional Responsibility – \$781 (108 hours)
- Generalist Teacher Preparation – \$ 415 (48 hours)
- TExES Test Review – \$106 (7 hours)
- Components of Special Education – \$ 415 (48 hours)

Coursework for all other certification areas

- Pedagogy and Professional Responsibility – \$781 (108 hours)
- Creating a Successful Classroom – \$ 415 (48 hours)
- Components of Special Education – \$ 415 (48 hours)
- TExES Test Review – \$106 (7 hours)

Elective Course for Supplemental Certifications

- ESL/Bilingual Teacher Preparation –
- 12 hours
- Many ISDS are requiring the ESL supplement of all Generalist teachers

Open Enrollment

- All classes offered by LSC are Continuing Education classes
 - It is highly recommended to register for classes 10 days prior to the start of class
- These classes are all open enrollment courses
 - They can be taken prior to acceptance into the program
- Once a class begins, NO refunds may be given if you are unable to attend the class
 - You must drop the class before it begins to be eligible for a refund

Step 3

- Clinical Teaching or Internship
- TExES Exams (PPR and Content)

Clinical Teaching

- One Semester
- Non-contract
- Non-paid
- Mentor teacher in the room
- You are placed in a cooperating district/school in the area by our program
- A field supervisor will be assigned for you by LSC-ATCP
- Cost \$926

Requirements Prior to Clinical Teaching

- › Officially accepted into LSC ATCP
- › Submit application for Clinical Teaching
- › Complete the PPR class
- › Pass Content TExES exam or PACT option
- › 30 hours Field Experience and reflections completed and turned into the ATCP Office
- › Attend a 40 hour pre-service meeting before clinical teaching

Requirements During Clinical Teaching

- › Complete any additional course work
- › Pass the PPR TExES exam
- › Online clinical teaching support course
- › Attend a two day post-service seminar after clinical teaching

Internship

- › Two semesters
- › You interview with the districts and find the teaching position
- › Contract with school district in the Greater Houston area
- › Paid – considered a first year teacher
- › You are the teacher of record
- › A mentor will be assigned to you by your school and a field supervisor will be assigned to you by LSC-ATCP
- › Cost \$ 937.50 each semester

Requirements Prior to Internship

- › Officially accepted into LSC ATCP
- › Complete the PPR class
- › 30 hours Field Experience and reflections completed and turned into the ATCP Office
- › Pass Content TExES exam (Required by many ISDs)
- › Complete Internship Paperwork in ATCP Office

Registering for Internship

- › When you are hired as the Teacher of Record (full time), bring a copy of your contract from your ISD to the office to fill out internship paperwork and registration forms
- › Pay for Internship – a payment plan is available

Requirements During Internship

- Prior to OR during Internship:
- › Complete any additional course work
 - › Pass the TExES Content Exam
 - › Pass the TExES PPR exam
- During Internship:
- › New Teacher Orientation
 - › Online support course
 - › Pay Mentor fee of \$500 to your assigned mentor
 - › Attend Intern completer’s meeting

Tests Required

- ▶ **Qualifying Exam** (before you are admitted into the program)
- ▶ **TEExES Content Exam** (Taken as the PACT or after you are accepted into the program - same test)
- ▶ **TEExES PPR Exam** (Taken after the PPR class is completed and you have been accepted into the program)
- ▶ **Additional Certification Exams** If so desired (Special Education, Bilingual, ESL)

Additional Requirements

- ▶ Fingerprinting
- ▶ Background Checks - depends on district
- ▶ SBEC certifications - Probationary Certificate and Standard Certificate
- ▶ I - 9 requirements for work status required by most districts

	Clinical Teaching	Internship
Application Fee	\$ 40	\$ 40
PPR Class	\$ 781	\$ 781
Content Course	\$ 415	\$ 415
Content Course	\$ 415	\$ 415
Textbooks	Varies - approx \$ 300	Varies - approx \$ 300
Practicum	\$ 926 x 1 semester	\$ 937.50 x 2 semesters = \$ 1875
Fingerprinting	\$ 47	\$ 47
Qualifying Exam	Depends on test taken	Depends on test taken
PPR Exam	\$ 120	\$ 120
Content Exam (additional cost for PACT option)	\$ 120	\$ 120
TEExES Test Review	\$ 106	\$ 106
Probationary Certificate	\$ 0	\$ 52
Mentor Fee	\$ 0	\$ 500 (Paid to mentor/school district, Not to LSC)
Standard Certificate	\$ 77	\$ 77

TEA required 300 Training Hours for Alternative Teacher Certification

Events	Clinical Teaching	Internship
Field Experience	30	30
Pedagogy and Professional Responsibility (PPR)	108	108
Content Course	48	48
Content Course	48	48
On-line Support Course (During Practicum)	24	64
Pre-Service	40	N/A
Post-Service	14	N/A
TEExES Test Review	7	7
	300 +	300 +

Payment Options

- ▶ Payment plans are available for Spring and Fall semesters only
- ▶ Payment must be made at the time of registration
- ▶ No refunds will be issued once classes begin
- ▶ No traditional financial aid for the LSC-ATCP as a continuing education program

3 Steps to Completing the ATCP Program

- ▶ **Step 1-**
 - Application Process
 - Qualifying Exam
 - Interview and Orientation
 - 30 hours of Field Experience
- ▶ **Step 2-**
 - Coursework
 - Generalist EC - 6, Generalist 4-8 and Special Education
 - All other certification areas
- ▶ **Step 3-**
 - Clinical Teaching or Internship
 - TEExES Exams (PPR and Content)

Questions?

Dell Burditt, Senior Program Manager Dell.Burditt@LoneStar.edu
Contact for LSC-CyFair, LSC-Tomball and LSC-University Park

Jennifer Leadbetter, Program Manager
Shelia Benard
ATCP@lonestar.edu
Contacts for LSC-Kingwood, LSC-North Harris and LSC-Montgomery



Continuing Education

Alternative Teacher Certification

Conditions of Admission

Name: _____ Certification Area: _____

I have been informed and fully understand that the State Board of Educator Certification (SBEC) requires a passing score on the Content test and Pedagogy test to become a certified teacher in the State of Texas. I understand that I must pass the TExES tests, and successfully complete a semester of Clinical Teaching or a one year Internship in an accredited Texas public or private school before a recommendation for certification will be made to the State Board of Educator Certification by Lone Star College-ATCP. _____(Please initial)

Upon acceptance into the Teacher Certification Program, I will be issued approval to register for the Content TExES Exam required by the Texas State Board of Educator Certification. Failure to pass the TExES Content exam during the Internship year will require a written request to receive an extension of the probationary certificate. I have been informed of the TExES Reviews offered by Lone Star College-ATCP. _____(Please initial)

I will register for and successfully complete the Pedagogy and Professional Responsibilities (PPR) Course. Once the PPR course is complete, I will be issued approval to take the PPR EC-12 test. Failure to pass the TExES PPR exam before or during the teaching practicum will require a written request to receive an extension of the probationary certificate. I have been informed of the TExES Reviews offered by Lone Star College-ATCP. _____(Please initial)

I will complete 30 hours of field experience in an accredited public or private school. I will submit documentation of this field experience to the Teacher Certification Program before entering an Internship or Clinical Teaching placement. _____(Please initial)

I understand I must complete a minimum of 300 hours of coursework, field experience and training as required by TEA and the State Board of Education. Yearly progress towards completing the program requirements is expected. Failure to complete at least one course yearly may result in removal from the program. Required hours are described in the Lone Star College-ATCP Education Plan _____(Please initial)

I will complete one semester of Clinical Teaching. I understand that I will be assigned by Lone Star College-ATCP to a school district and mentor teacher that meets the content area and grade level of my certification. I understand that Clinical Teaching involves both face-to-face supervision and an on-line course component. I understand that during the semester of Clinical Teaching, I will not be compensated by the district I am placed in. _____(Please initial)

OR

I will seek employment in an accredited public or private school in the greater Houston area. Upon hire as the Teacher of Record, I will register for the Internship course with Lone Star College-ATCP. I will be recommended for a Probationary Certificate upon registration and payment for the Internship. I understand that the Internship involves both face-to-face supervision and an on-line course component. Once I have started Internship, I can assume the responsibilities as the Teacher of Record under a Probationary Certificate not to exceed 3 years. I will successfully complete all program requirements within a three year period of teaching to successfully complete the program. _____(Please initial)

I understand that I may be granted a one year extension in the ATCP for three reasons. These reasons include (a) extended at principal's request when a principal indicates that the intern needs an additional year of internship to fully develop his/her potential; (b) extended to complete TExES exams if all other ATCP requirements have been met, and (c) extended by director's approval due to extreme extenuating circumstances. The intern must register for the \$331 extension course in order to be granted the extension of the probationary certificate. _____(Please initial)

I understand that I must complete all conditions required by Lone Star College-ATCP before I am accepted into the Alternative Teacher Certification Program. The following requirements are still needed to be accepted into the program:

Student Signature _____ Date _____

Program Manager Signature Jennifer Leal-Hottel Date _____



Alternative Teacher Certification Program Education Plan

Student: _____ ID: _____ Phone: _____

Date: _____ E-mail: _____ Campus: _____

Grade Level and Subject (Content Area): _____

Requirements before Practicum	Completed	Semester/Date	Grade	Hours	
Program Admission – Letter Of Acceptance (LOA)			NA		
Field Experiences – 30 Hours with Reflections				30	30
ATCPC 7000062 PPR EC-12 \$ 781.00				108	108
Passed SBEC # 160 PPR EC-12 TExES Exam					
Coursework (2 required): \$ 415.00 X 2					
ATCPC 7000086 Generalist <i>OR</i>					
ATCPC 7000081 Creating Successful Classrooms				48	48
ATCPC 7000027 Components of Special Education				48	48
Passed SBEC# _____ TExES Exam					
ATCPC _____ Test Preparation/Review \$ 106				7	7
Requirements - Internship \$ 937.50 X 2	Completed				
ATCPC 7000065 Internship I Practicum					
32 hours online during practicum				32	
ATCPC 7000066 Internship II Practicum					
32 hours online during practicum				32	
Two semesters paid internship of 180 days					
Requirements - Clinical Teaching \$ 926	Completed				
ATCPC 7000026 Clinical Teaching 12 weeks practicum					
40 hours pre-service					40
24 hours online during practicum					24
14 hours post-service					14
Total Training Hours				309	319
Advising Notes:					



Continuing Education

Checklist: Alternative Teacher Certification Program Application

All applicants must meet the required standards established by the State Board of Educator Certification, and Lone Star College System to be admitted into the Lone Star College System Alternative Teacher Certification Program.

- A completed application form (including all requested documents)
- Registration Form and \$40.00 application fee (non-refundable)
- Official Transcripts from ALL colleges/universities attended.
Please have transcripts sent to you and submit them with your application. Official transcripts must be received in a sealed envelope.
- Resume including all work and education experience. Please include any experience you have working with children.
- Three (3) professional references. Give the forms included in the Application Packet to your references along with an envelope. Your references should seal the form in the envelope, sign across the seal, and return the reference to you. Submit the three envelopes with reference forms with your application.
- Essay on the topic, *Why I Want to Become a Teacher* (1 page typed, recommended)
- A qualifying exam is required of everyone. All students will be required to take and pass all parts of a qualifying exam prior to acceptance into the program. Scores must be within 5 years of acceptance into the program.
 - Passing scores must be received prior to acceptance into the program.

THEA	Reading: 240	Writing: 240	Math: 230		
COMPASS	Reading: 81	Writing: 59	Algebra: 39	Essay: 5	
ACCUPLACER	Reading: 78	Sentence Skills: 80	Elem. Algebra: 63	Essay: 6	
SAT	combined 1070, minimum 500 per section				
ACT	combined 23, minimum 19 per section				
GRE	Verbal- 450 Quantitative- 450 and Essay- 4				

For test information, contact the Lone Star College System Assessment Center at a campus convenient to you. You have the option to choose which qualifying exam you would like to take. You can take it at the college or university of your choice.

In order to meet admissions criteria for a certain certification area, students must either:

- Meet LSC System coursework requirements based on transcript evaluation.
(For example: Math 8-12 Certification will require at least 24 college credit hours in MATH with a grade of C or better.)
 - Present passing scores for the TExES content exam: See <http://www.texas.ets.org/epp/epppact/> for more details on Pre Admission Content Testing.
- ATTENTION STUDENTS WITH BACHELOR'S DEGREE FROM OUTSIDE THE UNITED STATES
International students must meet all aforementioned application requirements as well as:
- Submit a course by course equivalency assessment detailing a US Bachelor's degree. Transcript evaluations can be submitted by any of the companies listed on the SBEC website:
www.sbec.state.tx.us/SBECOnline/certinfo/forcredevalservice.asp
 - Submit passing scores on one of the following exams: COMPASS-ESL or TOEFL-iBT. COMPASS-ESL can be taken at the Lone Star College System Assessment Center. Information about the TOEFL-iBT can be found at www.toeflgoanywhere.com.
- If applicable: Please include a written explanation of any criminal history. If there is a question about passing a federal criminal background check, TEA (Texas Education Agency) is now offering a criminal history review. For information, go to <http://www.tea.state.t.us/index2.aspx?id=2147486679>.



Lone Star College System Alternative Teacher Certification Program Application Form

OFFICE USE:
Student ID#: _____
TEA ID#: _____
LSC-Campus _____

Continuing Education

Date Application Submitted _____

Name _____
Legal Last Name First Name Middle Name

Maiden Name and/or Other Names Used on Legal Documents

Address _____
Apt #

City State Zip Code

Home Phone: (_____) _____

Alternate Phone: (_____) _____

E-mail Address _____

Social Security Number _____ - _____ - _____

Are you currently a US Citizen? Yes No

Current Visa type: _____ Exp. Date: _____

Birth Date: ____/____/____
MM DD YY

Have you ever applied to an Alternative Teacher Certification Program before?

No Yes

Select your preferred route to certification:

_____ **Internship** (two semesters as “teacher of record” under employment contract with an accredited district for full teacher salary; you seek your own job)

_____ **Clinical Teaching** (one semester as non-contract, non-paid student teacher; you are placed by our program in a cooperating district/school in the area)

Please provide your birth date to verify whether there have been previous teaching permits.

Identify ONE Content Area for your initial certification. Supplemental Certifications may be added if criteria is met.

Elementary

Generalist (EC-6)

Middle School

- Generalist (4-8)
- English Lang Arts & Reading (4-8)
- ELAR/Social Studies (4-8)
- Math (4-8)
- Math/Phys Sci (4-8)
- Science (4-8)
- Social Studies (4-8)

Secondary

- Business Education (6-12)
- Chemistry (8-12)
- Computer Science (8-12)
- Dance (6-12)
- ELAR (8-12)
- Family & Consumer Science (6-12)
- Health (EC-12)
- Health Science Tech (8-12)
- History (8-12)
- Journalism (8-12)
- Life Science (8-12)
- Marketing Education (8-12)
- Math (8-12)
- Physical Science (8-12)
- Physical Sci/Math/Engineering (8-12)
- Physics/Math (8-12)
- Science (8-12)
- Social Studies (8-12)
- Spanish (6-12)
- Speech (8-12)
- Technology Applications (8-12)
- Trade and Industrial Education (8-12)

All Levels

- Art (EC-12)
- Music (EC-12)
- Physical Education (EC-12)
- Technology Applications (EC-12)
- Theatre (EC-12)

Supplementals

- Bilingual Supplemental
- ESL Supplemental
- Special Education Supplemental

Education:

Submit an **official** transcript from every college and university attended.

Highest Degree conferred _____ / _____ / _____ by _____ Cumulative GPA: _____
 Month Day Year College/University

Located City/State _____ Major _____ Minor _____

List All Colleges and Universities Attended	City/State	Dates Attended	Type of Degree Earned	Date Conferred

Resume:

Submit your professional resume including work history. It should demonstrate your experience in content knowledge, people skills, technology, education and experience working with children.

Professional References:

Three (3) professional reference forms are required. Please distribute forms to three (3) people who are able to evaluate your work experience.

In the space below, please list your references.

	Name	Title	Organization
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Essay:

Write a one page essay by responding to the following question in complete sentences and appropriate paragraphs. PLEASE PROOFREAD THOROUGHLY to ensure that proper grammar, spelling, and punctuation have been used. A typed document is preferred. Topic: Why I want to become a teacher.

Qualifying Exam:

The Qualifying Exam **MUST** be passed prior to acceptance into the Alternative Certification Program. **Minimum scores are indicated in the shaded boxes for each exam.** Submit your official score report. **Scores must not be more than five years old.**

Exams that count as a qualifying exam are: THEA, COMPASS, ACCUPLACER, SAT, ACT, or GRE. The applicant has the option to choose any of those exams. It is the applicant’s responsibility to deliver test scores to the ATCP office with your application. The office is not notified if you have scores sent directly to Lone Star College System.

Students with an International Degree

ATTENTION STUDENTS WITH BACHELOR'S DEGREE FROM OUTSIDE THE UNITED STATES

International students must meet all aforementioned application requirements as well as:

- Submit a course by course equivalency assessment detailing a US Bachelor's degree. Transcript evaluations can be submitted by any of the companies listed on the SBEC website: www.sbec.state.tx.us/SBECOnline/certinfo/forcredevalservice.asp or a member of www.naces.org
- Submit passing scores on one of the following exams: COMPASS-ESL or TOEFL-iBT. COMPASS-ESL can be taken at the Lone Star College System Testing Center. Information about the TOEFL-iBT can be found at www.toeflgoanywhere.com.

Background:

Have you ever been convicted of a felony? No Yes—Please provide an explanation on a separate page. If you think there will be a question about passing the background check, TEA (Texas Education Agency) is now offering a criminal history review. For information, go to <http://www.tea.state.tx.us/index2.aspx?id=2147486679>

Application Fee:

Please include a Payment Form for the Application Fee, as well as payment of the \$40.00 non-refundable application fee. Payment must be made to the CE cashier on campus. Do not include payment with the application.

Affirmation:

I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge. I also understand that entrance into the program based upon information contained in this application that later proves to be false or incomplete, and/or inappropriate professional behavior shall result in sufficient cause for immediate dismissal from the LSC System Alternative Teacher Certification Program (ATCP). I understand that all application fees paid are non-refundable. I understand that acceptance into the ATCP does not guarantee employment by a school district. I hereby authorize LSC System to release application information for employment purposes to local school districts; information will be released only in school district inquiries.

NOTE: The contents of this application are not intended to create any contractual or other legal rights and are designed solely as a guide for applicants to the Alternative Certification Program.

Legal Signature of Applicant

Date

The following voluntary information is for reporting purposes to provide Statistical information requested by various state and federal agencies:

Ethnic Background (check one):

- White (Non-Hispanic)
- African American (Non-Hispanic)
- Hispanic
- Asian, Pacific Islander, Asian American
- Native American or Alaskan Native
- Other

Gender

- Male
- Female

Please be aware of the following provisions of Texas law regarding requirements for employment as a Texas teacher: 19 TAC Chapter 249; §249.3 (20) "Good moral character- the virtues of a person as evidenced at a minimum, by his or her not having committed crimes relating directly to the duties and responsibilities of the education profession as described in §249.16(b) of this title (relating To Eligibility of Persons with Criminal Convictions for a Certificate under Articles 6252-13c and 6252-13d, Revised Civil Statutes) or acts involving moral turpitude."

Alternative Teacher Certification Program Candidate Agreement

1. I understand that I must submit the application fee for my file to be reviewed by Lone Star College System Alternative Teacher Certification Program. I understand that the submission of this application does not obligate Lone Star College System in any way, and the application fee is non-refundable.
2. I certify that statements made by me in this application are true, complete, and correct to the best of my knowledge and belief. I understand that any false statements, misrepresentations, or omissions made by me on the application, or in the application process shall be grounds for refusal to be admitted to or removal from the Alternative Teacher Certification Program at Lone Star College System.
3. I understand that the State Board of Educator Certification (SBEC) will complete fingerprinting and a criminal background check before issuing a teaching certificate.
4. I authorize Lone Star College System to investigate, through whatever means deemed appropriate by the college, any information included in this application, and the facts resulting from the investigation unless otherwise noted. Lone Star College System is also authorized to use any information obtained by this investigations to determine by suitability for entrance into the Alternative Teacher Certification Program. I release Lone Star College System from any liability connection with the investigation.
5. I understand that meeting the eligibility requirements does not guarantee me an interview or acceptance into the Alternative Teacher Certification Program.
6. I agree to abide by all Lone Star College System testing and assessment requirements. I agree to abide by the policies, procedures, rules, and regulations of the Alternative Teacher Certification Program at Lone Star College System.
7. I agree to pay for each course at the time of registration, before the start date of the course. I understand that tuition and fees are subject to change and are non-refundable. I understand that there will be no tuition refund if I am unable to complete the training requirements. Students must officially withdraw before class begins in order to receive a refund. Otherwise, no refund will be given.
8. I authorize Lone Star College System to release application information for group admissions interviews and employment purposes to school districts.
9. By applying to and registering for courses at Lone Star College System, I agree to abide by the Student Discipline Policy and Student Rights and Responsibilities regulations published in the Lone Star College System Catalog and the Student Handbook.
10. Pre-Admissions Content Testing (PACT) is no longer an option when I receive the letter of acceptance into the Alternative Teacher Certification Program. I acknowledge that the PACT option of testing no longer applies to me when I receive the letter of acceptance (LOA) into the program.
11. I acknowledge that I must complete all aspects of the Alternative Teacher Certification Program and receive my standard certificate in three years or I will need to reapply to the program and follow the guidelines of the program at that time. Yearly progress, a minimum of one course per year, towards program completion is required.

I understand and agree to the above items.

Signature: _____ Date: _____

Lone Star College System Alternative Teacher Certification Program

PLEASE COMPLETE THIS PROFESSIONAL RECOMMENDATION FOR:

Candidate's Name _____ **Please Return by:** _____

The above applicant has selected you as a source of recommendation. We would appreciate your comments as to the applicant's qualifications. NOTE: When this recommendation is received in the ATCP office, it is held strictly confidential and not revealed to the above named applicant.

Check appropriate column for each item below.	Superior	Above Average	Average	Fair	Poor	Do Not Know
Ability to present ideas						
Work habits						
Professional attitude						
Rapport with peers						
Resourcefulness						
Reliability						
Cooperation						
Professional appearance						
Enthusiasm						
Other						

Comments:

Reference Contact Information

Name _____

Position _____

Company _____

Telephone _____

Address _____

City/State/Zip _____

Signature _____

Please return this recommendation in a sealed envelope to the applicant. Please sign across the envelope seal.

Lone Star College System Alternative Teacher Certification Program

PLEASE COMPLETE THIS PROFESSIONAL RECOMMENDATION FOR:

Candidate's Name _____ Please Return by: _____

The above applicant has selected you as a source of recommendation. We would appreciate your comments as to the applicant's qualifications. NOTE: When this recommendation is received in the ATCP office, it is held strictly confidential and not revealed to the above named applicant.

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Enthusiasm						
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Comments:

Reference Contact Information

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Position _____

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Telephone _____

Address _____

City/State/Zip _____

Signature _____

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Enthusiasm						
Other						

Comments:

Reference Contact Information

Name _____

Position _____

Company _____

Telephone _____

Address _____

City/State/Zip _____

Signature _____

Please return this recommendation in a sealed envelope to the applicant. Please sign across the envelope seal.



Continuing Education

**Alternative Teacher Certification Program
Application Fee**

**NOTE: DO NOT SEND CASH OR CHECK TO THE ATCP OFFICE,
ALL FEES SHOULD BE HANDLED BY THE CE Cashier/BUSINESS OFFICE**

Non-AR Payment Worksheet

Candidate Name: _____

LSCS Student-ID: _____

Alternative Teacher Certification Program
Application Fee \$ 40

- 400-265-002100 LSC-CyFair
- 400-262-002100 LSC-Kingwood
- 400-264-002100 LSC-Montgomery
- 400-261-002100 LSC-North Harris
- 400-268-002100 LSC-Tomball/University Park

Business Office Use Only:

THIS FORM IS TO BE KEPT ON FILE.

Date: _____

Receipt Number: _____

Session Number: _____

Amount Paid: _____

