



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

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

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:

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

Reference Contact Information

Name _____

Position _____

Company _____

Telephone _____

Address _____

City/State/Zip _____

Signature _____

Lone Star College System Alternative Teacher Certification Program

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Other						

Comments:

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Signature _____

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Lone Star College System Alternative Teacher Certification Program

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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.



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: _____



Alternative Teacher Certification Program Education Plan

Student: _____ ID: _____ Phone: _____
 Content Area: _____ Email: _____

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
ATCPC _____ Test Preparation/Review \$ 106				7	7
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 Ed.				48	48
Passed # _____ TExES Content Exam					
Requirements - Internship \$ 937.50 X 2	Completed				
ATCPC 7000065 Internship I					
32 hours online				32	
ATCPC 7000066 Internship II					
32 hours online				32	
Two semesters paid internship of 180 days					
Requirements - Clinical Teaching \$ 926	Completed				
ATCPC 7000026 Clinical Teaching 12 weeks/60 days					
24 hours pre-service					24
24 hours online					24
14 hours post-service					14
Total Training Hours				305	303
Advising Notes:					