All applicants must meet the required standards established by the State Board of Educator Certification, and Lone Star College to be admitted into the Lone Star College 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 and have them complete the form and put it in a sealed envelope to submit with your application.
- Essay on the topic, Why You Want to Become a Teacher (1 page 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: 230 Writing: 220 Math: 230 (270 needed for Math 8-12 Applicants)
    - TSIA Reading: 351 Writing: 363 Math: 350 Essay: 4

*THEA exam is required if you have a bachelor’s degree from a university outside of Texas.

For test Information, contact any Lone Star College System Testing Center.

In order to meet admissions criteria for a certain certification area, students must either:
- Meet LSC coursework requirements based on transcript evaluation.
  (For example: Math 7-12 Certification will require at least 24 college credit hours in MATH with a grade of C or better.)
- Present passing scores for the Pre Admissions Content Test (PACT). See www.texas.ets.org for more details on the PACT test.

- 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 from Global or SpanTran.
    Transcript evaluations can be submitted by any of the companies listed on the following website: http://naces.org/
  - Submit passing scores on the TOEFL-iBT. Information about the TOEFL-iBT can be found at www.toeflgoanywhere.com.

- If applicable: Please include a written explanation of a GPA under 2.5.
- If applicable: Please include a written explanation of any criminal history.
- To receive your Letter of Acceptance ALL of the requirements above need to be met and you have registered for a Pedagogy and Professional Responsibility (PPR) class or have taken a PPR class or are taking a PPR class.
2014 - 2015
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: _______/_______/ ________

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

Elementary                                      Middle School                                      Secondary
☐ Generalist (EC-6)                           ☐ Generalist (4-8)                                  ☐ Business Education (6-12)
☐ English Lang Arts & Reading (4-8)           ☐ ELAR/Social Studies (4-8)                        ☐ Chemistry (7-12)
☐ Math (4-8)                                    ☐ Math (4-8)                                       ☐ Computer Science (8-12)
☐ Math/Phys Sci (4-8)                           ☐ Science (4-8)                                    ☐ Dance (6-12)
☐ Social Studies (4-8)                          ☐ Social Studies (4-8)                             ☐ ELAR (7-12)

All Levels                                      Supplemenitals                                  Secondary
☐ Art (EC-12)                                   ☐ Bilingual Supplemental                          ☐ Family & Consumer Science (6-12)
☐ Music (EC-12)                                  ☐ ESL Supplemental                                ☐ Health (EC-12)
☐ Physical Education (EC-12)                     ☐ Special Education Supplemental                 ☐ Health Science Tech (8-12)
☐ Technology Applications (EC-12)                ☐                             ☐ History (7-12)
☐ Theatre (EC-12)                                ☐                             ☐ Journalism (7-12)
☐ Special Education (EC-12)                      ☐                             ☐ Life Science (7-12)
☐ LOTE-Spanish                                   ☐                             ☐ Marketing Education (8-12)
☐ LOTE-French                                    ☐                             ☐ Math (7-12)
☐ LOTE-Chinese                                   ☐                             ☐ Physical Science (6-12)

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.
Education:
Submit an official transcript from every college and university attended.

Highest Degree conferred ________/ ______/ ______ by __________________________    Cumulative GPA: ________

Located City/State_____________________________ Major ____________________ Minor __________________

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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, ethics and professionalism. Your references can mail or fax these forms to our program.

In the space below, please list your references.

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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 required. Topic: Explain why you want to be a teacher.

Qualifying Exam:
The Qualifying Exam MUST be passed prior to acceptance into the ATCP Program. The ATCP program office will give guidance as to which exam is required. Scores must not be more than five years old. It is the applicant’s responsibility to fax or deliver test scores to the ATCP-Kingwood office.

THEA  Reading: 230  Writing: 220  Math: 230 (270 needed for Math 8-12 Applicants)
TSIA  Reading: 351  Writing: 363  Math: 350  Essay: 4
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 from Global or SpanTran. 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 the TOEFL-iBT. Information about the TOEFL-iBT can be found at www.toeflgoanywhere.com.

**THEA**  
Reading 240, Writing 240, Math 230

**TOEFL**  
TOEFL-iBT 61, Speaking 26

**Background:**  
Have you ever been convicted of a felony?  
☐ No  ☐ Yes—Please provide an explanation on a separate page.

**Application Fee:**  
Please include a Registration Form for the Application Fee, as well as payment of the $40.00 non-refundable application fee.

**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 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 LSCS 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 Teacher 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.”
1. I understand that I must submit the application fee for my file to be reviewed by Lone Star College Alternative Teacher Certification Program. I understand that the submission of this application does not obligate Lone Star College 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 the Alternative Teacher Certification Program at Lone Star College.

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 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 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 from any liability connection with the investigator.

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 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.

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 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, I agree to abide by the Student Discipline Policy and Student Rights and Responsibilities regulations published in the Lone Star College 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 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.

12. The results of an examination are confidential and are not subject to disclosure unless: the disclosure is regarding notification to a parent of the assignment of an uncertified teacher to a classroom or the educator has failed the examination more than five times. Texas Education Code 21.048(c-1)

I understand and agree to the above items.

Signature: ________________________________  Date: __________________________
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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Please return this recommendation to:

Alternative Teacher Certification Program
Lone Star College-Kingwood
20000 Kingwood Drive, CLA 103
Kingwood, TX 77339
Telephone: 281-312-1716
Fax: 281-312-1751
Or in sealed envelope to applicant

Reference Contact Information
Name __________________________________________
Position ________________________________________
Company ________________________________________
Telephone ______________________________________
Address ________________________________________
City/State/Zip _________________________________
Signature ______________________________________
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Kingwood, TX 77339
Telephone: 281-312-1716
Fax: 281-312-1751
Or in sealed envelope to applicant

Reference Contact Information

Name _______________________________________________________

Position __________________________________________________

Company __________________________________________________

Telephone _________________________________________________

Address __________________________________________________

City/State/Zip _____________________________________________

Signature ________________________________________________
Lone Star College
Alternative Teacher Certification Program

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Name________________________________________________________
Position___________________________________________________
Company___________________________________________________
Telephone__________________________________________________
Address____________________________________________________
City/State/Zip_____________________________________________
Signature__________________________________________________
Application Fee

THE CHECK FOR THE APPLICATION FEE MAY BE MAILED TO THE ATCP OFFICE AT THE ABOVE ADDRESS
(Please staple or paper clip check to this form)

ALL FEES SHOULD BE HANDLED BY THE CE Cashier/BUSINESS OFFICE

Candidate Name: ____________________________________

Student ID # _______________________________________

☐ Alternative Teacher Certification Application Fee
400-262-002100 $40.00

Business Office Use Only:
Date: _________________________  Semester and Year: _________________________

Signature of Business Office Specialist: ____________________________________