Where Do I Start for the Lone Star Colleges ATCP?

- The ATC Program is a Continuing Education program, **DO NOT enroll** as a credit student for Lone Star College. (If you have been a LSC credit student, you will still give your ATCP application to the ATCP office)
- Request program information by e-mailing ATCP@LoneStar.edu
- All application documents need to be turned in to the ATCP office
- Turn in your **application** with your $40 application fee (Contact our office for the best route to pay your application fee)
- Turn in your **Essay** “why I want to teach” and **Resume**
- Have your **Official (PDF) Transcripts** sent to the ATCP office by:
  - E-mail to ATCP@LoneStar.edu OR
  - Mailed to yourself (do not open it) and deliver it to the ATCP office OR
  - Have it mailed to: Lone Star College North Harris
    ATCP CMED 102
    2700 W.W. Thorne
    Houston, Texas 77073
- **References** (attached in your application) should be sent to the ATCP office:
  - Scan and e-mailed to ATCP@LoneStar.edu OR
  - Given to you in a sealed envelope OR
  - Mailed to the address above
- You will be invited to an **Interview and Orientation** when at least the application, $40 application fee and transcripts are received by the ATCP office
- Refer to the page **How to Decide the Route for your Content Exam and Formal Acceptance**
  - Content Exam does not need to be passed before you attend an Interview and Orientation

**International Students**

Students who earned their degree from **outside the United States** must complete all application requirements as well as the following:
- **Transcript Evaluation** The evaluation must be a course by course equivalency with upper/lower division, hours and grade points, official, sealed translated transcript is required
- **Oral Proficiency Exam**- Required for students with an international degree (Exceptions are made by the Texas Education Agency [Figure: 19 TAC §230.11(b)(5)(C)](http://www.toeflgoanywhere.org/)
  - **Required TOEFL** Speaking 24, Listening 22
    Reading 22, Writing 21

**Career and Technology Candidates**

If you do not have a bachelor’s degree, you will need to take a Qualifying Exam; the ATCP office will provide you with the information for the Qualifying Exam.

If you have further questions, call 281-312-1716 or e-mail ATCP@LoneStar.edu