

TEXAS Alternative Certification Program



Where becoming a teacher is as easy as..



Start training from anywhere in the
WORLD in our
Virtual Classroom



Rio Grande Valley Main Office
1416 Palm Blvd.
Brownsville, TX. 78520
Phone: 956-544-2390
Fax: 956-541-1600

All other Areas call
Toll Free
1-888-946-8322

Texas ACP El Paso
6090 Surety Dr.
El Paso, TX. 79905
Phone: 915-781-9000
Fax: 915-783-0638

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
____ Web Search ____ TEA Website ____ Other: _____

II. APPLICATION CHECKLIST

(Please include this form with your application)

Please be advised:

- ALL requested records and documents **MUST** be included; transcripts, Driver's License or ANY Government issued ID. Please call if you have any questions.
- All sections of the application must be completed, signed and dated in order to be considered complete. Fees must accompany this application.
- The required essay(s) must be a minimum of one paragraph in length. Only applicants seeking Bilingual, ESL, and/or Spanish certification are required to write the Spanish essay.
- We will keep your application on file for a year, based on the date it was signed, received and stamped. After one year, all information from your file will be discarded and, should you decide to return, will need to re-apply to the program.
- Please send a money order or cashier's check with your completed application. Regretfully, we do not accept personal checks. We apologize for any inconvenience. All fees are non-refundable, and subject to change.

Applicants **MUST** provide the following in order to complete their application:

- ____ 1. Completed and signed application
- ____ 2. All **OFFICIAL** transcripts for ALL institutions you attended **MUST** be received in a SEALED envelope. (Including CLEP and Credit by Exam Scores)
- ____ 3. Sign the Affirmation of the Texas Educator's Code of Ethics (page 7).
- ____ 4. Transcript translations if your degree was earned in a foreign country, and the TOEFL scores **MUST** be included. (with a 26 on the speaking portion)
- ____ 5. Copy of a valid Driver's License or valid Government issued I.D.
- ____ 6. Keep a copy of your application for your files.

PLEASE MAIL ALL APPLICATIONS TO OUR MAIN OFFICE.
(Applicants in the El Paso area may choose to take their application into the El Paso office.)

Applicant's Signature

Date

III. CERTIFICATION AREA(S)

Choose TWO areas that you would like to be evaluated for, ranking them, using the numbers 1 and 2. All of our approved areas may be found at the following link: <http://www.texasacp.com/forms/TXACPareas.pdf>

Grades EC-6

- ___ Core Subjects
- ___ Bilingual Supplemental
- ___ ESL Supplemental

Grades 4-8

- ___ Core Subjects
- ___ English Language Arts & Reading
- ___ Social Studies
- ___ Mathematics
- ___ Science
- ___ Mathematics/Science
- ___ Bilingual Supplemental
- ___ ESL Supplement

Grades 6-12

- ___ Business Education
- ___ Technology Education
- ___ Trade and Industrial _____
- ___ Physical Science
- ___ Physical Science, Mathematics, Engineering
- ___ OTHER: _____

Grades 7-12

- ___ English, Language, Arts, & Reading
- ___ Speech
- ___ History
- ___ Social Studies
- ___ Chemistry
- ___ Science
- ___ Life Science
- ___ Mathematics
- ___ Physics/Mathematics

All Level EC-12

- ___ Art
- ___ Theater Arts
- ___ Music
- ___ Health
- ___ Spanish
- ___ French
- ___ Japanese
- ___ German
- ___ Chinese
- ___ Special Education
- ___ Physical Education

Have you previously applied to an Alternative Certification Program (ACP)? ___ 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 OR country? ___ Where? _____

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.: _____

IV. REQUIRED ENGLISH WRITING SAMPLE

Please tell us why you have decided to enter the teaching profession.

[illegible]

V. REQUIRED SPANISH WRITING SAMPLE
Core Subjects with Bilingual Supplement, ESL, and Spanish

Favor de decirnos por que cree Usted que la educación de nuestros hijos es tan importante.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

VI. REQUIRED DOCUMENTATION

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

1. **OFFICIAL** transcripts from **ALL** institutions attended
2. CLEP or Credit by Exam Scores
3. TOEFL test scores if applicable (Must have a 26 or higher on the speaking portion)
4. Transcript translation if applicable

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: 1-800-891-4554; fax: 800-891-4566).

VIII. REFERENCES

Please provide three professional and/or personal references that we may contact in reference to your application.

NAME	TITLE	RELATIONSHIP	PHONE #

XI. 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, if any, 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*** and subject to change.

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.***

Please be advised that as per the Texas Education Agency, teacher-candidates will be required to undergo a background check prior to beginning their field observations. Please check with the school district you are planning to observe teachers in, for information regarding background checks. Please let us know if you should have any questions.

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

TEXAS Alternative Certification Program Admissions

1416 Palm Blvd. Suite 102
Brownsville, Texas 78520

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 this program, I will attend the required Pre-Service Training Academy classes which will include, as one of the sessions, “The Teacher, the Law, and the Code of Ethics”. Furthermore, I acknowledge that I am being provided with, and as such will read, the Texas Educator’s Code of Ethics, found as “Attachment A” of this application. My signature below affirms that I have received and will adhere to the Educator’s Code of Ethics.

I have read, understand, and agree with the information on this document.

Applicant’s Signature

Date

ATTACHMENT A

(page 1 of 2)

Texas Educators' Code of Ethics

The [Texas Administrative Code Title 19, Part 7, Chapter 247, Rule §247.2](#) defines the Code of Ethics and Standard Practices for all educators in the state of Texas:

(a) Statement of Purpose. The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

(b) Enforceable Standards.

(1) Professional Ethical Conduct, Practices and Performance.

(A) Standard 1.1. The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

(B) Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

(C) Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

(D) Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.

(E) Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.

(F) Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.

(G) Standard 1.7. The educator shall comply with state regulations, written local school

ATTACHMENT A

(page 2 of 2)

(2) Ethical Conduct Toward Professional Colleagues.

- (A) Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
- (B) Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.
- (C) Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.
- (D) Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.
- (E) Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, sex, disability, or family status.
- (F) Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.
- (G) Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC under this chapter.

(3) Ethical Conduct Toward Students.

- (A) Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- (B) Standard 3.2. The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.
- (C) Standard 3.3. The educator shall not deliberately or knowingly misrepresent facts regarding a student.
- (D) Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex, disability, national origin, religion, or family status.
- (E) Standard 3.5. The educator shall not engage in physical mistreatment of a student.
- (F) Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.