



# TEXAS



## Alternative Certification Program

“Certifying Tomorrow’s Teachers, Today!”

### AUSTIN

A&E Professional Building  
1416 Palm Blvd., Suite 105  
Brownsville, TX 78520

1-888-9GO-TEACH

### EL PASO

Tri-State Plaza  
6090 Surety Drive, Suite 110  
El Paso, TX 79905  
Phone: (915) 781-9000  
Fax: (915) 783-0638

### HOUSTON

A&E Professional Building  
1416 Palm Blvd., Suite 105  
Brownsville, TX 78520

1-888-9GO-TEACH

### SAN ANTONIO

A&E Professional Building  
1416 Palm Blvd., Suite 105  
Brownsville, TX 78520

1-888-9GO-TEACH



### RIO GRANDE VALLEY

A&E Professional Building  
1416 Palm Blvd., Suite 105  
Brownsville, TX 78520  
Phone: (956) 544-2390  
Fax: (956) 541-1600

## 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

\_\_\_\_ Websearch \_\_\_\_ College \_\_\_\_ Other: \_\_\_\_\_

## II. CERTIFICATION

**Choose *TWO* areas** that you would like to be evaluated for. All of our approved areas may be found at the following link: <http://www.texasacp.com/forms/TXACPareas.pdf>

### Grades EC-6

- Generalist
- Bilingual Supplemental - Spanish
- ESL

### All Level EC-12

- Art
- Speech
- Health
- Music
- Special Education
- Physical Education
- Theatre Arts
- Spanish

### Grades 6-12

- Secondary Business Composite
- Technology Education
- Japanese
- German
  
- Other \_\_\_\_\_

### Grades 4-8

- Generalist
- English Language Arts & Reading
- Social Studies
- Mathematics
- Mathematics/Science
- Science
- ESL

### Grades 7-12

- Mathematics
- Life Science
- English Language Arts & Reading
- Physics/Mathematics
- Science
- Health Science Technology
- Speech
- Physical Science
- Physical Science/Mathematics/Engineering
- History
- Social Studies
- Trade and Industrial

Have you previously applied to an Alternative Certification Program (ACP)? \_\_\_\_\_

If so, when and 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? \_\_\_\_\_ From another country? \_\_\_\_\_

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. \_\_\_\_\_

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## 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: 956-761-2289 or 800-891-4554; fax: 800-891-4566).

## VIII. 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 of \$50 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.**

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.**

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.

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Applicant's Signature

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Date

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***Regretfully, we do not accept personal checks. Please send a money order or cashier's check with your completed application. We apologize for any inconvenience this may cause.***

## APPLICATION CHECKLIST

**(Please include this form with your application)**

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

- \_\_\_\_\_ 1. Completed and signed application
- \_\_\_\_\_ 2. All original transcripts
- \_\_\_\_\_ 3. All scores on required exams (TASP or THEA, GRE, etc...)
- \_\_\_\_\_ 4. Transcript translations/evaluations if your degree was earned in a foreign country
- \_\_\_\_\_ 5. Copy of a valid Driver's License (A valid State I.D. will be acceptable if, and only if a valid Driver's License is unavailable)
- \_\_\_\_\_ 6. Sign the Affirmation of the Texas Educator's Code of Ethics (page 8)
- \_\_\_\_\_ 7. \$50 non-refundable application fee

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

***Regretfully, we do not accept personal checks. Please send a money order or cashier's check with your completed application. We apologize for any inconvenience this may cause.***

# TEXAS ACP

## APPLICATION DIRECTIONS

(Please make sure you follow these instructions)

- **ALL** requested records must be included. Please call if you should have any questions.
- **ALL** sections of the application must be completed. Incomplete applications will not be accepted.
- Payment must be made in the form of a money order or cashier's check and made payable to **TEXAS ACP**.
- The required essay must be a minimum of two paragraphs. **ONLY** applicants seeking Bilingual and/or Spanish certification are required to complete the Spanish Essay.
- In order to meet "No Child Left Behind" requirements, applicants seeking certification in Special Education, Generalist, Science or Social Studies must pass the appropriate TExES certification exam. **However, you may begin the program while preparing to take the exam.**
- **ALL FEES ARE NON-REFUNDABLE**

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Applicant's Signature

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Date

*Regretfully, we do not accept personal checks. Please send a money order or cashier's check with your completed application. We apologize for any inconvenience this may cause.*

Please be advised that we will keep this form in your file

## **TEXAS Alternative Certification Program**

1416 Palm Blvd., Suite 105  
Brownsville, TX 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 the program, I will attend the required Pre-Service Training Academy. While attending the session entitled “The Teacher the Law and the Code of Ethics”, I will be provided with the Texas Educator’s Code of Ethics. The Code will be discussed during this session. As such, I affirm that I will adhere to the Educator’s Code of Ethics.

I have read, understand and willingly agree to the request, information, and statement presented in this document.

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Applicant’s Signature

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Date