



Alternative Certification Program

Program Handbook

2010-2011

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**Texas A&M University-Commerce
Alternative Certification Program
Checklist of Requirements**

NAME _____ CWID _____ CERTIFICATION FIELD _____

Provisional Admission

- _____ Successful Written and/or Oral Interview
- _____ Orientation to the Program
- _____ Application and Fee
- _____ Bachelor's degree from an accredited university recognized by the Graduate School
- _____ Official transcripts
- _____ Overall GPA of 2.50 or higher
- _____ Content area GPA of 2.50 or higher
- _____ Content area course grades "C" or better
- _____ Basic Skills Requirements Met
- _____ Reading:
 - THEA/TASP 250; Accuplacer 88; SAT 1070 Combined and Verbal 550; ACT 23 Composite and 23 English 23; Compass Verbal 90; Acceptable scores on GRE; hold a Master's Degree from an acceptable accredited college or university; or passing scores on your Content Exam prior to admission (PACT)
- _____ Math:
 - TSI complete (holds bachelor's degree)
- _____ Writing
 - TSI complete (holds bachelor's degree)

Full Admission-Internship/Clinical Teaching Requirements

- _____ Meets All Provisional Admission Requirements
- _____ Meets Content Area Proficiency Requirements
- _____ passed TExES exam
- _____ 24 sh (12 upper level) in content teaching field (grades 7-12 only)
- _____ 30 hours of observation in TEA recognized classroom Completed
- _____ 80 hours of training Completed **See Note below
 - Commerce/Mesquite – complete 2 courses listed on certification plan
 - Navarro – complete 1 course listed on certification plan and 4 scheduled workshops
- _____ Internship Placement (paid internship or clinical teaching)
- _____ Paid internship in a TEA recognized district within 70 mile radius of Commerce, Mesquite or Corsicana requires
 - _____ Submission of completed Statement of Eligibility form
 - _____ Submission of completed Payroll Deduction form

Post-Internship/Clinical Teaching

- _____ Complete all remaining courses listed on the certification plan
- _____ Pass remaining TExES exam(s)

NOTE: Application to graduate school, <http://www.tamu-commerce.edu/gradschool>, is required prior to taking coursework.

Summary of Important University Dates

<p style="text-align: center;">Fall 2010 Class Date Information</p> <p>First Class Day: August 30, 2010 Thanksgiving Holiday Break: November 25-26, 2010 Last Class Day: December 10, 2010 Finals Week Begins: December 11, 2010 Finals Week Ends: December 17, 2010</p>	<p style="text-align: center;">Spring 2011 Class Date Information</p> <p>First Class Day: January 18, 2011 Spring Break: March 14-20, 2011 Last Class Day: May 6, 2011 Finals Week Begins: May 7, 2011 Finals Week Ends: May 13, 2011</p>																																																												
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<p style="text-align: center;">Registration Period for Winter Mini and Spring</p> <p>Oct. 25-Graduate & Doctoral Students Oct. 27-Senior & 2nd Bachelor Students Nov. 1-Junior Students Nov. 3-Freshmen & Sophomore Students</p>	<p style="text-align: center;">Registration Period for May Mini, Summer I & II, August Mini, and Fall 2011</p> <p>Mar. 28-Graduate & Doctoral Students Mar. 30-Senior & Second Bachelors Apr. 4-Juniors</p>																																																												
<p style="text-align: center;">Winter Mini 2011</p> <p>Class Information First Class Day: December 20, 2010 Last Class Day: January 10, 2011 Finals Exams: January 10, 2011</p>	<p style="text-align: center;">May Mini 2011</p> <p>Class Information First Class Day: May 16, 2011 Last Class Day: June 1, 2011 Finals Exams: June 1, 2011</p>																																																												
<p>Dates are subject to change. Please refer to the A&M University-Commerce Academic Calendar: http://web.tamu-commerce.edu/admissions/registrar/documents/academicCalendar2011.pdf</p>																																																													

Contact Information

Please ask immediately if you have any questions regarding any item(s) in this packet or about the AC program. If you are unsure about something, do not wait until the end of the school year—it may be too late to correct at that time.

You may contact the A&M-Commerce AC office by mail, phone, fax, or email:

MAIL: Alternative Certification Program
A&M-Commerce
P O Box 3011
Commerce, TX 75429

Website URL: <http://www.tamu-commerce.edu/teacher>

PHONE: (903) 886-5182

FAX: (903) 886-5156

ADVISORS

Robert Nottingham, Certification Coordinator
Robert_Nottingham@tamu-commerce.edu
PHONE: (903) 886-5671

Jill Woodruff, Asst. Director of Educator Accountability
Jill_Woodruff@tamu-commerce.edu
PHONE: (903) 886-5886

Erin Swinson, Educator Partnerships Coordinator
Erin_Swinson@tamu-commerce.edu
PHONE:
(903) 468-3081

Ron Golden, Coordinator, Navarro Partnership AC Program
Ron_Golden@tamu-commerce.edu
PHONE: (903) 875-7646

OTHER CAMPUS NUMBERS

Graduate School	(903) 886-5163	Financial Aid	(903) 886-5096
ExCET/TEExES	(903) 468-3082	Registrar	(903) 886-5102

Glossary of AC Terms

Advisor - The AC office will serve as the academic advisor for teacher certification candidate. Any questions concerning coursework or testing related to teacher certification will need to be addressed to the AC office initially. The individual department will serve as your advisor for any degreed program.

Basic Skills for Admission to Teacher Education –

- **Reading Requirement**
THEA/TASP 250; Accuplacer 88; SAT Verbal 550; ACT Verbal/Reading 23; Compass Verbal 90; acceptable GRE scores; holds a Master’s Degree from an acceptable accredited college or university or passing scores on the Content Exam (TExES) prior to admission (PACT)
- **Math Requirement**
TSI complete (holds bachelor’s degree)
- **Writing Requirement**
TSI complete (holds bachelor’s degree)

Certification Plan – Outlines the requirements needed to complete certification. This document should serve as a guide to ensure that all requirements are met for certification.

Coordinator – See definition of “advisor”.

ECollege – The Electronic College is used for online and web-enhanced coursework (except for those courses taught through the PACT website through the Navarro Partnership program) and may be accessed from the university’s main webpage.

EPP – Educational Prep Program – this is any type of teacher preparation program approved through TEA.

Fingerprinting –The Texas Education Agency (TEA) requires a criminal history check consisting of fingerprinting for initial certificates. The process begins once the candidate has applied for a certificate.

Full Admission – A teacher certification candidate may gain full admission into the AC program once the following requirements have been met: all provisional admission requirements (see provisional admission); content proficiency requirements (passing scores on TExES exam); 30 hours of classroom observation; 80 hours of training (coursework/workshops); successfully completing a one year paid internship; or completing a clinical teaching placement in a TEA recognized classroom.

Graduate School Application- In order to register and enroll in any coursework from A&M-Commerce a candidate must also make application to the Graduate School www.tamu-commerce.edu/gradschool.edu. The candidate will designate “Educator Certification” as the application type for the initial route.

Content proficiency – An AC intern/clinical teacher demonstrates content proficiency by completed 24 semester hours of coursework including 12 upper level semester hours or by passing a state exam in the specific content area. Some content areas and certification levels require passing the content test to be considered “content proficient”. The AC program staff will determine requirements when evaluating for “content proficiency” based on state guidelines and No Child Left Behind legislation.

Instructional Leadership Team- The support team during clinical teaching consisting of the university supervisor, campus mentor and principal.

Internship (Paid) – Placement in a Texas Education Agency approved school district as the teacher of record for one year. A paid internship is the responsibility of the student to secure.

Clinical Experience (Student Teaching Internship) - Placement in a Texas Education Agency approved school district as an unpaid student teacher for one semester. *Note: see Clinical Experience - Student Teaching for more information.*

Internship fee - A fee of \$750.00 **per semester** during the initial internship requirement will be assessed to candidates completing a paid internship or unpaid clinical experience. The fee may be paid out in equal monthly installments over the duration of the internship. The primary reason for an internship fee is to provide payment to those who make up the support system throughout the internship and clinical teaching experience (i.e., public school mentor and university supervisor). The internship fee must be paid in full prior to recommendation for certification. Note: All fees are paid directly to the Certification Office and **not** through your myLeo account.

IMPORTANT NOTE for second year probationary students: An intern not completing ALL requirements for their Standard Texas teaching certificate who continues to teach on a probationary certificate must continue to be supervised and an additional \$250.00 fee will be required for each semester the intern remains on a probationary certificate.

Mentor teacher – Certified instructor assigned by the school district to observe, support and give insight into the teaching profession.

myLEO – Each student enrolled in the university is assigned a myLEO account. This account is used to register, access transcripts, access LEO email account, etc.

Observation – The candidate must complete 30 hours of observation in an EC through 12th grade instructional setting prior to beginning an internship or clinical experience. Observation hours must be verified by a mentor teacher or campus principal/director and completed in an acceptable instructional/educational setting. Substitute experience, educational aide experience, volunteer service on a school campus, or other teaching experience may be accepted with verification. If necessary, A&M-Commerce may assist with a placement in order to satisfy this requirement. Visit our web site if assistance is needed - <http://www7.tamu-commerce.edu/teacher-cert/EFE/ACIntro.htm>. The Program staff will determine if your experience is acceptable. (NOTE: Due to state mandates, only minimum flexibility in completion of observation hours may be allowed for late admission applicants.)

Payroll Deduction Authorization (PDA) Form – A financial agreement between the teacher, school district and university outlining the payment requirements for the internship fee. This may also be an agreement between the intern and the AC program if the school district does not facilitate payroll deductions for the internship or between the AC program and student teaching interns.

Performance-based Academic Coaching Team (PACT) – Website developed by Texas A&M University system to benefit AC interns/clinical teachers through the first three years of teaching. The Website provides access to help units, online mentoring, mentor training, TExES study units, and a variety of activities designed for the AC intern.

Pre Admission Content Test (PACT) - This allows degreed individuals who are not enrolled in an Educator Preparation Program (EPP) to demonstrate content proficiency. Please view page 18 for registration information.

Pre-internship/clinical experience - The pre-internship/clinical experience phase requires a minimum of 80 hours training based on TEA guidelines. This phase provides intensive professional

development training that introduces the teacher candidate to models of teaching, curriculum development, classroom management, the development of reading and study skills, motivation of student achievement and evaluation of student learning. This will consist of a minimum of 2 of our certification courses for the Mesquite/Commerce program or 1 summer II course and 4 face-to-face scheduled workshops through the online Navarro Partnership Program. See Training Requirement.

Provisional Admission – The candidate may be provisionally admitted into the AC program after meeting the following requirements: Bachelor’s degree recognized by the A&M–Commerce Graduate School; 2.5 or higher GPA overall and in content area; “C” or better in content area coursework; Basic Skills met (see Basic Skills).

Post-Internship/clinical experience - The post-internship/clinical experience is designed as the completion phase of the program. It may include coursework, tests, demonstration of effective teaching, etc.

Probationary Certificate - During a paid internship, the candidate will be required to teach on a Probationary Certificate, issued by the Texas Education Agency. The candidate must teach on a Probationary Certificate as the “teacher of record” for at least one year in the content area in which the candidate has been admitted by A&M -Commerce. The candidate may only serve on a probationary certificate for a total of three years. In conjunction with the application for the Probationary Certificate, a fingerprinting and criminal records search is conducted. Once the candidate has been issued the Statement of Eligibility (SOE) and Payroll Deduction Authorization (PDA) he or she may apply for the probationary certificate and begin the fingerprinting process (view page 12). A candidate is recommended for a probationary certificate when they have met all ACP admission requirements, is considered content proficient in their assigned content area and has been employed by a school district and submits the SOE and PDA forms. The candidate must apply for the probationary certificate and pay the required fee each year they teach on a probationary certificate. If the candidate is recommended, but not approved for a Probationary Certificate by TEA, the candidate will be dismissed from the Teacher Education Program at Texas A&M University-Commerce.

Statement of Eligibility (SOE) - A form indicating the level and content area a candidate is eligible for on a probationary certificate. The SOE is issued only when admission and content proficiency requirements are met. The SOE must be completed and signed by the school district and submitted along with a Payroll deduction form prior to probationary certificate recommendation.

Student teaching (Clinical Teaching) - An option for completing a required internship. Student teaching is a full day, five days per week commitment for one full semester. The school districts used for student teaching will be determined by AC Program staff. Completion of a separate student teaching application is required. Deadline for making an application is April 1 for the fall semester and October 15 for the spring semester. You may learn more about this through an inquiry to AC Program staff and by visiting the website: <https://www.tamu-commerce.edu/teacher/ACP/ACP-STAP.htm>

TEA # - A candidate will not be able to register for any certification tests without a TEA #. This is the identifying number received when registering for a content area test through PACT or after a candidate has been admitted and approved to register for a test by a certifying entity. The candidate will need to contact the TExES/ExCET office (903-468-3082) in order to receive a TEA # and prior to being able to register for any test.

Training Requirement- Prior to being eligible for an internship/clinical experience the State requires a minimum of 80 hours of training. Candidates seeking a one-year paid internship must complete two

classes prior to internship. Candidates choosing the clinical experience route must complete Reading 515 or SED 517, Psychology 500, and ELED or SED 514 prior to student teaching. The equivalencies of certification courses are outlined on the candidate's certification plan. Candidates enrolled in the Navarro Program must complete 1 course or 4 workshops for the Navarro Program.

University Supervisor – Qualified instructor assigned by the university to observe, support and give feedback to the intern/clinical teacher. The supervisor will visit up to four times during each semester of internship completing a minimum of two formal evaluations.

Steps to Teacher Certification

1. Make application to the Graduate School
2. Make application to AC program
3. Take content area TExES test through PACT
4. Begin completing your 30 hours of observation
5. Receive paperwork from AC program regarding admission status
6. Begin pre-internship/clinical experience courses to complete 80 hours of training
7. Meet admission and “content proficiency” requirements
[Must take content area test (if eligible) 1st year in program]
8. Receive updated plan, HQ letter, SOE and PDA forms from AC program
9. Seek employment in a TEA accredited school or apply for clinical teaching through the AC program (must meet internship/clinical teaching requirements)
10. Begin payments on internship fee/clinical teaching
12. Complete Internship/clinical experience/continue courses
13. Complete post-internship/ clinical experience courses (complete any remaining courses)
14. Obtain approval for PPR test through AC office
15. File for certification through TEA
16. Enjoy a lifetime career in education!

Registering for Courses

APPLY TO GRAD SCHOOL

The candidate must apply to the University through the Graduate School prior to enrolling in courses at Texas A&M University-Commerce. Applying to the Graduate School is a convenient online process separate from making application to the alternative program. The application process for Graduate school may be completed by visiting www.tamu-commerce.edu/gradschool. When completing the application, select the “Educator Certification” route option of the application. Fill out the form completely and submit. In addition, immediately send the Graduate School the required \$35 application fee and an official copy of your undergraduate degree transcript. If a candidate does not have access to the internet, a hardcopy application may be requested by calling 903-886-5163.

REGISTRATION

Once a candidate has been admitted to the university, course availability may be viewed on the university web site at www.tamu-commerce.edu by linking to “Class Schedules”. To register for coursework the candidate will need to link to his or her myLeo on the university home page. Every candidate will be assigned a LEO email address that will need to be accessed on a regular basis. All correspondence from your instructors who use ECollege will go through the LEO address.

Note: Other online courses may be restricted to certain programs during a particular semester. Please contact the AC office at (903) 468-3081 Erin_Swinson@tamu-commerce.edu or (903) 886-5671 Robert_Nottingham@tamu-commerce.edu if you have any questions.

PAYMENT OF CLASSES

One half of the tuition must be made prior to the first day of class. Being dropped from coursework may result in lost class time. Being dropped from an online class will result in a loss of access to ECollege.

FINANCIAL AID

The candidate must apply for financial aid through the financial aid office on campus. The office may be accessed at <http://www.tamu-commerce.edu/home/finaidnew/>. To be eligible for financial aid, a candidate must be fully admitted to the Graduate School, admitted into the AC program and enrolled in a minimum of six hours per semester.

Seeking Employment

The Alternative Certification program will be offered at the Mesquite Metroplex Commuter Facility (2600 Motley Drive in Mesquite, TX), the Navarro Partnership and A&M-Commerce main campus. This allows candidates to complete the Internship phase in an accredited Texas Education Agency (TEA) school district within 70 miles of any campus. The AC program staff can answer questions concerning a school's eligibility.

Candidates may view upcoming job fairs listed on the AC web site at (www.tamu-commerce.edu/teacher). Career Services is also a great resource for potential employment opportunities and may be contacted by telephone at 903-468-3223 or by website: <http://web.tamu-commerce.edu/studentLife/campusServices/careerDevelopment>.

Normally a school district will not employ a non-certified teacher until they have demonstrated "content proficiency" in their content area and admitted to a TEA recognized teacher prep program. In order to be considered "content proficient" a candidate must pass a content area (teaching field) test in the area he or she is seeking a teaching position or meet the course requirements in a teaching field (24 hours with 12 upper level to be determined by AC program staff). The "content proficiency" status will be indicated on the candidate's certification plan.

Once a candidate has gained employment, the SOE (Statement of Eligibility) and PDA forms must be submitted to the Center of Educator Preparation. This will notify the AC office to begin your internship by assigning a supervisor.

Probationary Certificate Application Process

PLEASE READ ALL "REQUIREMENTS" AND "PROCEDURES" (BELOW) PRIOR TO ACCESSING THE SBEC ONLINE WEB PAGE.

Application Procedures:

1. Go to SBEC website at <https://secure.sbec.state.tx.us/SBECOnline/login.asp>
 - Log on if you have an account; if you have taken a TExES exam you should have an account;
 - Click on "New User? Create New Account" if you are a first-time user.
2. Once you are logged in, Click on the link APPLICATIONS and then PROBATIONARY CERTIFICATE TEXAS PROGRAM then follow directions on web page to apply for certificate. Make sure you choose TEXAS A&M University-Commerce (Alternative) and where you are asked SUBJECT you will type in your content area.
3. Pay required fees to SBEC. The cost of the probationary certificate is \$52 and finger printing is \$42.25 **UNLESS:**
 - a. You have been an educational aide and have an aide certificate with SBEC, you will not be required to complete fingerprinting, **OR**
 - b. You have been fingerprinted by a district as a substitute. Your account will show that you need to pay for fingerprints but **DO NOT PAY**. A few days after application, the fingerprints that you have completed will attach to your application and they will show as being paid.
4. Go to your email account and find email with attachment from SBEC. **OPEN AND PRINT YOUR FASTPASS** . Then complete all information in INK.
5. Continue to the instructions below to schedule an appointment.

MUST HAVE PRINTED COPY OF FASTPASS BEFORE YOU BEGIN

Here's how to schedule:

1. Go to www.L1enrollment.com
2. Click on the "Texas" link
3. On the next screen choose ONLINE SCHEDULING
4. Choose BEGIN REGISTRATION
5. Enter First and Last Name
6. Step 2-Application ID; please select "Education"
7. The next screen will ask you to select the ORI number from your FAST fingerprinting application. This number should include TX for Texas.
8. The next screen will ask if you are being printed for a volunteer position; **SELECT NO.**
9. The next screen will ask you to enter your Agency Assigned Applicant Number (begins with SB). This number will also be located on your FASTPASS form. Please enter it as it appears on your FASTPASS.
10. Step 3 is choosing your location; **ENTER A ZIP CODE**. Locations near this zip code will appear for your selection.
11. Choose a location and follow the instructions.

Should you have any questions, please contact Bob Nottingham at Robert_Nottingham@tamu-commerce.edu or 903-886-5671 or Jill_Woodruff@tamu-commerce.edu or 903-886-5886.

NOTE: Probationary certificates must be renewed yearly. To renew your probationary certificate for another year you must submit a valid TEA accredited school teaching contract. You may teach on a probationary certificate and/or emergency permit for a maximum 3 years only.

Retention and Due Process

1. Continue to meet the grade point averages (GPA) required by the AC program. (An overall 2.5 GPA in the content and professional development area is required with no grades lower than a “C”.)
2. Successfully complete courses as outlined on the certification plan. Coursework is designed to be completed during the **first year** in the program.
3. Meet and adhere to all requirements listed on the certification plan.
4. Successfully complete an internship/clinical experience according to program guidelines.
 - a. Receive recommendation for certification from both the principal and university supervisor at the end of your internship/clinical experience. This recommendation is required prior to the AC program recommending you for standard certification. The university supervisor is responsible for submitting the completed form to the AC Program. Failure to receive a recommendation will result in dismissal from the program.

Exception: You may be retained in the program, if the principal, university supervisor and AC Director agree that some or part of the internship/clinical experience must be repeated until standards for a successful internship/clinical experience are met. The intern/clinical teacher will be responsible for additional costs related to added supervision.
 - b. Maintain employment at all times during a paid internship, from the beginning of the public school academic calendar year until the end. If at any time you resign or are dismissed from employment, you will be automatically dismissed from the program.

Exception: The only exception is if your resignation is amicable between you and your school district, and you immediately assume an acceptable position and successfully complete the one-year internship. This exception also requires a statement of agreement by your mentor teacher and university supervisor, stating that they believe that you have been making satisfactory progress in teaching and that you should be allowed to continue working in the profession.
 - c. Maintain attendance at all times during an unpaid clinical teaching assignment. The AC Program staff will determine the dates for the clinical teaching experience. If at any time you resign or are dismissed from student teaching, you will be automatically dismissed from the program.

Exception: If the school district assigned for the clinical teaching experience offers employment prior to the completion of clinical teaching, the AC Program staff will determine requirements for the completion of internship.
5. Pass the subject (content area) TExES/ExCET examination during your first year in the program.

NOTE: If you are not successful in your initial attempt, the Certification Office and appropriate department will evaluate the test. Additional coursework may be required.
6. Comply with the Texas Administrative Code, Chapter 247 and exhibit professional behavior at all times. At any time, university or school district personnel may initiate a professional behavioral concern that will be considered by the Instructional Leadership Team and/or ACP Director at Texas A&M University-Commerce. These parties, or party, may decide whether or not the **behavior** violates acceptable professional behavior standards, and whether or not dismissal is warranted.

7. Enroll, fund and attend all prescribed coursework, training and internship/clinical experience in the designated semesters and at the designated times. This includes being punctual and remaining in attendance for the entire training.

NOTE: All fees related to the AC Program must be paid in full prior to being recommended for certification.

Exception with regard to attendance: Participation in a required/authorized university activity, verified illness, death in the student's immediate family, or obligation of a student at a legal proceeding may be considered as excused by individual faculty. All absences must accompany authorization/verification of reason. Individual faculty may determine their own attendance policy. The above exceptions may be considered when a policy is not apparent.

8. Continue to make yearly progress towards certification. (This may include continuing to successfully complete coursework on the certification plan, passing the required content area or PPR (Pedagogy and Professional Responsibilities) TExES/ExCET tests and/or completing an approved internship or clinical experience.
9. Comply with all practices, policies, and requirements written herein. Failure to comply with all practices, policies and requirements will result in dismissal from the AC Program. In accordance with due process, students who are dismissed from the AC Program will be issued a letter describing the reasons for dismissal from the program, including any supporting documentation (if applicable). Within a time-frame determined by the Director of Educator Preparation, the student may challenge the reason(s) for dismissal from the AC Program, if the student believes that practices, policies, and/or requirements written herein were adhered to by the student. The student may write a letter of appeal to the Director of Educator Preparation to initiate the appeals process.

Once the letter of appeal is received, the Director of Educator Preparation will review the letter of dismissal and supporting documentation (if any), to determine if the policies, practices, or requirements written herein were adhered to by the student. If the ruling is in favor of the student and it is determined all practices, policies and requirements written herein were adhered to, program staff will determine the conditions for re-admission to the AC Program. Additionally, any remaining program requirements will be determined. Successful completion of conditions and program requirements will lead to initial certification.

If the ruling is not in favor of the student, and it is determined that all practices, policies and requirements written herein were not adhered to by the student, re-admission to the AC Program will be denied. The decision made by the Director of Educator Preparation is final.

Note: Direct violation of the Texas Administrative Code, Chapter 247, resulting in revocation of a certificate, or dismissal from field experience, will not be considered for appeal and/or re-admission in to the AC Program.

Code of Ethics for Texas Educators

TITLE 19

EDUCATION

PART 7

STATE BOARD FOR EDUCATOR CERTIFICATION

CHAPTER 247

EDUCATORS' CODE OF ETHICS

RULE §247.2

Code of Ethics and Standard Practices for Texas Educators

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 board policies, and other applicable state and federal laws.

(H) Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

(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.

(Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.

(B) 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.

(C) Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

(D) 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.

(E) Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

(F) Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the TEA 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.

(G) Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.



TEXAS EDUCATION AGENCY

1701 North Congress Ave. • Austin, Texas 78701-1494 • 512 463-9734 • 512 463-9838 FAX • www.tea.state.tx.us

State Board for Educator Certification

Texas Educators' Code of Ethics

Texas Administrative Code §247.2

Statement of Affirmation

I affirm that I will comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom, as set forth by the Texas Administrative Code §247.2. As a Texas educator, in maintaining the dignity of the profession, I shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. In exemplifying ethical relations with colleagues, I shall extend just and equitable treatment to all members of the profession. In accepting a position of public trust, I shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. In fulfilling responsibilities in the community, I shall cooperate with parents and others to improve the public schools of the community.

I hereby affirm that I have read and thoroughly understand the Texas Educators' Code of Ethics TAC 247.2, and shall abide by all enforceable standards of this rule.

Educator Candidate's signature

Date

NOTE: *This form was part of your AC program application form and verifies that you have read the Texas Educator's Code of Ethics.*

Certification Testing

Any student with a bachelor's degree from an accredited college or university and has not been fully admitted to an EPP program may register to take any content test through the PACT route (page 23).

Should you need approval through an EPP and meet Texas A&M University-Commerce requirements for test approval you will need to contact our TExES office. The student is responsible for meeting registration deadlines and contacting the TExES office. You may contact the TExES office located in Education North 202, at (903) 468-3082 or by emailing Deborah_Alford@tamu-commerce.edu. Once approved, students will receive instructions via email from the TExES office. The student is responsible for completing the online registration.

ELIGIBILITY FOR CONTENT EXAM **Candidates not PACT eligible**

If not PACT eligible, test approval is required from an EPP and the Program Administrators will determine eligibility. All AC candidates must complete and sign a "Post-Bac" agreement form. This form may be downloaded and must be returned to the TExES office prior to test approval. The TExES fax number is (903) 468-3125. The Post Bac form may be found at http://excet.tamu-commerce.edu/excetpro/documents/ExCET_Post_Bac_Form.pdf.

ELIGIBILITY FOR PPR

1. Passing scores on content exam.
2. Successful completion of all required coursework with a 2.5 GPA.
3. Early test approval may be given with program staff approval with successful completion of ELED/SED 514, ELED/SED 515, PSY 300 or 500 and RDG 515 or SED 517.

PREPARATION MATERIALS FOR TExES EXAMS

Preparation materials for testing may be downloaded for free and study guides purchased at www.texas.ets.org. Online reviews for EC-6 Generalist, 4-8 Math, 4-8 Social Studies 4-8 Science, 8-12 History, 8-12 Math and All Level Special Education are available once you register with the Performance-based Academic Coaching Team (page 25).

Commercial materials are also available through a web search.

Certification Testing

CAT TE_xES TESTS

Current Available Computer-Administered Tests

Bilingual Ed Supplemental (164)
Bilingual Generalist EC-6 (192)
English as a Second Language Supplemental (154)
English/Language Arts/Reading 4-8 (117)
Generalist EC-6 (191)
Generalist 4-8 (111)
Health EC-12 (157)
History (133)
Life Science 8-12 (138)
Mathematics 4-8 (115)
Mathematics 8-12 (135)
Music EC-12 (177)
Pedagogy and Professional Responsibilities EC-6 (194)
Pedagogy and Professional Responsibilities 4-8 (110)
Pedagogy and Professional Responsibilities 8-12 (130)
Pedagogy and Professional Responsibilities EC-12 (160)
Physical Education EC-12 (158)
Principal (068)
Science 4-8 (116)
Science 8-12 (136)
Social Studies 4-8 (118)
Special Education EC-12 (161)

Specific Administration Window/Registration Period (Dates included in manual)

Bilingual Target Language Proficiency Test (BTLPT) (190)
Languages Other Than English (LOTE) – Spanish (613)

Administered 6 times per year (2-day windows) Beginning October 8-9, 2010 (Additional dates TBA)

Business Education 6-12 (176)
English as a Second Language/Generalist EC-6 (193)
English Language Arts/Reading/Social Studies 4-8 (113)
Mathematics/Science 4-8 (114)
Special Education Supplemental (163)
Technology Applications EC-12 (142)



Texas Education Agency/State Board for Educator Certification
Texas Educator Certification

<http://www.texas.ets.org>

**2010-11 TEST DATES AND REGISTRATION DEADLINES
TEXES, ExCET, AND TExMaT**

Test Dates	Regular Registration Deadline	Late Registration Deadline	Emergency Registration Deadline	Score Reporting Date for Multiple-Choice Tests Only	Score Reporting Date for Multiple Choice and Written-Response Tests
10/02/10	09/03/10	09/10/10	09/24/10	10/25/10	11/01/10
01/29/11 (all tests offered except TExMaT)	12/31/10	01/07/11	01/21/11	02/21/11	02/28/11
04/16/11	03/18/11	03/25/11	04/08/11	05/09/11	05/16/11
06/25/11 (all tests offered except TExMaT)	05/27/11	06/03/11	06/17/11	07/18/11	07/25/11

NOTE: Monday test administrations are held on Monday following the regular administration.

TASC and TASC-ASL

Test Date	Registration Deadline	Score Reporting Date
11/20/10	10/22/10	12/20/10
03/26/11	02/25/11	04/25/11

Pre-Admission Content Test (PACT)

Information Regarding Pre-Admission Content Tests (PACT)

Significant changes Texas Administrative Code (TAC) §227.10 (a) (3) (c) were approved by the Texas Education Agency (TEA) and State Board for Educator Certification (TEXAS EDUCATION AGENCY (TEA)) on October 10, 2008. The new rule which became effective December 14, 2008, allowed degreed individuals who have not been enrolled in an Educator Preparation Program (EPP) to take Pre-Admissions Content Tests (PACT) to demonstrate content proficiency for possible admission into an EPP. **Taking PACT alone does not ensure admittance into a program.** EPPs may have additional admission requirements. Registration for a content certification exam offered by Educational Testing Service (ETS) began on January 5, 2009.

If You Already Have a Bachelor's Degree from an Accredited University

- You do not need EPP approval to register and take a content examination
- You do not need EPP approval to test if you are seeking a certification other than classroom teacher – Educational Diagnostician, Health Science Technology, Marketing, Principal, Reading Specialist, School Counselor, School Librarian, Superintendent and all of the Master Teacher certifications. The TEA approval system will remain the same as it was before the rule change.
- PACT participants cannot register to take Pedagogy and Professional Responsibilities (PPR) examinations without EPP approval. Your EPP must upload approval to test in the TEA approval system before you will be able to register for PPR examinations.

Registering for PACT

- Beginning January 5, 2009, you will be able to register for PACT on the ETS TExES website at **www.texas.ets.org**
- Click on "Register" at the top of the page.
- Select "Online Registration for New Users" and read through the explanation.
- After you have read the explanation, click on "New User" at the bottom of the page.
- Select "no TEA ID>>" if you do not have an existing Educator Profile in the Texas Education Agency (TEA) system.
- Confirm your registration as a PACT participant by selecting "pre-admission content tests (PACT)>>"
- Enter Personal Information for a testing account to be created in the ETS TExES system as well as the TEA system. Certify graduation from an accredited university. (See the link provided if you are unsure of your college or university's accreditation.)

Pre-Admission Content Test (PACT)

- Enter the requested supplemental information on the screen that follows.
- Create a username and password and enter a password reminder that can be used by a customer service representative if you forget your password.
- Because you are a PACT Candidate, you do not need to create an Educator Profile on the TEA website in order to register for a test. The ETS online registration system will transfer the date you enter to the TEA system and give you a TEA ID number. Be sure to make a note of your TEA ID and Username.
- Select "Register for a test" if you are ready to do so.

Test Day Policies and Procedures

- Before the day of the test, you should read and be familiar with all policies and procedures in the Registration Bulletin for the test you are planning to take. Registration Bulletins can be downloaded from the ETS TExES website at www.texas.ets.org
- You must bring your admission ticket and acceptable identification documents with you to the test center. Details about acceptable identification documents are in the Registration Bulletins and on the website. **Note:** Without the required identification documents, you will not be admitted to the test center and no refund will be approved. Also, you must arrive at least 30 minutes prior to test time.

PACT Scores

- Paper score reports are not mailed. You will be able to view your score reports through your testing account on the ETS TExES website at www.texas.ets.org. Scores are posted on the score reporting dates listed in the Registration Bulletins and on the website. Scores are viewable for 90 days. After that time, you can view your scores through your Educator Profile, on the TEA website at www.tea.state.tx.us. To access your Educator Profile, log in to TEA online as a new user. You will be prompted to create a Username and Password for this account.
- Your scores will not be assigned to a program. Your scores will be uploaded into your TEA Educator Profile so that programs can verify that you passed the content examination(s).
- Please contact EPP program when PACT scores are posted. You may contact Robert_Nottingham@tamu-commerce.edu or 903-886-5671.

Performance-based Academic Coaching Team (PACT)

PACT REGISTRATION IS REQUIRED OF ALL INTERNS

NOTE: This is not the same as the TExES registration test site

The PACT system is designed to help you, the new teacher. Being on the front line can be intimidating and lonely which makes having immediate support and guidance valuable to you as you begin your teaching career. You will be able to access immediate teacher helps, teaching resources, teaching tools, chat rooms, discussion boards, and an electronic mentor. The e-Mentors are hand selected experienced teachers. They are trained and have signed a confidentiality form stating that no information about individual students will be released. The e-Mentors will be available by email from 7:00 a.m. - 11:00 p.m. Monday through Friday and 12:00 p.m. - 8:00 p.m. on Saturdays and Sundays.

Explore the site. Post a question. Read our Quick Helps. Because the system needs to fit the needs of you, the new teacher, it will be continually upgraded with new materials based on reflections and feedback you give us. Please provide that feedback when prompted so modifications can be made.

Click on the following link to register and get your password. When you log in, you will be required to enter the last four digits of you're A&M-Commerce student ID. **REGISTRATION IS REQUIRED OF ALL INTERNS (interns and clinical teachers).** Instructors in ELED/SED 514 and 515 will make assignments. Mentors will also be required to register to complete online mentor training and modules with the intern (***this does not apply to clinical teaching experiences***).

PACT Website: <http://tap.tarleton.edu/pact>

Once you have access to the website, you will find TExES reviews for:

EC-6 Generalist

EC-12 SPED

4-8 Math

4-8 Social Studies

4-8 Science

8-12 History

8-12 Math

Contact Erin_Swinson@tamu-commerce.edu if you have questions.

Renewal of Certification Plan

How can I receive an updated/renewed certification plan?

Pre-Internship/Clinical Teaching Students

Students that have not began an internship must go to our website www.tamu-commerce.edu/teacher and click on “Request to Renew Plan” to request an updated certification plan. Plans are valid for one year so you must request a renewed plan yearly.

Internship or Post Internship Students

Once you begin an internship your plan will automatically be renewed each year as long as you continue to make satisfactory progress towards your Standard Texas teaching certificate. **NOTE:** Any student not completing ALL requirements for their Standard Texas teaching certificate and continues to teach on a probationary certificate must continue to be supervised and an additional \$250.00 fee will be required for **each** semester the student remains on a probationary certificate.

If you wish to have an updated plan or have questions regarding your certification plan, you may contact the following advisor.

Jill Woodruff
903-886-5886
Jill_Woodruff@tamu-commerce.edu

Filing for Standard Certification

Requirements that must be met prior to filing for certification:


1. Continued admission and retention in the Alternative Certification Program,
2. Successful completion of all program requirements including:
 - a. Passing of all required TExES/ExCET/TOPT exams,
 - b. Successful completion of all required coursework with an overall GPA of 2.5 with a "C" or better.
 - c. Successful internship or clinical teaching experience,
3. Principal recommendation form on file with signatures of recommendation from principal and university supervisor,
4. All internship or clinical teaching fees paid in full.

Application Procedures:

1. Go to TEA website at www.tea.state.tx.us/ and logon.
2. Choose the "Applications" link and then "Standard Certificate Texas Program".
3. On the application make sure the entity that you select is *Texas A&M University-Commerce (Alternative)* and the subject applying matches the certification field on your certification plan.
4. Complete all requirements for the "fingerprinting" (if applicable).
5. Pay appropriate fees to TEA.

*You will receive an email confirmation from the TEA after the university has completed its recommendation. Your status may be checked online. After the TEA receives the university's recommendation, TEA will process the issuing of the certificate. Once the certificate has been issued, it may be viewed on the website under the "Official Record for Educator Certificate". This virtual certificate is your official certificate and can be printed for your records.

NOTE: Applications that are not fully processed within 60 days will be deleted. If deleted, you will be required to file again through the TEA online system.

	Alternative Certification Program Suggested Timeline
	Complete application to the A&M-Commerce Graduate School https://securepay.tamu-commerce.edu/app/?AppType=G
	Complete application to the Alternative Certification program https://www.tamu-commerce.edu/teacher/ACP/ACPsummer.htm
	Register for and complete a TExES content exam in your chosen teaching field using the PACT registration system http://www.texas.ets.org/
	Begin Obtaining 30 hours of classroom observation https://www.tamu-commerce.edu/teacher/ACP/ACP-OBS.asp
	Receive paperwork from AC program regarding admission status
	Register for coursework <ul style="list-style-type: none"> • ACP Student Teachers must complete RDG 515/SED 517, PSY 500, ELED/SED 514 prior to clinical teaching (student teaching) experience • Prior to a paid Internship, ACP Interns must complete a minimum of 2 classes (NOTE: Navarro program completes one course and 4 required workshops) View course schedule at http://www.tamu-commerce.edu/Schedule
	Choose route for teaching experience: <ol style="list-style-type: none"> 1. Obtain one-year paid internship on a TEA approved school campus <ol style="list-style-type: none"> a. Apply for Probationary Certificate Select ONLY Texas A&M University-Commerce (Alternative) b. Complete Fingerprinting Process <p style="text-align: center;">OR</p> 2. Apply for a one-semester clinical teaching (student teaching) placement with the Alternative Certification Center <p>Register for internship/clinical teaching coursework</p>
	Register for and complete Pedagogy and Professional Responsibility TExES (PPR) exam Complete coursework
	After successful internship/clinical teaching experience, completion of all coursework and recommendation from AC program, apply for Standard Certificate through the Texas Education Agency (TEA). Internship fees must be paid in full prior to recommendation.