



Teacher Certification Program Entry Requirements Checklist

Please print in ink. Application must be received by November 1, 2004.

Name: _____
Last First Middle

Completed, signed application and non-refundable application fee: \$60.00

To be submitted to:

Betty Craig
ACC Teacher Certification Program
Continuing Education
5930 Middle Fiskville Rd
Austin, Texas 78752-4390
(512) 223-7649 / Fax: (512) 223-7030

Minimum Requirements for Application

- Bachelor's degree from an accredited university with a minimum of 2.5 GPA with 24 hours in content area.

Until all submissions are received, incomplete applications will not be reviewed.

Candidates will be considered using the all of the following:

- Original college transcripts sent by colleges showing college/university coursework, number of subject hours, overall GPA, proof of Bachelor's degree, and any advanced degrees from an accredited university
- Three professional/supervisor references mailed to ACC by the references
- Proof of English proficiency
- For bilingual candidates, proof of English and Spanish abilities
- Interviews: face to face
- Apply online to Austin Independent School District (Include a copy of submission email.)
- Valid e-mail address and regular access to a computer
- Signed Candidate Agreement
- One page resume listing any experiences in teaching children or work that would enhance teaching children: See the website www.austincc.edu/TchrCert.

Please make a copy of this applications and transcripts for your records.

Thank you for choosing Austin Community College as your teacher preparation program.



Application

Please print in ink. Application must be received by November 1, 2004 with all required documents and a \$60.00 nonrefundable fee.

Social Security Number _____ - _____ - _____ Date: _____

Name: _____
 Last First Middle

Indicate other identifying name(s) that may appear on your documentation:

Driver's License Number: _____ State: _____ Expiration Date: _____

Date of Birth: _____ Gender: _____ Male _____ Female
 Month/Day/Year

Address: _____
 Street City State Zip

Telephone: (____) _____ (____) _____
 Daytime Phone Number Evening Phone Number

E-mail address: _____ Fax Number: _____

Current School (if employed): _____
 School Name School District

Select a Certification	
Bilingual Grades EC-4	<input type="checkbox"/>
Bilingual Grades 4-8	<input type="checkbox"/>
Generalist Grades 4-8	<input type="checkbox"/>
Math Grades 8-12	<input type="checkbox"/>
Science Grades 8-12	<input type="checkbox"/>
American Sign Language Grades 6-12	<input type="checkbox"/>

The following voluntary information is for reporting purposes to provide statistical information requested by various State and Federal agencies:

Ethnic Background (circle one):

Hispanic / Latino	Black / African American
Asian	White
American Indian / Alaskan Native	Other
Native Hawaiian / Pacific Islander	

Austin Community College does not discriminate on the basis of age, gender, race, color, creed, religion, national or ethnic origin, disability, or veteran status in the administration of its employment practices, educational or admission policies, scholarships or loan programs, athletic or other school-administered programs.

ACC Only – ACC Student Number

Payments can be made with cash, check, money order and credit cards (Visa, MasterCard, and Discover Card). Checks and money orders should be made out to "Austin Community College."
Payments must be made by deadlines, or you will be dropped from the program.

I agree to abide by the policies, procedures, rules, and regulations of Austin Community College and the ACC Alternative Teacher Certification Program.

Signature _____ Date _____



Background: To obtain your teaching certification, you must be hired to teach, and having a *criminal history may keep you from employment*. The Revised Texas Education Code 22.083 authorizes school districts to obtain criminal history information on every employee and candidate for employment.

Have you ever been convicted of a crime other than a traffic ticket or parking violation? No Yes
 If yes, on a separate sheet state the crime(s), location of the court where you were convicted, date of conviction and current disposition or status, including length of probation, parole, fine or time served.

Have you ever received deferred adjudication for a crime? Note: you must answer yes, even if you have completed the deferred adjudication and you have been advised or do not feel that the crime is or should be reflected on your record. No Yes

If yes, on a separate sheet state the crime(s), location of the court where you received deferred adjudication, date, and a current disposition or status.

If you are not a U.S. citizen, what kind of visa do you have? ___ work ___ student ___ spouse
 Have you served in the military? No Yes

Branch	From	To

Education: Bachelor's Degree Required Overall GPA is _____

All Colleges/Universities Attended	City and State	Type of Degree Granted Major/Minor	DATES: From	To

	Check any of the boxes that apply: Certification/Permit	Date Issued:	Expires:	Subject(s):
<input type="checkbox"/>	Valid Texas Teaching Certificate			
<input type="checkbox"/>	Expired Texas Teaching Certificate			
<input type="checkbox"/>	Texas Emergency Special Assignment Permit			
<input type="checkbox"/>	Valid Out-of-State Teaching Certificate			
<input type="checkbox"/>	Other:			

Additional Licensure/Certifications/Continuing Education Units (CEUs):
 Attach copies with your application.

Certifications/ Licensure	Number	Issued by	Effective Date	Expiration Date



Employment Data (Most Recent First)

Work and/or Teaching Experience: List most recent work experience first.

From/To (Mo./Yr.)	Employer Address, City, State, ZIP	Name of Supervisor and Title	Work Performed
		Telephone Number	Reason for Leaving
From/To (Mo./Yr.)	Employer Address, City, State, ZIP	Name of Supervisor and Title	Work Performed
		Telephone Number	Reason for Leaving
From/To (Mo./Yr.)	Employer Address, City, State, ZIP	Name of Supervisor and Title	Work Performed
		Telephone Number	Reason for Leaving

I certify that the above information is true, accurate, and complete. I understand that any misrepresentation or willful omission of facts shall be sufficient cause for disqualification of this application from further consideration.

Signature of Applicant _____ Date _____



Candidate Agreement

- I understand I must submit the application fee for my file to be reviewed by Austin Community College Teacher Certification Program. I understand that submission of this application does not obligate Austin Community College in any way and that the fee is non-refundable.
- I understand that there will be a required local criminal background check, and the State Board for Educator Certification will complete fingerprinting with a national criminal background check before issuing a teaching certificate.
- I hereby authorize Austin Community College to investigate, through whatever means deemed appropriate by the college, any information included in this application and facts resulting from the investigations to determine my suitability for entrance into the Teacher Certification Program. I release Austin Community College from any liability in connection with the investigation.
- I understand meeting eligibility requirements does not guarantee an interview or acceptance into the Austin Community College Teacher Certification Program.
- I agree to abide by the policies, procedures, rules, and regulations of the Austin Community College Teacher Certification Program. Failure to do so will result in dismissal from the program.
- I understand that I must adhere to the program and state requirements to complete my teacher preparation.
- I understand that fees to the State Board for Educator Certification and National Evaluation Systems are subject to change.
- I understand that Austin Community College's Teacher Certification Program will assist in internship placement, but is not responsible for job placement.
- I agree to pay for each semester by the deadlines indicated in this application. I understand that fees are subject to change, and I agree to ACC's refund policy for courses.
- I understand that if my internship is out of the Austin Community College taxing district, an additional charge of \$250 for supervisor expenses will apply.
- By applying to and registering with Austin Community College, I agree to abide by the Student Discipline Policy and Student Rights and Responsibilities regulations published in the ACC College Catalog and Student Handbook.
- I certify that statements by me in this application are true, complete, and correct to the best of my knowledge and belief. I understand that any false statement, misrepresentations, or omission(s) made by me on the application or during the application process shall be grounds for refusal to be admitted to the Austin Community College Teacher Certification Program.

I understand and agree to the above items.

Print Name:

Last

First

Middle

Signature of Applicant:

Date: _____



Fees, Refunds, and Financial Aid

Fees for the Teacher Certification program must be paid by deadlines. You may arrange to pay by credit card. Extra fees will be due for exams, textbooks, certification fees @ \$520. If you intern out of the ACC district, you will be expected to pay an additional \$250 for supervision expenses.

Certification Program Courses and Fees for Math, Science, and Generalist	Cost	Due Dates
Application fee – nonrefundable	\$60.00	with application
EDTC 3000: Pedagogy and Professional Responsibilities	\$1600/\$2000 OOD	December 15, 2004
Summer Student Teaching	\$600/\$750 OOD	June 1, 2005
EDTC 3004: Successful Teaching Practices July-Nov	\$400/\$500 OOD	July 15, 2005
Internship fee -- fall	\$750	September 1, 2005
Internship fee – spring	\$750	January 15, 2006
EDTC 3005: Supporting the Teaching Experience [spring]	\$200/\$250 OOD	January 10, 2006
TOTAL	\$4,360/5,060 OOD	

Certification Program Courses and Fees for Bilingual Generalist and American Sign Language	Cost	Due Dates
Application fee – nonrefundable	\$60.00	with application
EDTC 3000: Pedagogy and Professional Responsibilities	\$1600/\$2000 OOD	December 15, 2004
Summer: Student Teaching & Generalist or ASL class	\$1200/\$1500	June 1, 2005
EDTC 3004: Successful Teaching Practices July-Nov	\$400/\$500 OOD	July 15, 2005
Internship fee – fall	\$750	September 1, 2005
Internship fee – spring	\$750	January 15, 2006
EDTC 3005: Supporting the Teaching Experience [spring]	\$200/\$250 OOD	January 10, 2006
TOTAL	\$4,960/\$5,810 OOD	

Refunds: The ACC Continuing Education refund policy: 100% prior to the weekday before the first class day, and 100% if class is canceled by ACC. After classes begin, consult the table below. The number of days listed refers to **business days**, not class meeting days. Classes that are ONE day long must be dropped before the class starts for any type of refund to occur.

Class Length in Weeks	Last day for 70% Refund	Last Day for 25% Refund
2 or fewer	2	N/A
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or more	15	20

Refund Processing: ACC mails refund checks to the address on file at the college. Check with Continuing Education registration staff to verify current and accurate information before the refund process is started. Credit card refunds will appear on your monthly statement as soon as possible after the official reporting date. You are responsible for interest charged to the credit card account while the refund is processed. (This may take up to six weeks.) ACC charges a \$25 processing fee for any refunds that are reissued.

Each course will be taught as listed, provided enrollment in each section justifies the offering. The schedule of time, room and instructor reflects our intent at the time of publication. Course offerings and prices are subject to change, and the listing is not a guarantee that they will be offered exactly as listed.

Payment Methods: Credit card payments accepted in person, by telephone (512) 223-7542, by Fax 223-7030 or mail the registration form along with your check or money order to: Austin Community College, Continuing Education, 5930 Middle Fiskville Rd., Austin, TX 78752

Returned Items: A \$25 fee will be charged and a hold will be placed on accounts with any of the following: *

- Checks returned **stop pay** or **account closed** and credit card **chargebacks**.
- You will be dropped from all classes and be liable for the returned check fee and any non-refundable fees.
- Checks returned **unpaid (NSF)** must be replaced by cash or a money order. Otherwise, returned checks will be referred to a collection agency, which may assess further charges.

ACC In-District and Out-of-District Tuition (OOD): Texas residents are considered in-district if the address on file in Admissions and Records is in one of the following independent school districts: Austin, Leander, Del Valle, or Manor. Property owners and their dependents living in Texas but outside the ACC tax district that pay ad valorem taxes to ACC are eligible for in-district tuition. A current property tax statement is required for verification; all Austin P. O. Boxes are out-of-district. For residency questions, check address on file, and call 223-7763.

Financial Aid: At this time, only the following sources are available to ACC Teacher Certification candidates.

- **WorkSource – Contact** <http://www.worksourceaustin.com>
- **WIA (Workforce Investment Act) and Dislocated Workers – Contact the Capital Area Workforce Development Board at:** <http://www.twc.state.tx.us/dirs/wdas/wda14.html>
- **Troops to Teachers – Contact Dale Reynolds (512) 919-5484 or** www.esc13.net/troops
- **Veteran’s Administration – Contact Dan Galindo (512) 463-8189 at TWC.**
- **Career Training Loans (Private). Contact: Velda Jackson at ACC – 223-7553.**
- **Teach for Texas Conditional Grant (Only student interns qualify.)** www.collegefortexans.com



Professional Reference Form

Return this recommendation form directly to
Betty Craig
ACC Alternative Teacher Certification Program
Continuing Education
5930 Middle Fiskville Rd.
Austin Texas, 78752-4390

Applicant's Name _____ **has applied to ACC's Alternative Teacher Certification Program. Will you assist us by sending the following information at your earliest convenience? We trust that your interest in children will motivate your response.**

How long have you known applicant? Dates: From _____ to _____
 What is/was your relationship to applicant? _____
 Would you rehire applicant? Yes No
 Would you want this person to teach your children? _____

Personal Qualifications: Please circle your evaluation of this candidate.					
	1	2	3	4	5
Personal Appearance	Poor taste in dress and grooming.		Usually makes a good impression.	Excellent appearance; always appropriately dressed.	
Health and Absenteeism	Lacks vitality; frequently absent.		Usually well; meets demands.	Vigorous, buoyant.	
Apparent Emotional Stability	Moody, irritable, rigid, immature, insecure; unwilling to face reality.		Well-balanced emotionally, has ups and downs, but does not go to extremes.	Emotionally secure; good sense of humor; realistic.	
Communication Skills	Incorrect speech; uses slang; limited vocabulary.		Acceptable oral and written communication; adequate vocabulary.	Effective communication and expression; skillful choice of words.	
Dependability	Unpredictable; does not follow through.		Usually can be relied upon.	Always reliable and punctual.	
Attitude Toward Professional Help	Resents suggestions; waits to be told; reluctant to change.		Accepts suggestions; makes efforts to adapt to teaching; follows directions.	Seeks suggestions and evaluation; profits from help; shows initiative.	
Planning and Presentation	Lacks organization, continuity, and variety in procedures; fails to see goals clearly;		Generally, well-organized; plans ahead.	Consistent long-range and daily planning and execution; creative and flexible.	

Feel free to write additional comments on the back of this form. The applicant's acceptance into the program is dependent on your returning the form as quickly and thoroughly as possible. Thank you.

Printed Name _____ Daytime Phone Number _____
 Address _____
 Organization/Company _____
 Signature _____ Position _____