



## Teacher Preparation and Certification Program “The Right Choice”

### Admission Requirements

- ❖ Hold a minimum of a Bachelor’s degree from an approved accredited institution recognized by the Texas Higher Education Coordinating Board. *Note: Pending graduates may submit an application.*
- ❖ Achieve an overall grade point average of 2.5 or above **or** a 2.5 or above grade point average for the last 60 hours **and** 2.5 or above in the required coursework for the desired certification. (Coursework requirements are available at [www.esc12.net/teacherprep/html/areas.html](http://www.esc12.net/teacherprep/html/areas.html).)
- ❖ Demonstrate basic skills proficiency in reading, math and writing by meeting Texas State Initiative (TSI) with one of the following criteria:
  - Passing Texas Higher Education Assessment (THEA) scores in 3 areas: Minimum scores: Math 230, Reading 230, Writing 220, **or**
  - Passing ACT (minimum scores: composite score of 23 w/ a minimum of 19 on the English test), **or**
  - Passing SAT (minimum scores: combined verbal and math score 1070 w/ minimum 500 on verbal.)Out-of-Texas and U.S.A. degrees must have one of the three listed above. Private Texas institutions, not required to have TSI to attend, will be handled case by case by the director.
- ❖ Complete and submit a signed application (\$75 non-refundable application fee).
- ❖ Provide official transcripts from each college/university attended. All foreign transcripts must be evaluated. A list of approved foreign evaluation agencies is available at: [www.sbec.state.tx.us/SBECOnline/certinfo/forcredevalservice.asp](http://www.sbec.state.tx.us/SBECOnline/certinfo/forcredevalservice.asp)
- ❖ Submit TOEFL scores if English was not the language of instruction at your university.
- ❖ Pass a scored interview and writing sample.

*\*Acceptance in the ESC Region 12 TPCP does not guarantee teacher certification or employment by a school district.*

### Application Instructions

#### Section 1

Complete all personal information. Enter your full legal last, first, middle and maiden name (if applicable) as listed on your official ID or drivers license. Do not use nicknames or abbreviations. This information will be used for your official record and must match the information provided to the State Board for Educator Certification (SBEC).

Enter your current contact information. This information will be used to communicate important information to you regarding your application and to schedule an interview. If your address, phone number or e-mail address changes, notify the ESC Region 12 office. Three unsuccessful attempts to reach you will prevent your application from being processed.

Indicate the cohort (i.e., Fall, Spring) and training location for which you are applying.

#### Section 2

List **ALL** university/colleges you have attended. Failure to list all universities/colleges attended may delay or even prevent your application from being processed.

Submit official transcripts from **ALL** colleges/universities attended. This includes courses that may have been taken while in high school or beyond your degree. Foreign transcripts must be evaluated. A complete list of acceptable evaluation organizations can be found at: <http://www.sbec.state.tx.us/SBECOnline/certinfo/forcredevalservice.asp>.

*ESC12/TPCP Application Form/January 2011/Ed PrepCert/Rev2*

**RETAIN THIS PAGE FOR REFERENCE**

### Section 3

Carefully answer each question as they apply to your situation. Some answers require additional information.

### Section 4

Select the area in which you are pursuing certification. Indicate only one certification area for your primary certification. Indicate if you plan to train for an additional certification area. Additional fees are required for add-on certifications.

### Section 5

Provide information for your most recent employment history, up to your last three positions. Begin with your most recent experience. Briefly describe your duties/responsibilities in each position.

### Section 6

Complete all information required, including signature. This page must be submitted, even if not applicable, and **your signature is required.**

### Submit application packet to:

ESC Region 12  
Attn: TPCP  
P.O. Box 23409  
Waco, TX 76702-3409

### To be processed, this application must include:

- ❖ Application
- ❖ Application fee – \$75.00
- ❖ Official Transcripts – foreign transcripts must be evaluated

### Additional items required prior to admittance include (refer to Application Instructions):

- ❖ Interview
- ❖ Writing Sample

**Application process must be complete before starting classes.**

### Contact Information:

ESC Region 12 (Waco)  
Phone: (254) 297-1191  
Fax: (254) 666-0823

ESC Region 12 South (Nolanville)  
Phone: (254) 698-2243  
Fax: (254) 698-2409

Website: [www.esc12.net/teacherprep](http://www.esc12.net/teacherprep)

**RETAIN THIS PAGE FOR REFERENCE**



|                 |                  |
|-----------------|------------------|
| OFFICE USE ONLY |                  |
| App. Fee:       | _____            |
| Check #:        | _____ CC: _____  |
| Date:           | _____ --by _____ |

## APPLICATION TEACHER PREPARATION AND CERTIFICATION PROGRAM

[www.esc12.net](http://www.esc12.net)

A \$75.00 non-refundable application fee must accompany this application. It will not be processed without this fee. Please make check or money order payable to ESC Region 12, TPCP.

Section 1

**PLEASE PRINT CLEARLY**

**Name** \_\_\_\_\_ **S.S.#** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Last First Middle (Maiden)  
 (Name as listed on your official ID or driver's license)

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State/Zip** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**E-mail address** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

I am applying for the following cohort: \_\_\_ Spring (Feb.-June) \_\_\_ Fall (Sept.-Dec.)

I request to attend training at the ESC Region 12 located in (check one): \_\_\_ Waco \_\_\_ Nolanville

**Equal Opportunity Policy**

Education Service Center Region 12 does not discriminate because of race, religion, sex, age, national origin, disability, military status, or on any other basis prohibited by law. Decisions will be made on the basis of each applicant's qualifications. All applicant files are maintained with the highest level of confidentiality and security. ESC Region 12 will not release personal information without permission, except as required by law.

**COLLEGES/UNIVERSITIES**

List below ALL institutions of higher education you have attended. Begin with the most recent and list in order of attendance. Attach an OFFICIAL transcript from EACH college or university attended.

Section 2

| Institution | Dates Attended | Degree | Major/Minor |
|-------------|----------------|--------|-------------|
|             |                |        |             |
|             |                |        |             |
|             |                |        |             |
|             |                |        |             |
|             |                |        |             |

Section 3

- Are you currently enrolled in any higher education classes?  No  Yes If yes, provide the following:  
 College/University: \_\_\_\_\_ Expected date of completion: \_\_\_\_\_
- Are you a citizen of the USA?  No  Yes If no, do you have authority to work in the USA?  No  Yes

3. Have you ever taught in a Texas Public School?  No  Yes, where/when? \_\_\_\_\_
4. Are you fluent in a language other than English?  No  Yes, provide language  
\_\_\_\_\_
5. Are you presently active duty military, or have you ever been active duty military?  No  Yes  
Provide branch of service \_\_\_\_\_ Rank \_\_\_\_\_ Are you eligible for VA benefits?  No  Yes
6. Have you ever applied to this program before?  No  Yes Date of application \_\_\_\_\_
7. Have you ever applied to any other teacher preparation program?  No  Yes  
If yes, please explain. \_\_\_\_\_

Section 4

**Select one Certification Area of interest: (Required)**

- Elementary Generalist: EC-6  Secondary Composite Science: 8-12  
 Intermediate Generalist: Grades 4-8  Secondary Composite Social Studies: 8-12  
 Secondary 8-12: English Language Arts and Reading, History, Life Sciences, Physical Sciences, and Mathematics.  
 List content area requested. \_\_\_\_\_  
 All Level: Art, Music, and Physical Education and Technology Applications. For all-level, list the content area  
 requested. \_\_\_\_\_

**Optional Add-On Certifications** (Check only if you would like to add one of the below; additional fees apply)

- Elementary Bilingual Generalist: EC-6  Generic Special Education: EC-12  
 Intermediate Bilingual Generalist: Grades 4-8  English as a Second Language: All Level

**EMPLOYMENT**

Section 5

|                            |                          |
|----------------------------|--------------------------|
| Employer: _____            | Address and Phone: _____ |
| Dates of Employment: _____ | Supervisor: _____        |
| Responsibilities: _____    |                          |

|                            |                          |
|----------------------------|--------------------------|
| Employer: _____            | Address and Phone: _____ |
| Dates of Employment: _____ | Supervisor: _____        |
| Responsibilities: _____    |                          |

|                            |                          |
|----------------------------|--------------------------|
| Employer: _____            | Address and Phone: _____ |
| Dates of Employment: _____ | Supervisor: _____        |
| Responsibilities: _____    |                          |

**The Texas Education Agency rule requires that every individual applying for teacher certification in Texas is subject to a criminal record check.**

Are you currently or have you ever been the subject of an arrest that has resulted in deferred adjudication, probation or conviction?  No  Yes

If yes, please list all offenses below.

| Offense | Disposition | Date Convicted |
|---------|-------------|----------------|
|         |             |                |
|         |             |                |
|         |             |                |
|         |             |                |

The following information is for EEOC purposes only. (Refer to page 1 – Equal Opportunity Policy)

Gender:  Male  Female

Ethnicity: *Check one*  American Indian or Alaskan Native  Asian  
 African American  Hispanic  White  Other

Date of Birth: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ \* year you were born, not current year \*  
                          Y Y Y Y    M M    D D

*EXAMPLE: 1983 – 06 – 01 is June 1, 1983*

I hereby certify that the information I have provided to the best of my knowledge is true, accurate and complete. Any misrepresentation or omission of facts shall be sufficient cause for disqualification of the application, or dismissal from the program.

I understand the information I am providing about age, gender and race will not be used to determine eligibility for acceptance to this program.

I have read and understand that submission of application does not guarantee acceptance into the ESC Region 12 Teacher Preparation and Certification Program or employment with a school district. Applicants must meet all criteria set by the State Board for Educator Certification and ESC Region 12.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date