IMPORTANT NOTICE

Students must apply for Graduate Admission online https://www.applytexas.org, pay required fee of $35.00, submit application to TAMU-San Antonio, Welcome Center, Main Campus Room 106 and be accepted to graduate admission prior to applying for Graduate Teacher Certification Program.
GTCP Program Entrance Requirements

1. **Pay $50.00 non-refundable GTCP application fee** at Texas A&M-San Antonio, Business Office, Main Campus, Room 135. Attach receipt to this application.

2. **Attach official Bachelor’s degree transcript** from an accredited institution. An Overall 2.75 GPA or 3.0 GPA for the last 60 hours of college work.

3. For secondary certification areas, provide Bachelor’s transcript with evidence of 24 total hours and 12 upper division hours in the area in which certification is sought.

4. For Generalist and Special Education certifications, provide evidence of completion of the following criteria with a “C” or better:
   - English 1301
   - History 1302
   - Math 1314
   - 1 additional College level Math
   - EDUC 1301
   - 2 College level Sciences
   - EDUC 2301
   - COMS 1313 or equivalent

5. For Bilingual certifications, candidates must provide clearance from a member of the bilingual faculty in order to determine proficiency in Spanish.

6. **Admission Content (PACT) Test** – Applicants not meeting the criteria above must take and pass the content exam in PACT to demonstrate content proficiency in the certification area being sought. PACT is available only to degreed individuals who have never been admitted to an educator preparation program and who hold a Bachelor’s degree or higher from an accredited university. PACT does not require permission to test from TAMU-San Antonio. For additional information on PACT visit [http://texes.tamucc.edu/images/can_i_take_pact.pdf](http://texes.tamucc.edu/images/can_i_take_pact.pdf).

7. **Acceptable Basic Skills in Reading, Math and Writing.** Scores must be met by one of the following options. **Exam Scores cannot be mixed and matched.** **Attach official documentation.** Missing documentation will require student to take assessment test and provide passing scores.

<table>
<thead>
<tr>
<th>ASSESSMENT</th>
<th>SCORE REQUIRED</th>
<th>SCORE REQUIRED</th>
<th>SCORE REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA (formerly TASP)</td>
<td>READING (230)</td>
<td>MATHEMATICS (230)</td>
<td>WRITING (220)</td>
</tr>
<tr>
<td>ACCUPLACER (taken within 3 years)</td>
<td>READING (78)</td>
<td>MATHEMATICS (63)</td>
<td>WRITING (80/5 OR 6)</td>
</tr>
<tr>
<td>COMPASS (taken within 2 years)</td>
<td>READING (81)</td>
<td>MATHEMATICS (39)</td>
<td>WRITING (59/5 OR 6)</td>
</tr>
<tr>
<td>ASSET (taken within 3 years)</td>
<td>READING (41)</td>
<td>MATHEMATICS (38)</td>
<td>WRITING (40/5 OR 6)</td>
</tr>
</tbody>
</table>

   **Texas Success Initiative Testing Exemptions** (Texas Education Code: Section 51.30621, Chapter 4, Subchapter C):
   - **ACT** (taken within 5 years)
     - Composite score of 23 or higher (English + Mathematics - minimum score of 19 required for each subject)
   - **SAT** (taken within 5 years)
     - Composite score of 1070 or higher (Critical Reading + Mathematics - minimum score of 500 required for subject)
   - **Exit Level TAKS** (11th Grade Level; taken within 3 years)
     - READING (2200)
     - MATHEMATICS (2200)
     - WRITING (3)

   In the alternative, a candidate may demonstrate basic skills by meeting the requirements of the Texas Success Initiative (Texas Education Code, §51.3062) under the rules established by the Texas Higher Education Coordinating Board in Part 1, Chapter 4, Subchapter C:
   - **Degree-** Earned an Associate, Bachelor’s or Master’s Degree from an accredited Texas public institution of higher education.
   - **Military Exemptions/Waivers** - Currently serving on Active Duty in the US Armed Forces, Texas National Guard, or as a member of a reserve component of the US Armed Forces for at least three (3) years preceding enrollment. After August 1, 1990, was honorably discharged, released, or retired from Active Duty as a member of the US Armed Forces, Texas National Guard, or as a member of a reserve component of the US Armed Forces.

8. **ACP Transfer students only.** If you are transferring from another Alternative Certification program, contact your previous ACP program, obtain an *Educator Preparation Program Transfer Form* and attach to this application.
9. **References.** Print 3 copies of the attached Reference Form. Send to 3 individuals with the knowledge of your work history and/or characteristics in a professional setting. Ask references to mail directly to Graduate Teacher Certification Program. Applications will remain incomplete until all 3 reference forms are received.

10. **Submit** completed GTCP Application to the School of Education, Teacher Preparation Certification Center, Main Campus, Room 216.

11. **Interview and Writing Proficiency Assessment Session.** Upon submission of the application, an interview and essay will be required for entrance to the GTCP program. Schedule an appointment with Mrs. Margaret Garcia, GTCP Field Base Specialist, by e-mail mgarcia@tamusa.tamus.edu or call (210)784-2508 or (210)784-2502.
**INSTRUCTIONS:** Type or print in blue or black ink. Complete this application and attach: 1) official Bachelor’s or Master’s degree transcript, 2) Essay and 3) $50.00 GTCP Application Receipt. Return all required documentation to Graduate Teacher Certification Program, Main Campus, Room 216.

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**INTERNSHIP/CLINICAL TEACHING**

Check program preferred: Prior to beginning the GTCP internship program, all application and course requirements must be met.

- **One-Year Internship (paid – program fee $3,800)** – Requires two consecutive semesters, as the teacher of record in an accredited school (public, charter or private), while on a Probationary Certificate. The intern is responsible for obtaining a position as the teacher of record. During the internship, the intern will have the same responsibilities as a first year teacher and receive a first year teacher’s salary. An internship can begin anytime during the regular school year (August to May) and requires a minimum of 180 days of classroom teaching experience. Active student status at TAMU-SA is required for the duration of the Probationary Certificate. **Candidates are required to pass the content area TExES exam prior to being approved for an internship.** In addition, Bilingual certification candidates must pass the BTLPT (Spanish oral proficiency exam) and Special Education candidates must pass a TExES Generalist exam of choice to be highly qualified or will be required to seek an internship position in a Life Skills/co-teaching classroom. Candidates will need to contact the GTCP Office the semester prior to seeking internship position to obtain state required internship forms for recommendation of a Probationary Certificate.

- **Clinical Teaching Internship (unpaid – program fee $500)** – Requires sixteen consecutive weeks in the classroom of a certified teacher (mentor teacher), helping the teacher and gradually taking responsibilities for teaching the class. Placements will be coordinated by the Teacher Preparation and Certification Center staff. Clinical teaching assignments begin in Fall or Spring Semester of each school year. Candidates must complete a separate application prior to being accepted for a clinical teaching position.

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**PERSONAL INFORMATION**

<table>
<thead>
<tr>
<th>Name: ___________________________</th>
<th>K#: ___________________________</th>
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</thead>
<tbody>
<tr>
<td>Last</td>
<td>First</td>
</tr>
<tr>
<td></td>
<td>Middle</td>
</tr>
<tr>
<td>Date of Birth: MM/DD/YYYY</td>
<td>SSN: __________________________</td>
</tr>
<tr>
<td>Mailing Address: Street</td>
<td>Apt. #</td>
</tr>
<tr>
<td></td>
<td>City</td>
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<tr>
<td></td>
<td>State</td>
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<tr>
<td></td>
<td>Zip Code</td>
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<tr>
<td>Phone:</td>
<td></td>
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<tr>
<td>Home</td>
<td>Cell</td>
</tr>
<tr>
<td>Work</td>
<td></td>
</tr>
<tr>
<td>U.S. Citizen: YES ☐ NO ☐</td>
<td>Gender: Male ☐ Female ☐</td>
</tr>
<tr>
<td>Military Veteran: YES ☐ NO ☐</td>
<td></td>
</tr>
<tr>
<td>Certification Area preferred (check one):</td>
<td>4-8 Generalist ☐ 8-12 Special Education ☐</td>
</tr>
<tr>
<td>EC-6 Generalist ☐</td>
<td>4-8 Bilingual Generalist ☐</td>
</tr>
<tr>
<td>8-12 Content area: specify</td>
<td>8-12 Content area: specify</td>
</tr>
<tr>
<td>Other: specify</td>
<td></td>
</tr>
<tr>
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</tr>
<tr>
<td>☐ Hispanic/Latino ☐ Non Hispanic/Latino</td>
<td></td>
</tr>
<tr>
<td>Race:</td>
<td></td>
</tr>
<tr>
<td>☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American</td>
<td></td>
</tr>
<tr>
<td>☐ Hawaiian or other Pacific Islander ☐ White</td>
<td></td>
</tr>
<tr>
<td>☐ Two or more races:</td>
<td></td>
</tr>
</tbody>
</table>

**DISCLOSURE OF LEGAL HISTORY:** A false statement on this application will disqualify you from admission.*

Have you ever been convicted of a felony or subjected to a deferred adjudication on a felony charge? YES ☐ NO ☐ If yes, please explain on a separate sheet of paper.

*Texas A&M-San Antonio does not perform criminal history background checks; however, Texas public schools are permitted by state law to conduct criminal history background checks on a person intended for hire. As a participant in an internship or clinical teaching in a Texas public school, you may be subject to a criminal history background check.
TRANSFER INFORMATION

1. Have you ever been accepted to another Alternative Certification Program (ACP)?  YES ☐  NO ☐

   If yes, name of teacher preparation program: _______________________________________________________

   Note: ACP Transfer students must attach an Educator Preparation Program Transfer Form from their previous teacher preparation program.

2. Are you currently working at a School Campus as a Teacher in your area of certification?
   YES ☐  NO ☐

   If yes, complete the following information:

   School District__________________________  Campus ____________________  Grade Level____________________

   Employment Assignment__________________________________________________________________________

3. List TExES state exams taken and passed: __________________________________________________________

EDUCATIONAL INFORMATION

List all community colleges and universities attended.  Start with highest degree earned.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Dates Attended</th>
<th>Degree</th>
<th>Major/Minor</th>
</tr>
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<tbody>
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</tr>
</tbody>
</table>

REFERENCES

List three references (e.g., employers/supervisors) that have definite knowledge of your abilities, performance and characteristics.  References must not be related.  If you have had school experience, please include District Supervisors.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Mailing Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

*Print 3 copies of the Reference Form attached and send to your references.

CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS

[Excerpted from the Texas Administrative Code, Title 19, Part 7, Chapter 247]
RULE §247.2 Code of Ethics and Standard Practices for Texas Educators

Read, sign and date the attached Code of Ethics and Standard Practices for Texas Educators form taken from the State Board for Educator Certification.  By signing this form you affirm that you will comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of community and shall safeguard academic freedom, as set forth by the Texas Administrative Code §247.2.
(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.
(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.
(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.

Source Note: The provisions of this §247.2 adopted to be effective March 1, 1998, 23 TexReg 1022; amended to be effective August 22, 2002, 27 TexReg 7530

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.

Name (Print) __________________________________________  K# __________________________

Signature ____________________________________________  Date ____________________

Please copy, sign, and date form. Keep a copy for your records.
As the applicant, I hereby certify that:

- The information in this application and supporting documentation is true and correct;
- I authorize Texas A&M-San Antonio, Graduate Teacher Certification Program, the right to investigate for verification of all information related to my application;
- I authorize exchange or disclosure of all information within the admission and retention process among Texas A&M-San Antonio, Graduate Teacher Certification Program, other certification entities, local education agencies/school districts, charter schools, private schools, the State Board for Educator Certification, The Texas Education Agency, and/or other entities relating to teaching or working with children and/or participating or cooperating in teacher certification programs.

As the applicant, I understand that:

- False or misleading information in this application or supporting/attached documentation may result in rejection of my application or dismissal from the program should I be admitted;
- This application is NOT an employment contract;
- This application does NOT constitute acceptance into Texas A&M-San Antonio, Graduate Teacher Certification Program;
- Acceptance by Texas A&M-San Antonio, Graduate Teacher Certification Program, does NOT constitute employment, nor does such acceptance entitle me to employment;
- I must continually comply with all program requirements and attend all courses/training or be subject to dismissal from Texas A&M-San Antonio, Graduate Teacher Certification Program;
- If accepted, 
  o Internship - I am responsible for obtaining internship employment in the area in which I am accepted to pursue certification at a TEA Accredited school district, charter school or private school prior to the last two semesters of completing the program;
  o Clinical Teaching – Once a placement has been confirmed with a district, I understand that I may not request a change in placement.
- If accepted, I am responsible to pay an internship/clinical teaching fee to Texas A&M-San Antonio. Payment arrangements may be made in the Business Office. The GTCP internship/clinical teaching fee will cover the expenses for the GTCP mentorship, designated campus mentor teacher, and Texas A&M-San Antonio university partner.

**SIGNATURE**

I, ___________________________ (print name), hereby declare that Texas A&M-San Antonio may access my TExES test scores and release a copy of my scores to other certification entities, local education agencies/school districts, charter schools, private schools, the State Board for Education Certification, The Texas Education Agency, and/or other entities relating to teaching or working with children and /or participating or cooperating in teacher certification programs. Further, without such a release, I am unable to participate in any field-based experiences including 45 clock hours of observation, clinical teaching, or internship. **By signing below, I acknowledge that I have read and understand the above disclosures.**

Signature________________________________________ Date________________________

**Please mail completed application with required documentation to:**

Texas A&M University-San Antonio, College of Education & Kinesiology, Graduate Teacher Certification Program, One University Way, San Antonio, TX 78224
REFERENCE FORM

SECTION A: TO BE COMPLETED BY APPLICANT

Please complete Section A, print three copies and submit to references provided in Reference Section (p. 5).

Last Name: _________________________________ First Name: ________________________ MI ________________

SECTION B: TO BE COMPLETED BY REFERENCE

This individual has applied to the TAMU-SA Graduate Alternative Certification Program. Please rate the student as a prospective teacher. Thank You.

How many years have you known the applicant? ______________________

How long has it been since you have had this student in class/employment? ______________________

What course/subject did you teach the applicant or what was the applicant’s job position? ______________________

Please rate the applicant’s relative standing among other students/employees with whom you have had contact on each of the traits listed below. Use the rating scale identified below.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Superior</td>
<td>90-99%</td>
</tr>
<tr>
<td>4</td>
<td>Outstanding</td>
<td>75-89%</td>
</tr>
<tr>
<td>3</td>
<td>Above Average</td>
<td>60-74%</td>
</tr>
<tr>
<td>2</td>
<td>Average</td>
<td>40-59%</td>
</tr>
<tr>
<td>1</td>
<td>Below Average</td>
<td>01-39%</td>
</tr>
</tbody>
</table>

Enter the appropriate number based on the rating scale and the designated qualities.

___ Leadership
___ Integrity & moral character
___ Desire to become a teacher
___ Ability in interpersonal relations
___ Activities or community service*
___ Special Talents and Abilities (Specify)

___ Poise and self confidence
___ Analytical ability
___ Oral Communication
___ Writing ability

*Some students may not have had the opportunity to participate in many extracurricular activities or community service because of financial circumstances that require them to work. Please include employment as an extracurricular activity when evaluating the applicant in this area.

Reference Signature ___________________________ Date ___________________________

Reference Printed Name ___________________________ Title/Position ___________________________

NOTE: If you wish to expand on the applicant’s personal attributes that would enhance the assessment process, especially in areas related to academic achievement or potential, please feel free to attach additional information in narrative form.

Please submit completed form by: Mail: Texas A&M University-San Antonio, School of Education Graduate Teacher Certification Program, One University Way, San Antonio, TX 78224, Fax: (210)784-2503 or E-mail: tpcc@tamusa.tamus.edu.