



Steps to Certification

Submit your completed application and transcripts to our certification officer Sara Green at sgreen@act-dallas.com.
She will review these and contact you about enrollment and payment of the \$75.00 application fee.

Start the 3 Pre-Service Requirements

Enroll in the Preparation Program Institute
\$600 Institute Fee must be paid prior to start of Institute.
Includes access to all materials and test preps.

Complete 30 hrs. Field-based Experience
& document Best Practices & Reflections on log.
15 hours may be completed with videos

Pass the TExES Content Test
You are required to pass the test(s) for your approved grade level/subject area.
It is recommended that you also pass the **TExES PPR Test #160**.
Register & pay \$119 at www.tx.nesinc.com


Receive Statement of Eligibility to step into the classroom
Select your route: **INTERNSHIP** or **CLINICAL TEACHING**

Internship

- Secure teaching position and sign contract.
- HR Dept. sends Statement of Eligibility to ACT office
- Attend Intro to Internship Meeting to arrange payment of Internship Fee and receive materials
- Complete **Fingerprints** (\$39 + \$10)
- Register for **Intern*** or **Probationary* Certificate** (\$78)

Clinical Teaching

- Complete 30 hrs additional field-based experience
- Meet qualifications for clinical teaching
- Attend Intro to Clinical Teaching Meeting to make payment of \$3000 Practicum Fee and receive materials
- Complete **Fingerprints** (\$39 + \$10)
- Placement by program/district with Coop. Teacher

TEACH 
Internship or Clinical Teaching Practicum
Internship Fee \$3650 - \$3850* Practicum Fee \$3000

Two-Semester Internship

- Support from campus Mentor & Field Supervisor
- Professional development & internship assignments
- Pass **TExES PPR Test** if on **Intern Certificate**
- Receive campus principal recommendation

14-Week Clinical Teaching Practicum

- Support from Cooperating Teacher & Field Supervisor
- Professional development & practicum assignments
- Pass **TExES PPR Exam**
- Receive program recommendation

 **Reach your goal!**
Standard Certificate (\$78)

Ready to enter the classroom? Now choose your route for certification!

Internship OR Clinical Teaching

Questions	Internship	Clinical Teaching Practicum
How do I begin?	Secure a teaching position	Notify ACT office that you wish to be placed for clinical teaching
What prerequisite requirements must be met prior to beginning?	Complete program requirements: <ul style="list-style-type: none"> ♦ Preparation Program Institute ♦ Field-based experience ♦ Pass TExES Content Test(s) 	Complete program requirements: <ul style="list-style-type: none"> ♦ Preparation Program Institute ♦ Complete 30 hrs + add'l hrs of Field-based Experience ♦ Pass TExES Content Test(s)
When can I begin?	After ACT office receives Statement of Eligibility from the hiring district	Either in the fall or spring semester
What is required by the district before I begin?	Fingerprints	Criminal History + ISD requirements
What is required by act before I can begin?	<ul style="list-style-type: none"> ♦ Attend Intro to Internship Meeting, receive notebook & sign agreement & paperwork ♦ Attend Classroom Mgmt. Workshop ♦ Pay Internship Fee or arrange for monthly payroll deduction or 	<ul style="list-style-type: none"> ♦ Submit Placement Request form ♦ Make Practicum Fee full payment or first payment and arrangements ♦ Attend Intro to Clinical Teaching Meeting, receive notebook & sign agreement and paperwork ♦ Attend Classroom Mgmt. Workshop
What is the fee?	\$3650-3850 See info chart below	\$3000* - payment plan may be available. \$1000 payment is required for placement.
What is my status with the ISD when I begin?	Teacher of Record, employee	Guest of the district
What about pay?	Full salary – same as for all first teachers in the district	None
What type of certificate will I have?	Intern or Probationary Certificate See info in chart below	None
What support will I receive?	<ul style="list-style-type: none"> ♦ Mentor on campus assigned by your principal ♦ ACT Field Supervisor 	<ul style="list-style-type: none"> ♦ Cooperating Teacher assigned district & approved by campus principal ♦ ACT Field Supervisor
What about professional development?	<ul style="list-style-type: none"> ♦ Provided by district ♦ Continuing coursework provided after school each month by Field Supervisor 	<ul style="list-style-type: none"> ♦ Continuing coursework provided after school by Field Supervisor throughout the 14 week practicum
When will I receive my Standard Certificate?	Intern Cert: At the end of 2-semester internship – upon fulfillment of all state and program requirements Probationary Cert: Same as above, + passing score on TExES #160 EC-12 PPR	At the end of 14-wk practicum-upon fulfillment of all state and program requirements & passing score on TExES #160 EC-12 PPR Fall Practicum- in Dec, prior to 2 nd semester Spring Practicum- in April prior to Job Fairs!
What type of certificate will I receive upon finishing?	Standard Educator Certificate	Standard Educator Certification

Beginning September 1, 2017, TAC §230 established

Certificates for Beginning Teachers

Requirements	Intern Certificate §230.36	Probationary Certificate §230.37
Status	Hired as Teacher of Record for 2-semester internship	Hired as Teacher-of-Record for 2-semester internship
TExES Tests	Passing score on TExES Content Test(s) for intern assignment	Passing score on TExES Content Test(s) for intern assignment & TExES #160 EC-12 PPR test
# of observations during internship	5 formal 45-minute observations: 3 in 1 st semester, 2 in 2 nd semester	3 formal 45-minute observations: 1 in each 1/3 of the internship
Validity period	Valid for 1 year, non-renewable	Valid for 1 year, renewable for one (1) additional year
Cost of certificate	\$78 paid online to TEA	\$78 paid online to TEA
ACT Internship Fee	\$3850	\$3650