

INSTRUCTIONS FOR ALTERNATIVE CERTIFICATION PROGRAM INTERNS

- A **Probationary Certificate** is required by state law for all ACP interns. You must apply on-line with SBEC immediately. This is a requirement in order to consider your file complete. **DO NOT DELAY IN GETTING THIS DONE FOR ANY REASON.** Bring documentation of your **SBEC application and fingerprinting** during your scheduled HRCS visit in our office. Contact your ACP Program for their required procedures.
 - Follow the fingerprinting procedures on the “Fingerprinting Process” information that is part of your hiring paper work in Part A.
 - You are required to follow all requirements as per your ACP Program.
 - One of the following will apply to you:
 - a. Interns who have passed the content test are considered highly qualified and **do not** require that a 30 day notification letter be sent to parents. Note that secondary teachers who have 24 hours in their teaching assignment may be considered “highly qualified”.
 - b. ACP Interns who have not yet passed the content test are not considered “highly qualified” and need a 30 day notification letter sent to parents. You are asked to discuss this with your principal in assisting him/her in developing this letter for you. You will need to send this letter home with students and keep a copy for new students that enroll in your class following the initial distribution.
 - If you require an extension when your probationary certificate expires for any reason, you must inform HRCS and file the appropriate paper work and application for another Probationary Certificate with ACP. Provide HRCS with the application documentation and the new certificate when posted.
 - Provide HRCS with documentation of your having completed your requirements and having been recommended to SBEC for certification at the end of your internship.
 - Submit a copy of your Teacher Certificate to HRCS when you receive it.
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This is to verify that I understand my obligation to obtain my Texas Certificate. Failure to complete these requirements will result in loss of employment with Galena Park Independent School District.

Signature

Print Name

Campus

Date