

Part B

Teachers - Alternative Certification Program Information and Checklist

[Click here to download all forms below](#) or click each form separately

ACP Information & Checklist
Salary Schedule Teacher and Nurses
Recruitment Referral Form
Reference Forms (3 copies needed)
ACP Instructions
Staff Development Schedules

You will need to bring the following **additional documents** with you to your HRCS hiring paper work appointment:

1. Letter of Acceptance and Eligibility Form from your ACP Program
2. Passing test scores
3. Verification from your ACP Program regarding your program fees and the total amount that you need to have deducted through payroll deduction.
4. All forms from **Part A and B**

If you have not yet passed your content test, call for a certification conference as per your assignment: You will have this conference **prior** to the one you will set up at HRCS to turn in your paperwork. Please call (832) 386-1206 to set up an appointment with our certification staff.

- **Three Reference Forms** You will need to distribute three reference forms with stamped envelopes addressed to:

Galena Park Independent School District
Human Resource and Communication Services
14705 Woodforest Blvd
Houston, Texas 77015

Your **three** references should be the administrators who supervised your work and listed in your application. Send these out quickly so that they will arrive by the time you schedule your appointment at HRCS.

- **See Part C for other forms that you may need.**



GPISD Human Resource and Communication Services
14705 Woodforest Boulevard
Houston, Texas 77015

Teacher-Alternative Certification
Program Checklist

Name: _____ Position: _____

Date of HRCS Appointment: _____ Time: _____

Please circle "Yes" to all forms that you are turning in to HRCS.

- 1. Social Security Card (copy) Yes No
2. Drivers License or State I.D. Yes No
3. Appropriate and valid work authorization if this applies to your immigration status. Yes No NA
4. Public Information Access Notification Yes No
5. Form W-4 Yes No
6. Form I-9 Yes No
7. Direct Deposit Authorization and Voided Check Yes No
8. Ethnicity Form Yes No
9. Submitted fingerprinting receipt:
___ Not required for my situation
___ Yes
___ No

If no, when is your scheduled appointment?

Part B Forms

- 1. Reference Forms: Yes No
Have you provided your three references with the reference form and a stamped envelope?
2. Official college transcripts or legible copies of all college work. Please list all colleges attended and

noted on your application:

_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No

3. Service Records as appropriate for your school District work experience

Please list District(s):

_____	Yes	No	NA
_____	Yes	No	NA

4. Documentation that you have applied for your Probationary certificate. Download a copy of your paid statement from the SBEC website.

Yes	No
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5. Letter of Acceptance from your ACP Program

Yes	No
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6. Eligibility form from your ACP Program

Yes	No
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7. Passing test score sheet (please list) Content area and PPR

_____	Yes	No	Not Passed
_____	Yes	No	Not Passed

8. Payroll deduction form

Yes	No
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Note:

- **Make note of missing documents and turn them in immediately if possible.**
- **Your personnel file is incomplete until you have provided all required documents.**
- **Make a copy of all forms that you will turn into HRCS prior to your scheduled appointment.**

Employee Signature: _____ Date: _____