

## Part B

### Nurses and Texas Certified Teacher Information and Checklist

#### 1. Nurse, Texas Teacher Certified or a recent Texas teacher graduate whose certificate is pending (all tests have been passed)

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

Teachers and Nurses Information & Checklist  
Teacher/Nurse Salary Schedule  
Reference Forms (3 copies)  
Staff Development Schedules

In addition to the forms and documents required in **Part A and B**, your position will require that you also bring:

- Texas teachers must download a recent copy of their Texas Teacher Certificate from the State Board for Educator Certification (SBEC) at <https://secure.sbec.state.tx.us/SBECOnline/login.asp>. For assistance call SBEC at 1 512 463 9374 or “chat” found at [www.tea.state.tx.us/sbecchat.aspx](http://www.tea.state.tx.us/sbecchat.aspx).
- Please update any changes in address, phone number or e-mail address.
- **If you are a recent teacher graduate** and have passed all required tests but have not yet secured your teaching certificate, contact your university for their directions on how to proceed in applying for your standard certificate. You must bring documentation that you have been recommended for certification by your university. Go ahead and apply and pay for your certificate prior to your appointment at HRCS. This documentation can be downloaded from the SBEC website when you apply for your standard certificate. If this is your first credential application with SBEC, you will be required to complete a fingerprinting process. **If you have previously been issued a paraprofessional certificate or any other certificate by SBEC, fingerprinting is not necessary. Please refer to additional fingerprinting information from our recruitment director.**
- Nurses are to bring in a copy of their nursing license.
- **Official transcripts** from all universities or colleges that you have attended. Please bring one extra Xerox copy for your personnel file. If you are a recent graduate and your degree has not yet been posted, ask your university when it will be posted so that you can request a copy with your degree conferred. We must have your official transcript as soon as it is posted.
- **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.

- **Service Records** This is urgent!!!! If your experience includes work in another Texas school district, you must provide service record documentation if you are to be placed in the correct salary pay level. Get this to our department quickly so that you can be paid correctly beginning with your first pay check. The ideal is to have this document when you come in to submit your paper work.
- **See Part C for other forms that you may need.**



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

### Nurses and Texas Certified Teachers 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:<br>Have you provided your three references with the reference form & a stamped envelope? | Yes | No |
| 2. | Certificate or license as required for your position                                                      | Yes | No |

3. 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

4. If a recent graduate:

- Letter from University verifying your certification status Yes No
- Passing Test Scores – List tests:  
\_\_\_\_\_ Yes No  
\_\_\_\_\_ Yes No

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

Please list District(s):

_____	Yes	No	NA
_____	Yes	No	NA

**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: \_\_\_\_\_