



Teacher Preparation and Certification Program “The Right Choice”

Admission Requirements

- ❖ Have a minimum of a Bachelor’s degree from an approved accredited institution. (Approved accreditation agencies can be found at www.esc12.net/teacherprep/docs/Agencies.doc.) *Note: Pending graduates may submit an application.*
- ❖ Have a cumulative grade point average of 2.5 or above **or** a 2.5 or above grade point average for the last 60 hours and 2.5 or above in the required coursework for the desired certification. (Coursework requirements are available at www.esc12.net/teacherprep/html/areas.html.)
- ❖ Complete and submit an application (\$75 non-refundable fee), including the Application Addendum.
- ❖ Provide official transcripts from each college/university attended. All foreign transcripts must be evaluated. A list of approved foreign evaluation agencies is available at www.sbec.state.tx.us/SBECOnline/certinfo/forcredevalservice.asp
- ❖ Pass a scored interview and writing sample.
- ❖ Submit to a criminal history check.

**Acceptance in the ESC Region 12 TPCP does not guarantee employment by a school district*

Application Instructions

Section 1

Complete all personal information. Enter your full legal last, first and maiden name (if applicable) as listed on your official ID or drivers license. Do not use nicknames or abbreviations. This information will be used for your official record and must match the information provided to the State Board for Educator Certification (SBEC).

Enter your current contact information. This information will be used to communicate important information to you regarding your application and to schedule an interview. If your address, phone number or email address changes, contact the ESC Region 12 office. Three unsuccessful attempts to reach you will prevent your application from being processed.

Indicate the cohort (i.e., Fall, Spring) you are applying for.

Section 2

Select the area in which you would like to be certified. Indicate one certification area only for your primary certification.

Indicate if you would like to train for an additional certification area. Additional fees are required for add-on certifications.

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Section 3

You are required to list **ALL** university/colleges you have attended. Failure to list all universities/colleges attended may delay or even prevent your application from being processed.

You must submit official transcripts from all colleges/universities attended. This includes courses that may have been taken while in high school or beyond your degree. Foreign transcripts must be evaluated. A complete list of acceptable evaluation organizations can be found at: <http://www.sbec.state.tx.us/SBECOnline/certinfo/forcredevalservice.asp>.

Section 4

Carefully answer each question as they apply to your situation. Some answers require additional information.

Section 5

Provide information for your most recent employment history, up to your last three positions. Briefly describe your duties/responsibilities in each position.

ADDENDUM to application

Provide all accurate information, sign at the bottom of the page and submit with the application. This gives us permission to conduct the Criminal History check prior to admission.

Section 6

Submit application packet to:

ESC Region 12 South
Attn: TPCP
101 N. 5th Street
Nolanville, TX 76559

To be processed this application must include:

- ❖ Application
- ❖ Application fee – \$75.00
- ❖ Official Transcripts – foreign transcripts must be evaluated

Additional items required prior to admittance include (refer to Application Instructions):

- ❖ Interview
- ❖ Writing Sample

Application process must be complete before starting classes.

Contact Information:

ESC Region 12 (Waco)

Phone: (254) 297-1191 Fax: (254) 666-0823

ESC Region 12 South (Nolanville)

Phone: (254) 698-2243 Fax: (254) 698-2409

Website: www.esc12.net/teacherprep

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1. Are you currently enrolled in any higher education classes? No Yes If yes, provide the following:
College/University: _____ Expected date of completion: _____
2. Are you a citizen of the USA? No Yes If no, do you have authority to work in the USA? No Yes
3. Have you ever been convicted of a felony? No Yes (Each applicant is subject to a criminal history check.)
4. Have you ever taught in a Texas Public School? No Yes, where/when? _____
5. Are you fluent in a language other than English? No Yes, provide language _____
6. Are you presently active duty military, or have you ever been active duty military? No Yes
Provide branch of service _____ rank _____ Are you eligible for VA benefits? No Yes
7. Have you ever applied to this program before? No Yes Date of application _____
8. Have you ever applied to any other teacher preparation program? No Yes
If yes, please explain. _____

EMPLOYMENT

List your work experience. Begin with your most recent experience.

Employer: _____	Address and Phone: _____
Dates of Employment: _____	Supervisor: _____
Responsibilities: _____	

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Submit application packet to:

ESC Region 12 South
 Attn: TPCP
 101 N. 5th Street
 Nolanville, TX 76559

To be processed, this application must include:

- ❖ Application and Addendum
- ❖ Application fee – \$75.00
- ❖ Official Transcripts—foreign transcripts must be evaluated

Additional items required prior to admittance include (refer to Application Instruction Sheet):

- ❖ Interview
- ❖ Writing Sample

I hereby certify that the information I have provided to the best of my knowledge is true, accurate and complete. Any misrepresentation or omission of facts shall be sufficient cause for disqualification of the application.

I have read and understand that submission of application does not guarantee acceptance into the Region 12 Teacher Preparation and Certification Program or employment with a school district. Applicants must meet all criteria set by the State Board for Educator Certification and ESC Region 12. Applications will be destroyed after spring training begins each school year.

Signature

Date

