**CERTIFICATION REQUIREMENTS**

As a participant in the *Teaching Excellence Alternative Certification Program (TE ACP),* you agree to be bound by the terms of the Commitment to Completion, which you signed at Induction or at the beginning of your employment as ‘teacher of record’.

All ACP candidates must teach on their Initial Certificate for 180 days, for at least 4 hours on average in a teaching placement aligned to their certification area, before they can receive a Texas Standard certificate. During this time a candidate must receive **five** **formal observations** from an Instructional Coach. For those who remain on-track with all certification deadlines, these observations are built into the Instructional Coaching of the *Teaching Excellence* program. If a teacher misses a deadline which delays the start of the internship year, then he or she must receive additional observation support from an Instructional Coach in the next school year to complete the certification requirements of the *Teaching Excellence* program.

**CERTIFICATION DELAYS**

**Timeline and Criteria:**

*Teaching Excellence* issues initial certificates on the first day of each semester, in August and in January.

If, due to missed deadlines, a candidate’s certification timeline is delayed, then his or her Initial Certificate cannot begin on the first day of school. For a candidate in this position, he or she would not complete certification by the end of the school year, but rather his or her required 180 days in the classroom would extend into the fall of the next school year. **A teacher has a total of 2 certificate issuance windows to start on an Initial Certificate before continued support costs begin. Please see the chart below for specific details**

If further delays keep the candidate from being issued an Initial Certificate after 2 possible certificate start dates, then the continued support costs will accrue for each additional semester of formal observation support needed to achieve Standard Certificate licensure.

|  |  |  |  |
| --- | --- | --- | --- |
| Admission Date | Initial Certificate opportunities | Month when continued support costs will begin if the teacher is not eligible to start an Initial Certificate | Semesters of formal observations needed = $1500 |
| On or before July 11th, 2018 | August 2018  January 2019 | August 2019 | Fall 2019  Spring 2020 |
| July 12th 2018 -December 31, 2018 | August 2019  January 2020 | August 2020 | Fall 2020  Spring 2021 |
| January 7, 2019-Induction 2019 | August 2019  January 2020 | August 2020 | Fall 2020  Spring 2021 |

**Cost**

The **cost of extended formal observation support needed is $1500**. These fees are assessed in addition to the original $4,750 program fee and will be paid through payroll deduction of $75 for 20 pay periods (the total cost must be received before a Standard Certificate will be issued).

If a candidate does miss a deadline, s/he will be asked to sign a Deadline Extension Form which will serve as his written request for an adjusted certification deadline. He will also sign a new Commitment to Completion which indicates that the candidate agrees to additional support for another year necessitated by the extended deadline. A Cost Verification form will be required prior to the start of the semester in which the additional support will take place.

**RESIGNATION & DISMISSAL**

In the rare instance that a candidate needs to leave his district, *Teaching Excellence* ACP will not be able to continue to support his certification outside of our partnership schools. If the candidate supplies *Teaching Excellence* ACP with written documentation of his resignation, the program will provide transfer paperwork, so he can join another ACP. If a candidate does finds himself needing to leave his/her district, payments will cease with the last paycheck, and any fees already paid, or scheduled to be paid, for program and/or ACP support are non-refundable.