Eagles Teach ALT
ACP Policy and Procedure Manual
2018-2019
This document is designed for all Education stakeholders including University administration, faculty, staff, students, and school districts to support understanding of roles, priorities, policies, and procedures of the Eagles Teach ALT/Alternative Certification Program (ACP) at Texas A&M University-Texarkana.
<table>
<thead>
<tr>
<th>Slide 5:</th>
<th>EPP: Core Values, Mission, and Vision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slide 6:</td>
<td>Who Does What?</td>
</tr>
<tr>
<td>Slide 7:</td>
<td>Accreditation and Accountability</td>
</tr>
<tr>
<td>Slide 8:</td>
<td>State Certification: Texas Education Agency</td>
</tr>
<tr>
<td>Slide 9:</td>
<td>Certification Areas for Alternative Certification</td>
</tr>
<tr>
<td>Slide 10:</td>
<td>Program Eligibility</td>
</tr>
<tr>
<td>Slide 11:</td>
<td>Program Admission</td>
</tr>
<tr>
<td>Slide 12:</td>
<td>Program Admission Policies</td>
</tr>
<tr>
<td>Slide 13:</td>
<td>Program Coursework</td>
</tr>
<tr>
<td>Slide 14:</td>
<td>Program Field Experiences in Alternative Certification</td>
</tr>
<tr>
<td>Slide 15:</td>
<td>Program Field Experiences &amp; Initial Certification for Alternative Certification</td>
</tr>
</tbody>
</table>
Table of Contents, Page 2

Slide 16: TExES Test Preparation & Testing
Slide 17: TExES Test Preparation & Testing Policies
Slide 18: Program Portfolio
Slide 19: Program Portfolio Evaluation Rubric
Slide 20: Program Completion and Standard Certification
Slide 21: Continued Supervision
Slide 22: Continued Teacher Support
Slide 23: Removal from Program
Slide 24: Appeal Process
Slide 25: Complaint Policy
Slide 26: Faculty Information
Texas A & M-Texarkana

Educator Preparation Program

Core Values:
• Good teaching is complex
• Good teaching is deeply reflective.
• Good teaching can be replicated.
• Good teachers continually improve.

Mission:
• Teach others to teach well.

Vision:
• Teach well.
**Alternative Certification Preparation**

**Who Does What?**

<table>
<thead>
<tr>
<th>Common Question Topics</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Testing and eligibility requirements; Admission to co-teaching semesters; Certification requirements</td>
<td>Certification Coordinator</td>
</tr>
<tr>
<td>Admission appeals</td>
<td>Program Director (or designee)</td>
</tr>
<tr>
<td>Course substitutions</td>
<td>Academic Advisor or College Dean or designee</td>
</tr>
<tr>
<td>Course registration approvals</td>
<td>Course Instructor or Program Director</td>
</tr>
</tbody>
</table>
Accreditation/Oversight Agencies

- Southern Association of Colleges and Schools Commission on Colleges (SACS-COC)
- Texas Education Agency (TEA)
- Texas Higher Education Coordinating Board (THECB)
- Texas A&M System Board of Regents (TAMUS) http://empoweru.tamus.edu/
Alternative Teacher Preparation
State Certification: **Texas Education Agency (TEA)**

- **State Board of Education (SBOE)**
- **Commissioner of Education - Mike Morath**
  Texas Education Agency (TEA)

**Texas Administrative Code (TAC)**

**Educator Certification**
All things teacher certification. Probationary and Standard Certification. This department audits Educator Preparation Programs.

**Certification Tests (TExES)**
- Register here for...
  - Content Subjects
  - Pedagogy and Professional Responsibility

**State Standards**
- Educator Standards for New Teachers and
- Texas Essential Knowledge and Skills (TEKS)
# Certification Areas for Eagles Teach ALT

<table>
<thead>
<tr>
<th>Area</th>
<th>Grades</th>
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<tbody>
<tr>
<td>Art (Grades EC-12)</td>
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<tr>
<td>Bilingual Supplemental – Spanish (Grades N/A)</td>
<td></td>
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<tr>
<td>Chemistry (Grades 7-12)</td>
<td></td>
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<tr>
<td>Core Subjects (Grades EC-6)</td>
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<tr>
<td>Core Subjects (Grades 4-8)</td>
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<tr>
<td>English Language Arts and Reading (Grades 4-8)</td>
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<tr>
<td>English Language Arts and Reading (Grades 7-12)</td>
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<tr>
<td>English Language Arts and Reading/Social Studies (Grades 4-8)</td>
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<tr>
<td>English as a Second Language Supplemental (Grades N/A)</td>
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<tr>
<td>Family and Consumer Sciences (Grades 6-12)</td>
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<tr>
<td>Health (Grades EC-12)</td>
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<tr>
<td>Health Science (Grades 6-12)</td>
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<tr>
<td>History (Grades 7-12)</td>
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<tr>
<td>Languages Other than English – Spanish (Grades EC-12)</td>
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<tr>
<td>Life Science (Grades 7-12)</td>
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<tr>
<td>Marketing (Grades 6-12)</td>
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<tr>
<td>Mathematics (Grades 4-8)</td>
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<tr>
<td>Mathematics (Grades 7-12)</td>
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<tr>
<td>Mathematics/Science (Grades 4-8)</td>
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<tr>
<td>Music (Grades EC-12)</td>
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<tr>
<td>Physical Education (Grades EC-12)</td>
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<tr>
<td>Physical Science (Grades 6-12)</td>
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<tr>
<td>Reserve Officer Training Corps (ROTC) (Grades 6-12)</td>
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<tr>
<td>Science (Grades 4-8)</td>
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<td>Science (Grades 7-12)</td>
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<tr>
<td>Social Studies (Grades 4-8)</td>
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<tr>
<td>Social Studies (Grades 7-12)</td>
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<tr>
<td>Special Education (Grades EC-12)</td>
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<tr>
<td>Speech (Grades 7-12)</td>
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<tr>
<td>Technology Education (Grades 6-12)</td>
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<tr>
<td>Theatre (Grades EC-12)</td>
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Alternative Certification Program Eligibility

Alternative Certification students are eligible to apply to the program when they have completed the following:

- Earned Bachelor’s degree from an accredited university
- 2.8 Cumulative or last 60 hours GPA
- Passed the TExES content exam
- Applied and have been admitted to TAMU-T

Students may complete the alternative certification program under:

- Master’s of Science in Curriculum & Instruction (C&I)  
  OR
- Master’s of Science in Interdisciplinary Studies (MSIS)  
  OR
- Non-degree certificate seekers*

*If you apply for Alternative Certification as non degree seeking and change your major, you must complete program requirements for admittance BEFORE you are fully admitted to either C&I or MSIS program.
Program Admission

Students seeking certification through the Alternative Certification Program will be required to complete admission processes for:

1. Admission to Texas A&M University-Texarkana through College Net
2. Admission to School of Graduate Studies and Research (if degree seeking, contact Office of Graduate Studies for Admission checklist)
3. Complete online application to Teacher Preparation Program (https://tamut.tk20.com) following directions on Tk20 Quick Guide

Alternative Certification candidates are notified of "Admittance" by the Certification Coordinator upon completion of the following:

1. Admitted into University
2. Passed a Pre-Admission Content Test - PACT
3. Completed application on TK20
4. Completed oral interview with TPP Director or designee
5. 2.8 Cumulative GPA or 2.8 in last 60 semester credit hours.
6. Student must accept offer of admission as instructed in email
Alternative Certification Admission Policies

- Applicants apply for admission from November thru April.
- 2.80 cumulative GPA; or last 60 or cum if GPA is under 2.80.
- Students are admitted into Alternative Certification when they have met admission requirements.
- Students will be notified of admission status will be notified via ACE email from the Certification Coordinator.
- Once students are admitted they may begin observations.
- Students who do not participate in course work for one year must reapply to the program and may be required to complete new requirements.
- Candidates who do not complete certification requirements under the certification area they were admitted in may not be admitted under another certification area.
Student Learning Outcomes (SLOs) in certification courses meet TEA requirements. Instructors may not change course SLOs without formal approval.

Students follow ACP curriculum map for course completion.

Course substitutions will be made on individual basis by Faculty Advisor or College Dean or designee.

Course substitutions cannot be made using courses completed more than 5 years old.

Students who do not earn a “C” or above or “S” in coursework must repeat the course.

Students who do not complete program requirements will be dropped from the program.

Continued internship is determined with approval from the district where Intern is employed.
All Alternative Certification candidates are required to participate in a minimum of 30 hours of observations and reflections in ED 506 and ED 557. Candidates are required to complete ED 506, ED 508, ED 557 and ED 530 prior to eligibility for internship or clinical teaching. If observations and reflections are not submitted candidates will not be permitted to continue.

For certification, candidates are required to participate in ONE of the following structured, supervised field experience pathways.

**Year-long Internship:**
Employed as Teacher-of-Record under Intern Certification in certification area admitted to ACP.

**Clinical Teaching:**
One semester of unpaid student teaching. Complete “Notice of Intent for Clinical Teaching” form on TK20 in July or September.
Alternative Certification teacher candidates may complete Supervised Field Experience in one of the following ways:

1. **Year-long Internship** – Employed Teacher-of-Record (as indicated on PEIMS) under Intern Certification in certification area admitted to Alternative Certification. Candidate must be enrolled in Internship course (ED 485) each semester while completing internship. While recommended and typical, internship does not have to be completed in consecutive semesters. If candidate withdraws or is dropped from internship course, Certification Officer will contact TEA to revoke Intern Certification under A&M-Texarkana.

2. **Clinical Teaching** – One semester of UNPAID student teaching in Fall or Spring (ED 410). Student must complete “Notice of Intent for Clinical Teaching” on Tk20 in July or September.

Alternative Certification teacher candidates are eligible to apply for Intern Certification when they have met the following:

- Admittance into the Alternative Certification Program
- 30 hours of observation hours and reflections documented with Certification Office
- Completion of ED 506, 508, 557 and 530. Failure to submit observation hours and reflections will prevent candidate from continuing in program.
- Approved teaching assignment as paid Teacher of Record in area seeking certification

When a candidate is recommended for Intern Certification or Probationary, the candidate is responsible for paying $500 per semester for University supervision. The payment plan is set up by the Alternative Certification Program office in conjunction with the Business Office. Candidates on a non-standard certificate may be eligible for payroll deduction through the ISD in which employed. Any candidate interested in the payroll deduction option should initiate the process with the ACP Director. A contract will be formulated between the student, TAMU-T and the candidate’s employing ISD.
TExES Test Preparation and Testing
Minimum of two tests required by TEA (PPR & Content Tests)

**Admission Process:** Applicants are required to pass Content Test prior to Program Admission.

Upon completion of ED 506/ED 508: Candidates register for PPR Test Prep Session with Teacher Education Department.

Students register for PPR (TExES # 160) upon successful test preparation*.

Alternative Certification students are required to take Content Test as part of the Admission to the Alternative Certification program via Pre-Admission Content Test (PACT). *Successful completion of a test preparation session for the PPR is defined as the student attaining a score of 80% on the practice test. Students must pass TExES PPR exam by December 15 of the year admitted to the program.

In accordance with TEA rules, students are limited to a maximum of five attempts on any TExES certification exam.

Prior to Alternative Certification admission, students who are not eligible to PACT, must take a representative test offered by TPP and score a minimum of 80 before being released to test. Students are limited to three attempts waiting 45 days between each attempt.
Any candidate seeking certification from A&M Texarkana must score 80% or above on all required practice tests before released to register for TExES exams.

Candidates not successful on TExES examination, must make an appointment with any education instructor to create a new study plan to supplement any previous plan(s) created. The student presents the TEA examination score report and the instructor guides the student through an item analysis to identify areas of strengths and areas for improvements by competency. The test profile is used to construct a study plan and locate resources to enhance readiness for the next attempt. The study plan is forwarded to the Certification Coordinator and copied for the students use.
Alternative Certification teacher candidates are required to complete the program with a portfolio to document their preparation. This is a requirement of their Internship/Clinical Teaching (i.e. ED 410, ED 485). Students should keep electronic copies of all work completed throughout the program (e.g. papers, discussion posts, etc.). It is recommended that students organize their work in electronic folders assigned for each of their education courses (ED, SPED, RDG, ITED).

Candidates who do not have documentation of preparation from coursework (e.g. course waived due to transfer) must meet with Alternative Certification Director to determine appropriate manner to document preparation in Portfolio.

Education course syllabi will identify a minimum of two assignments in the course for portfolio submission. Courses required to identify assignments are the courses listed on Program Portfolio Rubric (see next slide).

The Program Portfolio is due in Tk20 at the end the last semester prior to program completion (December or May). Specific portfolio information requirements will be provided at Internship/Student Teaching or Clinical Practicum Orientation.

Students are encouraged to manage their portfolio throughout their career as a professional educator. Tk20 allows A&M-Texarkana candidates and graduates to prepare a Professional Portfolio that can be accessed up to seven years from the time of purchase.
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<tbody>
<tr>
<td>1. Candidate Introduction: Student Teaching/Last Intern Semester</td>
<td>Cover Sheet, Resume, Philosophy of Teaching and Ethics Statement, TPP Survey* SLO 1, 2, 3, 4, 7</td>
<td>All items required by Program Director are complete and exemplary</td>
<td>All items required by Program Director are complete and acceptable</td>
<td>One or more required items is missing or incomplete.</td>
<td>Not Observed</td>
</tr>
<tr>
<td>2. ED 311/ED 530</td>
<td>Child Development, Learning Theories, Motivation SLO 1, 2, 3, 4, 6</td>
<td>All items required by Course instructor are complete and exemplary</td>
<td>All items required by Course instructor are complete and acceptable</td>
<td>One or more required items is missing or incomplete.</td>
<td>Not Observed</td>
</tr>
<tr>
<td>3. ED 321/ED 508</td>
<td>Curriculum Development &amp; Lesson Planning SLO 1, 2, 3, 4, 6</td>
<td>All items required by Course instructor are complete and exemplary</td>
<td>All items required by Course instructor are complete and acceptable</td>
<td>One or more required items is missing or incomplete.</td>
<td>Not Observed</td>
</tr>
<tr>
<td>4. ED 331/ED 506</td>
<td>Classroom Management and Motivation SLO 1, 2, 3, 4, 6</td>
<td>All items required by Course instructor are complete and exemplary</td>
<td>All items required by Course instructor are complete and acceptable</td>
<td>One or more required items is missing or incomplete.</td>
<td>Not Observed</td>
</tr>
<tr>
<td>5. ED 435 OR ED 486/487; ED 557</td>
<td>TEKS Organization, TEKS Content, Pedagogy &amp; Instructional Strategies SLO 1, 2, 3, 4, 5, 6</td>
<td>All items required by Course instructor are complete and exemplary</td>
<td>All items required by Course instructor are complete and acceptable</td>
<td>One or more required items is missing or incomplete.</td>
<td>Not Observed</td>
</tr>
<tr>
<td>6. ITED 350/ITED 511</td>
<td>Instructional Technology SLO 1, 2, 3, 4, 6</td>
<td>All items required by Course instructor are complete and exemplary</td>
<td>All items required by Course instructor are complete and acceptable</td>
<td>One or more required items is missing or incomplete.</td>
<td>Not Observed</td>
</tr>
<tr>
<td>7. All Reading Courses</td>
<td>Reading Instruction and Strategies students with Dyslexia SLO 1, 2, 3, 4, 6</td>
<td>All items required by Course instructor are complete and exemplary</td>
<td>All items required by Course instructor are complete and acceptable</td>
<td>One or more required items is missing or incomplete.</td>
<td>Not Observed</td>
</tr>
<tr>
<td>8. SPED 410/SPED 540</td>
<td>Cultural and Linguistically Diverse Students; Special Populations; Dyslexia Characteristics &amp; Identification SLO 1, 2, 3, 4, 6</td>
<td>All items required by Course instructor are complete and exemplary</td>
<td>All items required by Course instructor are complete and acceptable</td>
<td>One or more required items is missing or incomplete.</td>
<td>Not Observed</td>
</tr>
<tr>
<td>9. SPED 418/SPED 417/ED 557</td>
<td>Classroom Assessment and Differentiated Instruction SLO 1, 2, 3, 4, 6, 7</td>
<td>All items required by Course instructor are complete and exemplary</td>
<td>All items required by Course instructor are complete and acceptable</td>
<td>One or more required items is missing or incomplete.</td>
<td>Not Observed</td>
</tr>
<tr>
<td>10. PPR Test Preparation Seminar</td>
<td>PPR Test Study Plan, Content Test Study Plan, SLO 1, 2, 3, 4, 5, 6, 7</td>
<td>PPR and Content Plans are submitted and complete</td>
<td>PPR and Content Plans are submitted, yet not completed</td>
<td>Not all plans for completing certification tests is submitted</td>
<td>Not Observed</td>
</tr>
</tbody>
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*Survey Based on TEA Principal Survey

Point Totals

19
The Teacher Preparation Program will recommend Teacher Candidates for Standard Certification when the candidate has completed the following:

1. Required Coursework (no grade below a “C”)
2. Successful completion of Supervised Internship or Clinical Practicum
   Students who receive a “U” or fail to successfully complete the Supervised Internship or Clinical Practicum are not eligible for admittance into a different certification area.
3. Passed Certification tests (PPR and Content) for area seeking certification
4. Approved Portfolio
5. Candidates apply for the Texas Education Agency Application for Standard Certification
Candidates may apply for continued supervision for up to two years. One year of internship and one year of probationary. Circumstances that may necessitate continued supervision are as follows:

- Candidate successfully completed program but is not eligible for Standard Certification because they have not passed all certification exams or have not completed coursework.
- Candidate has not completed program at the end of year working under initial Intern Certificate and must apply for Probationary Certificate.

Steps for Continued Supervision:
1. Meet with Alternative Certification Director to complete academic improvement plan and billing paperwork.
2. Meet with Certification Coordinator to verify eligibility and complete certification paperwork.

Candidate does not have to re-enroll in internship course (ED 485), candidate is responsible for paying a $500 fee per semester for continued University supervision. Payment plan is set up by the Alternative Certification Program office in conjunction with Business Office.
Continued Teacher Support

A&M-Texarkana Teacher Graduates who have received Standard Certification may receive additional support for their 1\textsuperscript{st} and/or 2\textsuperscript{nd} year in the classroom. TAMU-T offers this service to our district partners and recent graduates. With this service, the university, district and teacher work together to continue to support educators new to the profession.

Teacher, Campus Administrator, and Alternative Certification Director work together to develop goals and implementation of the plan.

Cost of service is $500 per semester for continued University supervision and support. Payment plan is set up by the Alternative Certification Program office in conjunction with Business Office.
Removal from Program

• Any candidate who violates the Educator Code of Ethics and/or University Policies may be terminated from the Alternative Certification Program.

• A student who fails to successfully complete both semesters of an internship is removed from the program and is not eligible to reapply for admission to a different certification area.

• Students who do not meet program requirements will be dropped from the program.
Appeal Processes

- Reasonable appeals for admission are appropriate based on individual circumstances.

- All appeals should be directed to Alternative Certification Director or designee for consideration. Alternative Certification Director will bring appeal forward to a committee of Education Faculty for a vote (see table below for procedure).

- Alternative Certification Director is responsible for communicating appeal status to Certification Coordinator and student via TAMU-T/ACE email.
As defined by TAC 228.70: a candidate or former candidate in an Educator Preparation Program (EPP), an applicant for candidacy in an EPP, an employee or former employee of an EPP, a cooperating teacher, a mentor, a Director of Educator Preparation Services in a school district, charter school, or private school may submit, in accordance with subsection (c)(1) of this section, a complaint about an EPP for investigation and resolution.

Any of the persons previously mentioned may seek resolution without fear of retribution. Any current student at Texas A&M University-Texarkana must follow the current university policy listed in the student section of the University Rules and Procedures.

Formal Process for complaints against the Educator Preparation Program at Texas A&M-Texarkana must be submitted in accordance with the following procedures.

1. An individual “files” a complaint by submitting a written letter regarding the complaint to the Education Department in writing. College Dean or designee will be available to answer questions regarding the submission of the complaint and provide assistance as needed.

2. College Dean or designee will coordinate the investigation of the complaint. The investigating officer will retain the original complaint submission.

3. The designated administrator will review the complaint and provide a written decision to the complainant and the Executive Officer overseeing the office or department named in the complaint within fifteen (15) business days of the administrator's receipt of the complaint.

If additional time is needed for investigation and consideration of the complaint, the administrator will notify the complainant and their Executive Officer of the need for an extension and the date by which a decision will be made. Absent unusual circumstances, the extension should not be for more than fifteen (15) additional business days. The designated administrator will provide a written decision to the complainant and the Executive Officer overseeing the office or department named in the complaint within five (5) business days of receiving the decision.

Appeals Process
An individual may appeal the decision of the designated administrator within five (5) business days after receipt of the written decision. Appeals must be in writing and submitted to the office of the Executive Officer who oversees the department, office or College named in the complaint. The Executive Officer will review the original complaint and the written appeal, and may conduct an additional investigation.
Faculty Information

• Faculty who supervise clinical teachers will be compensated mileage at the yearly state rate. Mileage is calculated from the student’s home campus (Main or NTCC) to assignment school. Faculty must follow TAMU-T/Concur travel guidelines for reimbursement.

• For faculty workload purposes, a set of student teachers is similar to 3 SCH. A “set” of student teachers is comprised of six teacher candidates. Under six candidates, faculty will be reimbursed according to field supervisor fee schedule.

• Field Supervisors (faculty and adjuncts) are responsible for completing all required paperwork for supervision of student teachers by the identified deadlines. All hard copies of paperwork are submitted to Certification Coordinator upon conclusion of the clinical teacher’s semester.