

University of Houston-Clear Lake  
School of Education (SOE)

**Alternative Certification Program Information Sheet  
For Spring 2009 Entry/Admission**

**What is the UHCL Alternative Certification Program?**

1. The UHCL School of Education Alternative Certification Program, in cooperation with UHCL member school districts, is a training program that provides the opportunity for teaching certificate candidates who have earned a bachelor's degree to be employed as full-time teachers while they complete their certification. The length of the program may be from one to three years, depending on the candidate's qualifications. The UHCL Alternative Certification Program meets the requirements of the U.S. Department of Education (USDE) "No Child Left Behind" Law.
2. Students seeking initial certification may choose two different program routes. Those students wishing to combine their pursuit of certification with a master's degree may follow a Graduate Teacher Certification plan. Those students who do not wish to pursue a master's degree may follow a post-baccalaureate teacher certification plan.

**How Do I Qualify As An Alternative Certification Program Candidate?**

**Candidates Must Have the Following:**

- **Degree** – Must have an earned bachelor's degree, or higher, from an approved accredited institution. Must be conferred by August 2008, except UHCL graduates by December 2008, for **Spring 2009 entry** into the internship course of the program. Those students who have signed a "UHCL Waiver for Permission to Graduate with a B.S. in Interdisciplinary Studies Without Certification" form are **not eligible** to enter the ACP Program. **If you are UHCL School of Education undergraduate student** seeking certification in EC-4 Bilingual, EC-12 Special Education or 4-8 Generalist, you may qualify for this program. Contact an SOE Academic Advisor for additional information.
- **Informational Meetings** – Attend **one** of scheduled ACP Informational Meeting:
  - Thurs. August 7 5:30 PM Bayou Room 2230 **or**
  - Thurs, Sept. 11 5:30 PM Bayou Forest Room **or**
  - Sat. Oct. 4 9:30 AM UHCL Open House Bayou Room 2512

**Applications are available at these meeting.** If unable to attend one of the informational meetings, you may speak to an academic advisor concerning the program and receive an application from them.

- **State Assessment** – Must pass the TExES content area state assessment in area certification seeking by November 8, 2008. All Bilingual Certifications must also pass the TOPT State Assessment by October 25, 2008.
- **Enrollment** - Must be admitted to UHCL by the Office of Enrollment Services. Enroll as a "School of Education Graduate" and in the section labeled "Graduate Teaching Cert (ND)" check off the certificate you are pursuing.
- **GPA** – Must have at least a 2.500 overall Grade Point Average (GPA). This overall GPA includes all course work from all collegiate institutions attended—not just UHCL. If a candidate does not have a 2.5000 overall GPA, then a 2.500 GPA in the last 60 hours of course work may be accepted (includes all course work in the semester of the 60<sup>th</sup> hour).
- **Application** – Must complete the Alternative Certification Program Application (available at the Informational Meeting) **Applications are due to the Center for Professional Development of Teachers (CPDT) office, Bayou 1231-4, by Oct. 10, 2008. All Bilingual Certification Applications are due by Sept. 25, 2008.** Transcripts from all universities attended must accompany application. Candidates must meet eligibility requirements for each year that they are in the program. There is a \$45.00 fee for changing the application once submitted (this does not include personal data). **Applications must be submitted in person by the end of the CPDT Office's business.**
- **Fees** – Must pay the **\$60 Application Fee and the \$120.00 TExES/TOPT Fees for each state assessment to be taken.** The TExES/TOPT fee is for registration to take the TExES/TOPT Content State Assessment. **All fees are non-refundable.** Application fees are valid for 12 months from date of application. There is a \$45 fee for changing the application once submitted.

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- **Teaching Job** - Must have a signed contract or commitment for full-time Teacher of Record employment in an approved teaching field, with a UHCL School of Education member school district by the **deadline of Tuesday January 27, 2009**. The experience must match the level and area of certification program currently offered by UHCL and being sought by the applicant. Upon receiving an “Intent to Hire” letter from a district, bring a copy of the letter to the CPDT office (Bayou 1231-4) for final admission to the Alternative Certification Internship Program. The teaching position for the internship CANNOT include sponsorship of extra curricular activities (e.g. coaching, cheerleading, theater) or teaching content outside of the teaching specialization. The position must be at one of UHCL’s School of Education member districts. These include:

**Alvin•Angleton•Brazosport•Channelview•Clear Creek•Columbia-Brazoria•Danbury•Deer Park•Dickinson•Friendswood  
•Galena Park•Galveston•Goose Creek•Hitchcock•Houston•La Marque•La Porte•Pasadena•Pearland•Santa  
Fe•Sheldon•Texas City •**

- **Acceptance Letter/Audit** – Must receive a Letter of Acceptance and Academic Advising Audit confirming you have met the above requirements for entry into the UHCL Alternative Certification Internship Program. This letter will be sent to you by the CPDT.

### **Qualified Alternative Certification Program Candidates**

#### **Qualified Candidates Will Complete the Following Steps:**

- **Probationary Certificate** –The candidate must apply for a “**Probationary Certificate**” for \$52 after being instructed by the CPDT Office and meeting the eligibility requirements for the ACP Internship. The State Board issues the certificate for Educator Certification (SBEC). **In addition, a \$42.25 fee will be assessed for finger printing for a background check and \$9.95 if you use F.A.S.T. for the fingerprinting.** You must apply online at <http://www.sbec.state.tx.us>. Apply under “Applications,” as “Probationary Certification.” Fees may be mailed in to SBEC with a Remittance Form that you print online at the website or fees may be charged directly online. **This certificate must be re-applied for each year.** A maximum of 3 Probationary Certificates may be issued by SBEC for one candidate (one per academic year). SBEC may or may not issue a Probationary Certificate to anyone currently or formerly on a permit. Candidates should have the district contact SBEC if the district is concerned with this issue.
- **Alternative Certification Program Fee** – In addition to the tuition and fees for certification coursework, the candidate will have a non-refundable yearly fee of \$3000 deducted from her/his salary by the school district. This fee supports the administration of the program, the university supervisor, the public school mentor and the intern’s release time. If a candidate requires a second year to complete the program, a second fee of \$900 each semester will be deducted from her/his salary by the school district for the same reasons. If a third year is required and the candidate has passed the required Pedagogy and Professional Responsibilities TExES (PPR), then the school district will determine the fee and provide the supervision. If the candidate has not passed the required PPR by the third year in the program, then the \$900 fee will be deducted for each semester to cover the costs listed above. Three years is the maximum allowed to complete the program. **Eligibility Audits are conducted at least once year to determine continued eligibility. In addition, each semester intern will register for the ACP Program Internship course and courses required for completion of certification. Register for Post-degree Internship TCED 4768 for the first semester and TCED 4769 for the second semester.**
- **Certification Plan** – the candidate’s transcript will be analyzed during the first semester at UHCL and the SOE Office of Academic Advising will create a Candidate Plan of Study for the candidate. (The Alternative Certification Program does not use Deficiency plans or Emergency Permits). The candidate will receive a card in the mail when it is time to come to Bayou-1231 to sign the plan. See catalog, bulletin board at Bayou-1231 and SOE website for additional details on the SOE plans.
- **Teacher Education Program (TEP)** - Must be formally admitted by letter to the SOE Teacher Education Program **within the first 12 months** of enrollment in ACP. Admission requires completion of EDUC 5130/4130; SILC 6030/4135; TCED 6031/3133; TASP (Reading 260, Writing 230, Mathematics 230) or an approved master’s degree or higher; a college-level Public Speaking course with C- or better or Speech Competency form; and the TEP application form. Turn the TEP application form and all supporting documentation into the SOE Certification Office in Bayou 1231. See requirements and application online at: [http://soe.cl.uh.edu/ABCWoksp/ABC\\_WS\\_home.htm](http://soe.cl.uh.edu/ABCWoksp/ABC_WS_home.htm).
- **Plan Completion** - the candidate will assume all tuition, fees and other costs for required university course work. Complete all the requirements listed on the plan including all course work, experience and state assessments. Candidates are then instructed on how to apply for the Standard Classroom Teaching Certificate online and pay SBEC a \$77 fee. UHCL then goes online and recommends candidates for the certificates at SBEC Online.

The UHCL Alternative Certification Program guarantees the provision of intensive, sustained supervision. The candidate is paying the costs of such supervision and will receive it. Another advantage of the UHCL ACP is that many of the courses also count toward a master’s degree. Upon successful completion of the program, the candidate will have her/his initial certification and may be well on the way to completing her/his master’s degree.

**For more information about the program, contact the UHCL School of Education, (281) 283-3600**