



CORPORATE & COMMUNITY EDUCATION

Alternative Teacher Certification Programs

APPLICANT INSTRUCTION SHEET & PREREQUISITES

Applicants must submit a completed application package by _____.
Each item listed below must be submitted in order to be considered for participation in the program.

- A completed application form with two essays.
- A \$50 **money order** (non-refundable) payable to: The Alamo Community College District (no cash or personal checks accepted).
- The names and complete address of three references, **two of whom should be current or former employers**, (please submit **completed** reference forms with application).
- Official transcript from ALL college and universities attended, reflecting ALL courses and the degree(s) conferred with a minimum GPA of 2.5. (**An evaluation cannot be completed unless all transcripts are submitted**).
- If the transcripts are from a foreign university, a course-by-course transcript evaluation and grade-point average (GPA) calculation must accompany the application. Only original transcript evaluations from an accredited organization will be accepted.
- A **Consultation** with the Coordinator of Educator Preparation Programs.
- A signed **Promissory Agreement**.

Please submit the completed application package to the **ACCD Alternative Teacher Certification Programs, Palo Alto College, Corporate & Community Education Division 1400 W. Villaret Blvd., San Antonio, Texas 78224 by the registration deadline.**

After evaluation of your application, the college will contact you regarding your eligibility status. THEA test scores and observation hours are due before the end of the students first semester. Registration into PPR is contingent upon meeting all 1st semester requirements and payments.

Incomplete applications will not be processed, NO EXCEPTIONS. Transcripts or other documents submitted will not be returned.