



1300 SAN PEDRO AVENUE • AIC #225 • SAN ANTONIO • TX • 78212-4299 • (210) 486-0405

APPLICATION CHECKLIST

Information Sessions are available to provide details and requirements for admission into the Teacher Certification Program. All applicants are strongly encouraged to attend a session and learn about program expectations. Visit www.alamo.edu/sac/ce/cepp for time and location of information sessions.

- Request official transcripts in a sealed envelope from *ALL* colleges and universities attended. Transcripts must be sent to the Center for Educator Preparation at the address above.
- Send 3 Professional Recommendation forms to references in a stamped envelope addressed to the Center for Educator Preparation. References capable of evaluating your work experience or familiar with your ability in working with students are especially helpful. Do not submit references from family members. Forms are confidential and must be submitted directly from the persons completing the recommendation forms.
- Submit official THEA scores to San Antonio College. Visit www.thea.nesinc.com or call (512) 927-5397 for registration and other information. TASP or ACCUPLACER test results are accepted if taken within the last 5 years.
- Send completed application for admission to the Center for Educator Preparation. Applications can be mailed to the address above or submitted in person to the CEP office located in the Academic Instruction Center (AIC), Room 225.

For applicants with degrees from foreign institutions, colleges, or universities:

- Submit transcripts from a foreign evaluation credentialing Service. Visit www.fcsa.biz or call (512) 459-8428 for information.
- Submit official TOEFL scores to the Center for Educator Preparation. Visit www.ets.org/toefl or call (210) 431-4370 or (210) 494-7263 for test registration and information.

The Alamo Community College District, and its affiliated colleges, does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of: Director of Human Resources, Title IX Coordinator, (210) 485-0200. Address: Human Resources Department, 201 W. Sheridan, Bldg. AA, San Antonio, Texas 78204.



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Application for Admission

CHECK THE CERTIFICATION FIELD FOR WHICH YOU ARE APPLYING (Check one box only)

- | | | |
|---|---------------------------------------|---|
| Generalist Early Childhood-6 <input type="checkbox"/> | Science 4-8 <input type="checkbox"/> | Mathematics 4-8 <input type="checkbox"/> |
| Bilingual Generalist EC-6 <input type="checkbox"/> | Science 8-12 <input type="checkbox"/> | Mathematics 8-12 <input type="checkbox"/> |
| Mathematics/Science 4-8 <input type="checkbox"/> | | |

PERSONAL INFORMATION

Name _____ **Social Security #** _____
Last First Middle

Address _____ **Home Phone** (____) ____ - ____
 _____ **Cell Phone** (____) ____ - ____
City State Zip

Other names used _____ **Email** _____

EDUCATION

Bachelors Degree received on: (mm/dd/yy) _____ Major: _____

By: (college/university) _____ Location: (city, state) _____

List all colleges/universities attended. Attach another sheet if more space is needed.

College/University	Degree(s)	Date(s)	City/State

Provide official transcripts in a sealed envelope from each college/university attended. Foreign transcripts must include one (1) official translation and course-by-course evaluation from an approved credential evaluation service. If photocopies of transcripts are submitted, application will be considered incomplete until official transcripts are received. Mail official transcripts to:

Center for Educator Preparation, 1300 San Pedro Ave. FAC #305, San Antonio, TX 78212

Acknowledgement Form

PROVIDE ANSWERS TO THE FOLLOWING QUESTIONS.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Are you a U.S. citizen? If "No", specify your visa status:
<input type="checkbox"/>	<input type="checkbox"/>	Are you fluent in English?
<input type="checkbox"/>	<input type="checkbox"/>	Are you fluent in a language other than English? If "Yes", specify other language?
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever applied to this program before? If "Yes", date of application:
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been convicted of a felony or misdemeanor? If yes, attach a written explanation.
<input type="checkbox"/>	<input type="checkbox"/>	Have you participated in any teacher preparation program? If yes, attach a written explanation.
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been issued an emergency teaching permit? If yes, attach a written explanation with dates, school location and subject.

ACKNOWLEDGEMENTS:

I hereby affirm that all information provided in this application is true and accurate to the best of my abilities. I do not possess a certificate which is currently suspended, revoked, or pending any such citation in any state. I also understand that any misrepresentation, falsification of documents, or willful omission of facts shall be sufficient cause for disqualification. I acknowledge that I must undergo a criminal background check and any criminal act preventing me from achieving teacher certification is not the responsibility of San Antonio College, Center for Educator Preparation, or Alamo Community College District.

I understand that the application must be received at the CEP office by the published deadline. If my application is incomplete it will be placed on a waiting list until all documents are received. I also understand that the application and documents submitted to the CEP office will not be returned.

I understand that I must secure a placement as the teacher-of-record in a TEA accredited school within the subject and grade level I am seeking in order to fulfill Internship requirements. I understand that acceptance into and completion of the program does not guarantee employment by a school district. I also understand that I must abide by the attendance and refund policy of San Antonio College.

I understand the expectations and requirements of the Teacher Certification Program at San Antonio College. I also understand that if I do not enroll in the program for the semester I apply for, I may have to reapply for other semesters.

Signature: _____ Date: _____

PROFESSIONAL RECOMMENDATION

Name _____ ID # _____
Applicant's Name Last 4 digits of social security number

Certification subject/grade level _____

The above named applicant has selected you as a source of reference. We would appreciate your comments as to the applicant's qualifications for admission into the teacher certification program. Please return this form to the address above.

NOTE: When this reference is received in the CEP office, it is held strictly confidential and not revealed to the applicant. Please make additional comments you feel would be helpful to the committee considering this applicant.

Check appropriate column for each item below	Superior	Above Average	Fair	Poor	Do Not Know
Ability to present ideas					
Work habits					
Professional attitude					
Rapport with peers					
Resourcefulness					
Reliability					
Cooperation					
Professional appearance					
Enthusiasm					
Knowledge of subject matter					
Knowledge of educational principles					
Comments:					

How long have you known the applicant? _____ years _____ months

In what capacity have you known the applicant? _____

Print name _____ Title _____

District/Company _____ Daytime phone _____

Address _____ City/State/Zip _____

Signature _____ Date _____



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Acknowledgement of Criminal Background Check

Your Full Name
(Please Print): _____

Last

First

Middle

DOB (mm/dd/yyyy): _____ SSN: _____

Driver's License #: _____ State of Issue: _____
Or State issued I.D.

Expiration Date: _____

Sex (check one):

Ethnicity (check one):

_____ Male

_____ White _____ Asian/Pacific Islander

_____ Female

_____ Black _____ American Indian/Alaskan Native

_____ Hispanic _____ Other

I hereby acknowledge a criminal background check will be conducted by the Center for Educator Preparation at San Antonio College or designated representative. I hereby release the Center of Educator Preparation, San Antonio College, and ACCD of all liability, and waive any rights of privacy I may have connected with or arising from such release. I understand that the Center for Education Preparation may deny or terminate my enrollment in the Teacher Certification Program based on the information gathered during this background check.

Applicant Signature: _____ Date _____

For Office Use Only

Date of Background Check _____ by: _____