

Observation FAQs

Can you count In-Class observation hours that were completed before I entering WCACP?

No. All In-Class observation hours must be completed under the supervision of the program.

Can you count Long-Term Substitute observation hours that were completed before entering WCACP?

Yes. LTS observation hours may occur during the 2 years prior to or after entering WCACP.

How do I check to see if my observation forms have been received?

You can check the My WCACP portal to see if your observation forms have been received by the program. Once you log-in to the portal, you would click on the Field Experience Tab to view the observation hours received.

Should I wait until all my observation forms have been completed before I mail them to WCACP?

No. As you complete observation forms, submit the completed forms.

Do I need to complete all of my observation hours in my content area?

No. You can complete your observation hours across multiple content and grade levels. For example, a Core Subjects EC-6 candidate can complete observation hours in an elementary, junior high, or high school classroom.

Do I need to get a teacher or administrator to sign my observation form?

Yes. The signature from a teacher or administrator is a state requirement.

Does WCACP set-up my in-class observation assignments?

No. You must contact a school district directly to inquire about observation policies and procedures. It is your responsibility to set-up the observation assignments and to inquire whether fingerprinting must be done prior to your in-class observations.

Do I need to fill-out an observation form for each in-class observation hour that I complete?

No. Complete one observation form per day (you can document up to 7-8 hours on one form)

Can I complete my in-class observation hours in another state?

No. Only observation hours from Texas k-12 schools can be accepted.

Can I start my field experience without completing my observation requirement?

No. WCACP must have documentation showing you have met the observation requirement before you can start your field experience assignment (internship or clinical teaching).

How do I submit my observation forms?

Observation forms can be scanned and emailed directly to your program specialist for processing.