Web-Centric Alternative Certification Program (WCACP)

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Glossary of Terms

Academic year--If not referring to the academic year of a particular public, private, or charter school or institution of higher education, September 1 through August 31.

ACT®--The college entrance examination from ACT®.

Alternative certification program--An approved educator preparation program, specifically designed as an alternative to a traditional undergraduate certification program, for individuals already holding at least a baccalaureate degree.

Beginning teacher--A classroom teacher with less than three years’ experience.

Candidate--A participant in an educator preparation program seeking certification.

Certification field--Professional development (elementary and secondary) and delivery system fields, academic or career and technical content fields, special education fields, specializations, or professional fields in which an entity is approved to offer certification.

Clinical teaching--A 14-week full-day teaching practicum at a public school accredited by the Texas Education Agency (TEA) or a TEA-recognized private school that may lead to completion of a standard certificate.

Completer--According to the Higher Education Act, "A person who has met all the requirements of a state-approved educator preparation program." The term completer is no longer used to define the class of educator preparation program candidates subject to a determination of certification examination pass rate.

Cooperating teacher--The campus-based mentor teacher for the student teacher or clinical teacher.

Educator preparation program--An entity approved by the State Board for Educator Certification (SBEC) to recommend candidates in one or more educator certification fields.

Entity--The legal entity that is approved to deliver an educator preparation program.

Examination--An examination or other test required by statute or State Board for Educator Certification rule that governs an individual's admission to an educator preparation program, certification as an educator, continuation as an educator, or advancement as an educator.

Field supervisor--A certified educator, hired by the educator preparation program, who preferably has advanced credentials, to observe candidates, monitor his or her performance, and provide constructive feedback to improve his or her professional performance.

GPA--Grade point average.

Head Start Program--The federal program established under the Head Start Act (42 United States
Code, §9801 et seq.) and its subsequent amendments.

Highly qualified teacher--A teacher who has a baccalaureate degree and full state certification and has demonstrated competency in all subjects in which he or she teaches. A highly qualified teacher has not had any certification requirements waived on an emergency certificate or permit.

Internship--A one-year supervised professional assignment at a public school accredited by the TEA or a TEA-recognized private school that may lead to completion of a standard certificate.

Late hire--An individual who has not been accepted into an educator preparation program before the 45th day before the first day of instruction and who is hired for a teaching assignment by a school after the 45th day before the first day of instruction or after the school's academic year has begun.

Mentor--For a classroom teacher, a certified educator assigned by the campus administrator who has completed mentor training; who guides, assists, and supports the beginning teacher in areas such as planning, classroom management, instruction, assessment, working with parents, obtaining materials, district policies; and who reports the beginning teacher's progress to that teacher's educator preparation program.

Pedagogy--The art and science of teaching, incorporating instructional methods that are developed from scientifically based research.

Practicum--Practical work in a particular field; refers to student teaching, clinical teaching, internship, or practicum for a professional certificate that is in the school setting.

SAT®--The college entrance examination from the College Board.

Scaled score--A conversion of a candidate's raw score on an examination or a version of the examination to a common scale that allows for a numerical comparison between candidates.

Teacher of record--An educator employed by a school district who teaches the majority of the instructional day in an academic instructional setting and is responsible for evaluating student achievement and assigning grades.

Texas Education Agency staff--Staff of the TEA assigned by the commissioner of education to perform the SBEC's administrative functions and services.

Texas Essential Knowledge and Skills (TEKS)--The Kindergarten-Grade 12 state curriculum in Texas adopted by the State Board of Education and used as the foundation of all state certification examinations.

**Source Note:** Chapter §228.2 Definitions – Texas Administrative Code and Chapter §229.2 Definitions – Texas Administrative Code
Section I

Code of Ethics
Statement of Purpose

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification.

Enforceable Standards


A. Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

B. Standard 1.2. The educator shall not knowingly misappropriate, divert or use monies, personnel, property or equipment committed to his or her charge for personal gain or advantage.

C. Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses or pay.

D. Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.

E. Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students or other persons or organizations in recognition or appreciation of service.

F. Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.

G. Standard 1.7. The educator shall comply with state regulations, written local school board policies and other state and federal laws.

H. Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.
I. Standard 1.9. The educator shall not make threats of violence against school district employees, school board members, students or parents of students.

J. Standard 1.10. The educator shall be of good moral character and demonstrate that he or she is worthy to instruct or supervise the youth of this state.

K. Standard 1.11. The educator shall not intentionally or knowingly misrepresent the circumstances of his or her prior employment, criminal history, and/or disciplinary record when applying for subsequent employment.

L. Standard 1.12. The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

M. Standard 1.13. The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct Toward Professional Colleagues.

A. Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

B. Standard 2.2. The educator shall not harm others by knowingly or recklessly making false statements about a colleague or the school system.

C. Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

D. Standard 2.4. The educator shall not interfere with a colleague’s exercise of political, professional or citizenship rights and responsibilities.

E. Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

F. Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

G. Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

3. Ethical Conduct Toward Students.

A. Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
B. Standard 3.2. The educator shall not intentionally, knowingly, recklessly, or negligently treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health or safety of the student or minor.

C. Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

D. Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

E. Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

F. Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

G. Standard 3.7. The educator shall not furnish alcohol or illegal / unauthorized drugs to any person under 21 years of age or knowingly allow any person under 21 years of age to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

H. Standard 3.8. The educator shall maintain appropriate professional educator–student relationships and boundaries based on a reasonably prudent educator standard.

I. Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

   i. The nature, purpose, timing, and amount of the communication;

   ii. The subject matter of the communication;

   iii. Whether the communication was made openly or the educator attempted to conceal the communication;

   iv. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

   v. Whether the communication was sexually explicit; and

   vi. Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.
If, at any time during an individual's participation in the program, a violation of the moral’s clause is discovered, this is grounds for dismissal from the certification program and fees paid to that point are nonrefundable. The morals clause information is below:

**TITLE 19**
**EDUCATION**

**PART 7**
**STATE BOARD FOR EDUCATOR CERTIFICATION**

**CHAPTER 249**
**DISCIPLINARY PROCEEDINGS, SANCTIONS, AND CONTESTED CASES**

**SUBCHAPTER B**
**ENFORCEMENT ACTIONS AND GUIDELINES**

**RULE §249.16**
**Eligibility of Persons with Criminal Convictions for a Certificate under Articles 6252-13c and 6252-13d, Revised Civil Statutes**

(a) Pursuant to Articles 6252-13c and 6252-13d, Revised Civil Statutes, and Subchapter C, Chapter 22, Education Code, the board may suspend or revoke an existing valid certificate, deny an applicant a certificate, or bar a person from being assessed or examined for a certificate because of a person's conviction of a felony or misdemeanor if the crime directly relates to the duties and responsibilities of the education profession.

(b) Subsection (a) of this section applies to a crime that: indicates a threat to the health, safety, or welfare of a student, parent of a student, fellow employee, or professional colleague; interferes with the orderly, efficient, or safe operation of a school district, campus, or activity; or indicates impaired ability or misrepresentation of qualifications to perform the functions of an educator. Crimes considered to relate directly to the duties and responsibilities of the education profession include:

(1) the crime involves moral turpitude;

(2) the crime involves any form of sexual or physical abuse of a minor or student or other illegal conduct with a minor or student;

(3) the facts underlying the crime would support a felony conviction for possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481, Health and Safety Code;

(4) the crime involves school property or funds;

(5) the crime involves any attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;

(6) the crime occurs wholly or in part on school property or at a school-sponsored activity; or

(7) two or more crimes are committed within any 12-month period that involve public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct.
(c) Pursuant to Article 6252-13d, Revised Civil Statutes, the executive director shall notify the applicant or certificate holder in writing of the agency's intent to seek disciplinary action, including denial or revocation, and the reasons for the proposed action. The applicant or certificate holder shall have the opportunity to be heard according to the procedures set forth in this chapter.

Source Note: The provisions of this §249.16 adopted to be effective March 31, 1999, 24 TexReg 2304
Section II

Admission Criteria
My WCACP Portal

The *My WCACP* portal is used throughout the program to track program status. All paperwork received is updated in the portal on a daily basis.

- Admission Status Tab – tracks the paperwork received for admission
- Profile Tab – tracks contact information
- Transcript Tab – tracks transcripts received
- References Tab – tracks reference forms received
- Forms Tab – paperwork or downloads needed for the application process

Program Consultation

Applicants will receive a call from their Admission Specialist within 1-2 days of applying. The contact will cover admission requirements, *My WCACP* portal access, and help answer any questions that may arise.

Transcript Review

Teaching candidates’ official transcripts will be reviewed during the application process. This includes courses counted toward certification and a candidates overall/last 60 GPA hours.

Email Account

A teaching candidate can use their personal email account for correspondence during the program.

Teaching candidates are responsible for ensuring that email correspondence from the program is received. Contact a program representative if anti-virus software or a spam filter is blocking email correspondence from the program.

Admission Requirements

Requirements to qualify for the online program:

**Possess a Bachelor’s degree from a regionally accredited institution of higher education**

If an applicant has not graduated, they are eligible to start the program during the last semester in college. Refer to the contingency admission section for more information regarding the admission options.
GPA Guidelines

Your college transcripts will need to show a 2.5 cumulative grade point average or a 2.5 GPA for your final 60 hours of coursework.

Certification Area

WCACP will review your college transcripts to let you know in which certification areas you qualify. If you do not have the necessary credit hours for a certification area, you can take the PACT exam for entrance to the program.

Contingency Admission

Contingency admission applies to all applicants beginning the program that have not received a Bachelor’s degree, but are currently in their last semester of coursework in college.

Contingency admission is valid only for one semester and cannot be extended. Teaching candidates will be temporarily suspended if they fail to graduate during contingency admission. If this occurs, the progress in the program will be halted until they are able to graduate.

Will I be given full access to the program?

A contingency admission applicant will be able to work on the online curriculum and take the TExES content exam. Study prep for the content exam will be provided in the online curriculum.

An internship cannot be started before graduation; however, a contingency admission applicant can complete a clinical teaching assignment with the program prior to graduating from college.

Graduated from a Foreign Country

Teaching candidates that graduated outside of the United States and U.S. Territories must turn in the following paperwork during the admission process

Foreign Credential Review

Provide an official transcript evaluated by a foreign credential evaluator. Transcripts from a foreign country are not accepted.

- Type of evaluation required: a course by course evaluation including grades

- Official evaluation must be mailed directly from the foreign credential evaluator. Only official evaluations that are mailed directly from the foreign credential service will be accepted. Unofficial copies will not be accepted.
**Passing TOEFL Scores**

Provide proof of English language proficiency by scoring a minimum of 79 on the *Test of English as a Foreign Language Internet-Based Test (TOEFL iBT)*.

- Minimum TOEFL scores required by section: (1) Speaking - 24, (2) Listening – 22, (3) Reading – 22, and (4) Writing - 21

- Exemption from TOEFL:
  - Completion of an undergraduate or graduate degree at an accredited institution of higher education in the United States, not including US Territories.
  - Completion of an undergraduate or graduate degree earned at an institution of higher education in a country outside of the United States approved by the State for Educator Certification (SBEC).

**Passing Testing Scores**

Provide proof of basic skills competency through the TExES, THEA/TASP, ACT, or SAT. Minimum scores required:

- Passing score on the TExES Content Exam – must be on approved WCACP list, or
- TASP/THEA: Reading - 230, Math - 230, Writing – 220, or
- SAT scores within 5 years of taking the exam; total score of 1050, with a minimum of 500 on verbal and math, or
- ACT scores within 5 years of taking the exam; total 23 with a minimum of 19 on English and Math.

**Verification of Work Authorization Status**

Provide a verification of lawful permanent residence or a copy of current Green Card if you are not a US citizen. This paperwork must be provided with your application.

**GPA Exemption**

The program is able to accept a limited number of applicants each year that have a GPA lower than the 2.50 threshold. Each applicant will be reviewed on a case by case basis by our transcript committee for acceptance into the online program.

To qualify for a Low GPA Exemption, you must:

- Pass your TExES content exam (must be a certification area WCACP offers) and
- Document one year of experience in a related field on your Low GPA Letter.
During the admission process applicants will be asked to write a short narrative explaining the reasons that led to a low GPA. In addition, passing scores on the PACT are required to be reviewed for a low GPA exemption.

A $400 upfront curriculum access fee will be required for applicants needing a Low GPA Exemption for program acceptance. Applicants needing a Low GPA Exemption will not qualify for any promotional or discounted upfront offers.

Web-Centric ACP has a limited number of Low GPA Exemptions that can be awarded each year.

**Candidate Transfer Information Form**

For any applicant that has previously been enrolled in another alternative certification program in Texas, a Candidate Transfer Information Form must be completed and returned. The Candidate Transfer Information Form is a state procedural form used to transfer an individual to another alternative certification program. Acceptance into WCACP will not be granted until the Candidate Transfer Information Form has been completed and processed.

If an alternative certification program does not release the individual in good standings it is the responsibility of the teaching candidate to remedy the situation.

**Service Record/Eligibility**

Applicants cannot complete an internship assignment if they have taught for three years on an emergency or probationary certificate in Texas. This requirement only applies to applicants that have been the teacher of record. This does not apply to substitute, long term substitute, or instructional aide assignments.

**Accreditation Status**

WCACP is accredited by SBEC to provide online teacher certification in Texas. Applicants enrolled in the program can teach in any of the 20 regions of the state during their field experience.

**Legal Status to Work in the U.S.**

Applicants who are not U.S. citizens have the responsibility of obtaining the appropriate immigration and naturalization documents prior to entering the classroom. Non-citizens are required to have work authorization from the United States Customs and Immigration Service and must inform both the employer and WCACP staff of this fact when receiving an offer of employment. The applicant may begin their field experience assignment once work authorization has been received. The applicant must have work authorization on the first day of their field experience assignment.
Section III

Program Components
Online Coursework Requirements

In accordance with state mandates, teaching candidates are required to complete ongoing training throughout the program (minimum of 300 hours). Teaching candidates must complete four modules during the program. A minimum grade of 80% is required for each module. Additional class sessions are required at specific intervals during the program.

A syllabus for each online module section will be available on the Moodle tab in the My WCACP portal.

Online Curriculum:

- Module I – Instructional Strategies
- Module II – Classroom Management
- Module III - Instructional Technology
- Module IV – Intern/Clinical Teacher Best Practices
  - TxBESS mentor assignments (completed during field experience)

Online Classes:

- Reading Safari Classes (5)
- Pre-Service Classes (4)

WCACP is an online environment that can be accessed and completed at a teaching candidate’s convenience. When a teaching candidate becomes an intern or clinical teacher our staff will help them pace online curriculum completion, so they will be ready to become a standard teacher when the required classroom assignment is completed. Teaching candidates time will be logged and tracked by the learning management system and document their activity while completing online curriculum.

Observation Hours

Teaching candidates must complete 30 state mandated observation hours while enrolled in the program. A total of 15 hours of observations can be completed by accessing our video library. The remaining 15 hours can be completed via in-class observation hours at a school. Another option is documenting 15 long-term substitute observation hours.

An observation letter will be provided in the online curriculum that will allow teaching candidates to schedule in-class observations. Teaching candidates will need to contact an Independent School District, TEA recognized private school, or charter school directly to inquire about observation policies and procedures. It is the teaching candidate’s responsibility to set-up the observation assignments.
Certification Exams
Teaching candidates are required to take a minimum of two certification exams to become certified in Texas. Certain certification fields may require additional tests in order for the teaching candidate to be considered highly qualified.

Teaching candidates are required to pass the TExES content exam and Pedagogy and Professional Responsibilities (PPR) exam in order to be recommended for a standard teaching certificate.

Consent to Monitor ECOS Account
During WCACP the Educator Info Tab, Addresses Tab, Request Status Tab, Examinations Tab, and Certifications Tab on the state Educator Certification Online Screen (ECOS) will be reviewed on an occasional basis.

The information is used to review for entrance to WCACP, to issue a statement of eligibility once a content exam is passed, verify fingerprinting is complete, and to recommend/monitor a probationary/standard certificate.

Cohort Class
While enrolled in the program, you will be grouped into a cohort class with other certification seekers in the state. The cohort class will encourage collaboration with other candidates for study help, classes, and the online curriculum/projects.

WCACP provides a calendar of program activities to help clarify the process to become certified. The calendar on the website lists out the timings for major certification requirements candidates will focus on during the program.

WCACP candidates have the option to progress slower than the suggested timeline. The timeline is provided to help give clarification of the requirements that must be met before a candidate can complete an internship or clinical teaching assignment.

Content Test Approvals
If a candidate chooses to add another certification area, a request can be made to review for eligibility. If the request is approved, candidates will be able to test in that certification area.
Section IV

Field Experience Options
Internship vs. Clinical Teaching

Participants enrolled in WCACP have the option to become certified by either completing a one-year teaching internship or a 14-week clinical teaching assignment. Either route to certification will allow a teaching candidate to become a certified teacher in the state of Texas.

Internship

This route to certification is a one-year (two semester) internship that will be completed at an Independent School District, TEA recognized private school, or charter school in the state of Texas. The one-year teaching internship must match the certification area. During the one-year teaching internship, a teaching candidate will receive salary and benefits commensurate of a first-year teacher. Paraprofessional, substitute, or volunteer positions do not count toward an internship.

During the one-year teaching internship, WCACP will recommend an intern or probationary certificate that will run for 12 months. The intern or probationary certificate enables the intern to be considered the “teacher of record”, with all rights, privileges, and responsibilities of any other first year teacher in Texas.

Clinical Teaching

This route to certification is a 14-week unpaid assignment in the classroom of a certified teacher with at least three years of experience. The clinical teaching assignment will consist of gradually taking on the responsibilities of the classroom teacher. The assignment can be completed at any Independent School District or TEA recognized private school in the state of Texas. Charter school requests will be handled on a case by case basis.

The assignment must be completed in the grade level and subject area of the TExES certification exam the candidate has passed. During the clinical teaching assignment, a probationary certificate is not recommended. However, after a successful clinical teaching experience a teaching candidate is eligible to be recommended for a standard certificate.

Internship Year

Teaching candidates must teach full-time in a designated content area during their one-year teaching internship. Paraprofessional, substitute, or volunteer positions do not count toward an internship. During the internship year, an intern or probationary certificate is only issued for the approved certification areas listed on the completed Statement of Eligibility.

An internship is defined as a minimum of one academic year for the assignment that matches the certification field for which the individual holds a highly qualified status. The individual would hold a probationary/intern certificate and be classified as a teacher as reported on the campus (PEIMS) data. WCACP may permit an internship of up to 30 school days less than the minimum if due to maternity leave, military leave, or illness.

If an intern is placed on a deficiency plan, a second-year certificate will be warranted in most instances. This type of action in some circumstances can jeopardize the program ability to recommend a standard certificate.
Employment Requirements

Teaching candidates must teach in a Texas Independent School District, TEA recognized private school or, charter school for a full year to complete the requirements for the internship. WCACP does not guarantee employment nor places candidates in teaching positions.

Teaching candidates may teach only in the area for which certification is being sought. For an internship to be acceptable, the teaching candidate must work full-time in a designated content area. Coaching and other extra-curricular duties must not interfere with WCACP requirements.

Obtaining an Internship

While WCACP does not guarantee employment, there are several resources available to candidates and districts that may assist in the employment process:

1. Human Resource directors and school administrators receive updates of candidates who are highly qualified to begin a one-year teaching internship
2. Several job fairs are held throughout the 20 regions of the state
3. WCACP staff help with the candidate’s overall teaching portfolio – resume, cover letter and reference page

Teaching candidates seeking a teaching position will need to apply to districts to ensure they are considered for posted positions.

Authorization for Release of Information

WCACP reserves the right to release teaching candidate’s names, email addresses, and phone numbers to Human Resource directors and school administrators. This information is released to help teaching candidates find employment to complete the requirements of the certification process. The information will only be released to Human Resource directors and school administrators once you have obtained your highly qualified status.

The teaching candidate must inform WCACP staff during the admission process to opt out of the candidates search database.

Special Ed Requirements

In order to receive a probationary or intern certificate in special education, a corresponding core exam must be passed.

Elementary/Middle School – Core Subjects EC-6 + Special Education EC-12

Junior High/High School – Core Subjects 4-8 + Special Education EC-12
Deactivation of Intern or Probationary Certificate

The following steps must be followed if you resign, are non-renewed, or are terminated form your teaching position while running on an active intern or probationary certificate.

Step #1: Notify program – fill out intern cancellation form to give the program details

- Available on the Downloads tab
- You can call the main office to request the link to be sent to you for completion
- Link to form -- https://www.sealeddata.net/internship-cancellation-form2.php

Step#2: Within 24 hours of filling out the intern cancellation form, you must provide the program with your resignation, non-renewal, or termination letter from the school.

You will be notified by letter once the deactivation process begins. Failure to provide the required information to WCACP in the given amount of time will result in your termination from program.

Emergency Permit

Teaching candidates have a maximum of three years of eligibility to become a certified teacher in Texas. This includes the first probationary certificate that is initiated and subsequent extensions that may be granted by WCACP.

If a teaching candidate has taught on an emergency permit in the past, each year of teaching on an emergency certificate will count for one year of eligibility. A service record needs to be requested if an applicant has ever taught in the state of Texas.

Any teaching candidate that omits disclosure of previous teaching experience in the state of Texas will face disciplinary actions by WCACP.

Certification and Legal Status

The intern or probationary certificate enables the intern to be considered the “teacher of record”, with all rights, privileges, and responsibilities of any other first year teacher in Texas. A person completing an alternative certification program is viewed as having the same first year probationary status as a teacher who has successfully completed all the requirements of an approved teacher education program at an institution of higher education.

Texas law recognizes WCACP teacher status and code as being one that affords individuals hired by a district all the benefits of any other probationary teacher within the district. Interns hired as the teacher of record are placed on an intern or probationary (issued by the State Board for Educator Certification) in order to teach during their year of internship. A person is allowed to teach for one year on a probationary certificate.
The state of Texas will not allow an individual to teach for more than three years without earning certification. Individuals who have taught on an emergency permit before being accepted into WCACP may not qualify for an extension of the probationary certificate due to the three-year rule.

An extension of a probationary certificate may be issued under one or both of the following circumstances, assuming a district is willing to continue employment of the individual:

- The individual has completed WCACP but has not yet passed all required certification exams; and/or completed the necessary curriculum.
- The individual has not performed satisfactorily in the classroom and requires an additional year of internship. This may include repeating a portion of the WCACP curriculum and supervision by WCACP staff.
Section V

Program Policies
Application Timeframe

A WCACP application will remain active for 4 months (from the application submission date). If an applicant has not turned in admission paperwork by the end of the four-month period, the individual will need to reapply and submit updated paperwork to be considered for admission to the program.

Once a formal invitation of acceptance is sent, an applicant will have one month to accept the invitation of acceptance and to process the necessary curriculum access fee payment. After 30 days, the invitation of formal acceptance is no longer valid.

If denied acceptance to the program, an applicant can reapply every 12 months. Updated paperwork and a new online application are required.

Application Disqualifiers

Probation

If an applicant currently on probation for any type of offense, they will not qualify for entrance into WCACP.

Enrolled in Multiple Teacher Certification Programs

If an applicant has been enrolled in more than one teacher certification program in the state of Texas, they will not qualify for entrance into WCACP.

Resigned or Terminated from Teaching Position

If an applicant resigned or was terminated from a teaching position while running on a probationary certificate in Texas, they will not qualify for entrance into WCACP.

Not Released in Good Standing from Previous Teacher Certification Program

If an applicant was previously enrolled in a different teacher certification program in Texas, a Candidate Transfer Information Form will need to be processed before full acceptance to the program can be granted.

If the prior teacher certification program does not release an applicant in good standing, they will not qualify for entrance into WCACP. If they decline to fill out the form, WCACP’s only recourse is to deny acceptance to the applicant. WCACP cannot force another ACP in Texas to fill out the state mandated form so a transfer can be possible.

Educator Sanction Placed on ECOS Account

If an applicant is currently under educator sanction by TEA, they will not qualify for entrance into WCACP.
Disciplinary Actions

Failure to comply with program expectations or the required training requirements may result in the individual being suspended or dismissed from the program.

Possible causes for disciplinary action include, but are not limited to the following:

- Noncompliance with the Texas Education Code, Texas Administrative Code, Morals Clause or SBEC/TEA rules and regulations
- Educator sanction placed on your ECOS account
- Failure to exhibit professionalism with Program Directors, WCACP staff members, Virtual Instructors or Field Supervisors in person, on the telephone or over electronic communications. This may include, but not limited to:
  - Hanging up on program staff (rude phone call),
  - Derogatory in nature over the phone or email,
  - Screaming emails (i.e., I DEMAND ACTION),
  - Unprofessional behavior during class series.
- Inability to demonstrate proficient classroom management or instructional skills
- Failure to submit program documents in a timely manner. Interns that do not submit paperwork by the fourth week of starting their teaching assignment will face disciplinary actions.
- Failure to submit intern information form once employed by a district full-time. A probationary certificate will not be recommended until all required paperwork is turned into WCACP staff.
- Failure to contact WCACP staff within 30 days of receiving full-time employment from an Independent School District, TEA recognized private school, or charter school (teaching job is full time in their content area) – The I Got a Job form should be filled out to alert WCACP when a teaching job is obtained.
- Termination from a teaching position under district board policy
- Failure to comply with training requirements
Failure to set-up ACH payments in a timely manner

Failure to consistently make payments during internship

Discovery of counterfeit or forged transcripts or official paperwork

Omission of service record – any full-time teaching assignment in the state of Texas

Omission of termination from a previous teaching assignment

Inappropriate posting/contact with students or children on social networking sites

Placed on administrative leave by school (disciplined in some way, but keeping on as teacher until end of contract) – probationary will be deactivated per TEA rules

**Probation**

If a teaching candidate is charged with a felony, misdemeanor or is placed on probation during the program, they must contact a WCACP staff member immediately. Proper disciplinary actions may be warranted depending on the particular situation. Failure to alert a WCACP staff member will result in immediate termination from the program.

**Paperwork Return**

All paperwork received during the admission process will not be returned to applicants for any reason. This includes reference forms and transcripts.

**Program Contact**

Once enrolled in WCACP, program staff will only correspond with the individual enrolled in the program. Family member or friends will not be allowed to inquire about program status or a particular file of the individual enrolled in the program. This is to protect the privacy of the individual enrolled in the program at all times.

**Texting as a Method of Contact**

WCACP program staff will use a combination of phone calls, emails, and texts during the program. The texting method of contact will be used in certain situations to let teaching candidates know of important deadlines or paperwork reminders.

If an applicant chooses not to receive texts as a method of contact, please email Wendy Brasher at wbrasher@etools4education.com during the admission process.
Testimonials

If an individual decides to submit an internship or clinical teaching testimonial, WCACP reserves the right to post the information in the My WCACP portal or on the main eTools4Education website. The teaching candidates name will be used with the testimonial unless a candidate notifies us to remove all identification information from the posting.

Fingerprinting

If an applicant has ever been charged or convicted of a misdemeanor or felony criminal offense, they may be asked to complete your fingerprinting prior to acceptance to the online program. An evaluation will be completed during the review process to determine if they will be required to fulfill this requirement.

Complaint Process

WCACP encourages all candidates to first resolve problems internally with their WCACP program contact. Program Directors are on standby to resolve any issues or problems that arise while enrolled in WCACP.

Click on formal complaint to file a complaint against WCACP. Allow 2-3 days for a response from a WCACP Program Director.

The complaints process is to help alleviate conflicts and problems at the program level. Contacting TEA for resolution should only occur once all attempts have been exhausted with the program to resolve the matter.

Preliminary Criminal History Evaluation

Potential impact of criminal convictions on becoming certified: (19 TAC 249.15)

http://ritter.tea.state.tx.us/sbcrules/tac/chapter249/ch249b.html#249.15

Rules regarding specific criminal offenses: (19 TAC 249.16)

http://ritter.tea.state.tx.us/sbcrules/tac/chapter249/ch249b.html#249.16

You have the right to request a preliminary criminal history evaluation prior to admission: (19 TAC 227.103)

http://ritter.tea.state.tx.us/sbcrules/tac/chapter227/ch227b.html#227.101

https://tea.texas.gov/Texas_Educators/Investigations/Preliminary_Criminal_History_Evaluation-FAQs/ (How to Apply)
Section VI

Intern Support Team
Intern Support Team

During a field experience assignment, a trained team of professional educators will be available to provide on-the-job support throughout the school year.

Field Supervisor
A WCACP Field Supervisor will be assigned to each intern completing a one-year teaching internship. The Field Supervisor will visit at least 3 times during the school year to assist and evaluate each intern. Additional sessions may be required if an intern is placed on a deficiency plan by the campus principal.

A WCACP Field Supervisor will be assigned to each clinical teacher during their 14-week assignment. The Field Supervisor will visit at least 3 times during the 14-week assignment. Additional sessions may be required if a clinical teacher is not meeting the expectations of the cooperating teacher.

Campus Administrator
The campus administrator is employed by the school district and is normally the campus principal or assistant principal. The assistance offered by the administrator includes providing campus level program supervision and support. The administrator will also complete walk-throughs on a regular basis and complete a district appraisal for each intern.

Mentor Teacher
The mentor teacher is employed by the district. The duties of the mentor teacher include working with an intern who has little or no classroom experience. The mentor provides support to the intern throughout the school year. The relationship of the two is critical to the success of the intern. The relationship is supportive and formative; it is not evaluative. Mentor teachers should be able to demonstrate competencies in planning and delivery, management and assessment and professional leadership. Mentor teachers provide feedback to the intern. Typically, the mentor teacher is assigned by the building principal with assistance provided by WCACP.

Cooperating Teacher
The duties of the cooperating teacher are to supervise and give guidance to a clinical teacher during their assignment in the classroom. The cooperating teacher will be assigned by the principal in most instances. The cooperating teacher will have at least three years of classroom experience in your particular content area.
Section VII

Program Fees
Program Fees

<table>
<thead>
<tr>
<th>Fees Paid to the Program</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Curriculum Access Fee</strong></td>
<td>$149</td>
<td>Paid once you are accepted into the program.</td>
</tr>
<tr>
<td><strong>Tuition Fee</strong></td>
<td>$1,800</td>
<td>Pay with progression through the online curriculum or defer this expense until the field experience assignment.</td>
</tr>
<tr>
<td><strong>Field Experience Fee</strong></td>
<td>$1,950</td>
<td>Pay the field experience fee when beginning a teaching internship or clinical teaching assignment.</td>
</tr>
<tr>
<td><strong>Total Program Cost</strong></td>
<td>$3,899</td>
<td></td>
</tr>
</tbody>
</table>

Each applicant will be given the best discount/promotion available during the admission process. **Multiple discounts are not permitted.**

### Fees Paid to Other Individuals/Agencies

<table>
<thead>
<tr>
<th>Test Description</th>
<th>Amount</th>
<th>Payment Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>TExES Content Test</td>
<td>$116</td>
<td>Paid directly to Pearson</td>
</tr>
<tr>
<td>TExES PPR Test</td>
<td>$116</td>
<td>Paid directly to Pearson</td>
</tr>
<tr>
<td>BTLPT (bilingual candidates only)</td>
<td>$116</td>
<td>Paid directly to Pearson</td>
</tr>
<tr>
<td>Core Subjects Individual Subject Test</td>
<td>$65</td>
<td>Paid directly to Pearson</td>
</tr>
<tr>
<td>Probationary or Intern Teaching Certificate</td>
<td>$78</td>
<td>Paid directly to Pearson</td>
</tr>
<tr>
<td>Standard Teaching Certificate</td>
<td>$78</td>
<td>Paid directly to Pearson</td>
</tr>
<tr>
<td>Fingerprinting</td>
<td>$52</td>
<td>Paid directly to fingerprinting agency**</td>
</tr>
</tbody>
</table>

**Agency fees are subject to change without notice**
Technology Fee
The program is now responsible to collect a $35 technology fee per candidate who are admitted on or after 9/1/2018. The technology fee collected is paid to the Texas Education Agency (TEA) at the end of the ASEP reporting year.

Candidates who are admitted on or after 9/1/2018 will be required to pay the program the new $35 Technology Fee. TAC 229.9 in state law code

Each candidate will process the technology fee upon entrance into the program. The $35 collected is paid to the state during ASEP review.

Clinical Teaching Coupon

A teaching candidate is allowed to use one coupon when signing up for a clinical teaching placement. The program discount (depending on the amount) will be deducted once a candidate begins a clinical teaching assignment.

If the teaching candidate fails to complete the CT requirements or is not placed into an assignment, the program discount will be removed from the Invoice tab.

Other Fees Associated with Certification

Internship Extension Fee - $2,400 if needed -- less than 3% of interns need a 2nd year in the classroom due to noncompliance with certification standards

Intern Certificate Fee – An additional $800 will be added to a candidates remaining program fees if an Intern Certificate is needed - additional field supervisor support and in-class observations are required.

This fee is required if a candidate has not passed the PPR exam prior to being recommended for a certificate.

Special Offer

The current promotions offered by the program can be found online on the special offer page.

Refund Policy

All program fees (curriculum access fee, tuition fee, and field experience fee) paid to etools4Education, LLC for services rendered through the Web-Centric Alternative Certification Program (WCACP) are non-refundable. This includes all third-party payments received, including DARs and MyCAA payments.

Tuition Fee Payment Programs

Teaching candidates starting the program will have the option to take advantage of the Opportunity Program and the Freedom Program. These programs provide reimbursement offers to pay down program fees prior to beginning a field experience assignment.
A teaching candidate can take advantage of the Pay-in-Full Option until one of the following field experience criteria has been met: (1) job offer for your internship or (2) WCACP obtains a clinical teaching placement for a fall/spring assignment. Once this occurs, a teaching candidate will no longer be able to take advantage of this special offer.

**Opportunity Program**

By participating, teaching candidates can earn program discounts and testing vouchers to help pay for the teacher certification process.

The Moodle tab has additional information about the Opportunity Program.

**Freedom Program**

The Freedom Program allows a more flexible payment option. Eligibility for program rewards are renewed each month the teaching candidate is enrolled in the program.

The Freedom Program allows a teaching candidate to set-up reoccurring monthly payments as low as $50 per month. This will help lower tuition fees while progressing through the program.

**Reactivation of Inactive Account**

A candidate will need to fill out the reactivation information form if they have an inactive program status and would like to restart the certification program. Review of the certification file usually takes 2-3 business days.

Candidates will be notified by email within 2-3 business days to let them know if they are eligible for reactivation. A $65 reactivate fee is due in order to restart the program.

**Disqualifiers for Reactivation:**

The following reasons will prevent a candidate from reactivating: (1) if they are currently on probation or have criminal charges pending, (2) failed to submit an official conferred transcript, (3) if an applicant is currently under educator sanction by TEA, (4) if they were terminated from a clinical teaching or internship assignment, or (5) began the program more than 5 years ago.

**Disclaimer**

These policies, regulations, and procedures are subject to change without notice by the program. Updates and revisions are posted in the Program Handbook on an occasional basis. The Program Handbook is always available for download in the My WCACP portal.
New State Mandates
Educator Certification Examination Retake Policy Change

Candidates are now limited to five attempts to take a certification exam. The five attempts include the first attempt to pass the examination and four retakes. The five attempts include any of the test approval methods (PACT, EPP, out of state, charter, and CBE). The Texas Education Agency (TEA) is implementing this change to Texas Education Code §21.048 in response to HB 2205, 84th Texas Legislature, 2015.

For more information: http://cms.texas-ets.org/files/6014/4103/2751/RetakeFAQ_08.31.15.pdf

Test Fee Increase

On August 7, 2015, the State Board for Educator Certification (SBEC) approved a test and ancillary fee increase. Test fees increased $11, going from $120 to $131. Ancillary fees, e.g., late registration and score review fees, increased by $5 and the test cancellation fee increased to $65. The $5 ancillary fee increase also applies to the Core Subjects individual Subject Tests (test codes 801–809), changing the test fee from $60 to $65. This fee increase went into effect on September 1, 2015.

Certification Changes - (new state law code)

New certification rules concerning teaching internships effective September 1, 2017:

- Probationary Certificate: Valid for one year, must have passed content and PPR exam, may be renewed two times, minimum of 3 field supervisor visits during internship
- Intern Certificate: Valid for one year, must have passed content exam, but have not passed PPR exam (given the school year to pass), may not be renewed, minimum of 5 field supervisor visits during internship.
- Additional fees will be added to a candidates remaining program fees if an Intern Certificate is needed - additional field supervisor support and in-class observations are required
- 24/12 Exemption: has been removed – candidates must pass a content exam to be hired
- Bilingual Candidates: Must pass a content exam (core EC-6 or core 4-8), bilingual supplemental, and the BTLPT exam in order to be hired
- 30 observation hours must be documented - 15 can be completed with approved virtual videos