

What to Do After You're Hired

You must teach full-time as the 'teacher of record' for a minimum of two complete academic semesters under the state's probationary certificate. This is called the Internship. At the end of the Internship year you are eligible to receive your Standard Certification.

Steps:

1. Notify Texas Teachers immediately of your employment.
I Got a Job (document available in Intern Portal)
2. Sign agreements with Texas Teachers before your first day of teaching:
Intern Agreement (document available in Intern Portal)
Payroll Deduction (document available in Intern Portal)
3. If you have not already done so, apply with SBEC and pay (\$52) for your probationary certificate. Make sure you apply under **A+ Texas Teachers** as your entity.
4. When applying for the Probationary Certificate, you will be prompted to apply and pay (\$47) for the state criminal background check and fingerprinting procedure. The state will email you your Fast Print Pass and additional instructions.
5. Make sure you have provided a complete and official transcripts to Texas Teachers.
6. Training Requirements:
 - If you started the ACP before 1/1/09: Complete all required face to face training.
 - If you started the ACP after 1/1/09: you must have completed all pre-service (training + field based experiences) before being hired unless you were a 'Late Hire' case, where you have the first 90 days of teaching to complete all pre-service.
 - ~ A 'Late Hire' is someone who was admitted to the ACP after June 15th.
 - ~ 'Pre-Service' is the full training (face-to-face and online supplemental, plus the 30 hours of field based experiences).
7. If you have not already done so, be sure to pass the content test for the certification area that you are listed as the teacher of record of.
8. Register for the TOPT or BTLPT test if you are the teacher of record for: Bilingual, Spanish or French.
9. Register and study for the PPR test.
 - a. Attend the face-to-face training session given by Texas Teachers.
 - b. You must complete the on-line study course and pass the practice test (all available in Intern Portal) offered by Texas Teachers before you can register for the actual test.
 - c. Take the PPR test version for the EC-12 levels (# 160), available on both paper and computer.
10. **The state requires you to have 50 hours of Professional Development.** Log your staff development hours and/or conferences attended during the Internship year. *Professional Development Log* (document available in Intern Portal)
11. Work with your mentors and coaches throughout the year.
12. Pay in full to Texas Teachers through monthly payroll deductions. You must notify us if payroll deductions are not being made. Otherwise, it will delay your certification process.
13. At the end of the Internship year and after you have completed everything above, you will then apply and pay (\$77) for the Standard Certificate. Make sure you apply under **A+ Texas Teachers** as your entity.
14. To receive the Standard Certificate, you must receive a favorable approval from both the employing School District and Texas Teachers.

Houston Office

2603 Augusta Drive, Suite 750 • Houston, TX 77057 • Phone: 713.458.1660 • Fax: 713.458.1661

www.TexasTeachers.org