

What to Do Once You're Hired

You must teach, full time, for a minimum of one year under the state's probationary certification. This is called the Internship. At the end of the Internship year you can receive your Standard Certification.

Steps you must complete (documents are in **bold**, and are available on-line at TexasTeachers.org under 'Important Resources'):

1. Notify Texas Teachers immediately of your employment.
2. Complete all paperwork with Texas Teachers by first day of teaching:
 - a. **I Have A Job**
 - b. **Payroll Deduction**
 - c. **Intern Agreement**
3. Apply for your probationary certificate (and pay state fee) as soon as possible. Afterwards, the state will mail you information on their background check and fingerprinting procedure (another fee).
4. Make sure you have complete and official transcripts on file with Texas Teachers.
5. Register for the content test if necessary.
6. Register for the TOPT test, if necessary. (Bilingual, Spanish, French only)
7. Study for the PPR test. Before you can register, you must:
 - a. Attend the face-to-face training session given by Texas Teachers.
 - b. Complete the on-line study course given by Texas Teachers.
8. Begin logging staff development hours and/or conferences attended during the Internship year. Enter into your **Professional Development Log**.
9. Complete 6 hours of observations each semester. This can be done during your conference periods. Observe teachers in your building that are teaching in your area of certification (if possible). Fill out and return the **Intern Observation** form at end of each semester.
10. Complete all Texas Teachers training. Make up any missed dates.
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 for the Standard Certificate. You must be paid in full to Texas Teachers.
14. To receive the Standard Certificate you must receive an 'Approval' from both the Employing School District and Texas Teachers.

NOTE (Houston ISD interns only): You may have to take the THEA test; non-native English speakers may also have to take the TSE test. Ask us.

Houston Office

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

www.TexasTeachers.org