ATCP Application Admissions Checklist
Before you turn in your application please make sure the documents below are also included:

☐ Program Application Completed. Page (4) needs to be signed.

☐ Official (sealed) transcripts from institutions previously attended. Must have degree conferred printed.
  • We are able to work with unofficial transcripts for initial evaluation.

☐ Transcripts include Bachelors and/or Masters degrees (Official transcripts MUST be turned in to our office before official enrollment letter is sent)

*Please send completed applications and documents to atcp@hccs.edu or drop off in person at our office. Thank You!
PROGRAM APPLICATION

Complete this program application and submit (with signature) to atcp@hccs.edu or mail/deliver to ATCP Department Office at the Eastside Campus, Learning Hub Room 203.

HCC STUDENT ID (Empl ID):

Please check the certificate area(s) applying for:

Elementary
[ ] Core Subjects (EC-6)

Middle School
[ ] Core Subjects (4-8)
[ ] English Language Arts & Reading/Social Studies (4-8)
[ ] Mathematics (4-8)
[ ] Science (4-8)
[ ] Social Studies (4-8)

High School/Secondary Grade Levels
[ ] Life Science (7-12)
[ ] Mathematics (7-12)
[ ] Physical Science (6-12)
[ ] Science (7-12)

All Levels
[ ] Special Education (EC-12)

Supplemental (Not standalone certificates)
[ ] Bilingual Education Supplemental-Spanish
[ ] English as a Second Language (ESL) Supplemental

PERSONAL INFORMATION

Name: _________________________________ First ___________________________ Middle

Please indicate any other identifying names that may appear on your documentation:

Date of Birth: __________________________ (MM/DD/YYYY)

Mailing Address: ______________________________________________________________

City: ___________________________ State: ______ Zip Code: ______________________

Home Phone: __________________________ Business/Daytime Phone: ______________________

Primary E-mail: _______________________

How did you hear about us?  
[ ] SBEC/TEA  [ ] TV  [ ] Newspaper  [ ] Search Engine  [ ] Referred by: _______________________

Race and Ethnicity: The following information is optional and is for reporting use only to provide statistical information requested by various state and federal agencies.

1) Are you Hispanic or Latino?  [ ] No, I am not Hispanic or Latino  [ ] Yes, I am Hispanic or Latino

2) What is your race? Select one or more.

[ ] American Indian or Alaskan Native  [ ] Hawaiian or Other Pacific Islander

[ ] Asian  [ ] White

[ ] Black or African American

**Houston Community College seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex**
EDUCATION:

Official transcripts from all colleges/universities you previously attended where semester credit hours were received must be submitted. List all colleges and institutions of higher education attended beginning with highest degree earned.

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>City, State, Country</th>
<th>Highest Degree Granted</th>
<th>Major, Minor</th>
<th>G.P.A.</th>
<th>Date Completed/Conferred</th>
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QUESTIONNAIRE:

Please answer the following questions:

1. Are you a Harris County resident? Yes ☐ No ☐
   If not, in which county do you reside?

2. Are you a U.S. citizen? Yes ☐ No ☐
   If not, are you a resident alien with the right to work in this country? Yes ☐ No ☐
   (If yes, please attach proof of permanent residence to this application.)

3. Have you ever been charged with a felony or misdemeanor? Yes ☐ No ☐
   (Conviction of a felony is not an automatic bar to employment or acceptance to program. HCC - Accelerated Teacher Certification Program will consider the nature and date of the offense and the relationship between the offense and the position for which you are applying.)
   If you answered "yes" please explain on a separate sheet of paper.

4. Are you fluent in English? Yes ☐ No ☐

5. Are you fluent in a language other than English? Yes ☐ No ☐
   If yes, what language? ____________________________ Speak ☐ Read ☐ Write ☐

6. Are you presently in the military, or have you ever been in the military (including the National Guard or the Armed Forces Reserves)? Yes ☐ No ☐
   If yes, please give the branch of service and your rank: ____________________________

7. Are you eligible for VA benefits? Yes ☐ No ☐

8. Have you ever been a trainer/instructor in the workplace or other environment? Yes ☐ No ☐
   If yes, what subject or area?

9. Have you ever applied to or participated in any other teacher preparation program? Yes ☐ No ☐

10. Are you a graduate of a teacher education program? Yes ☐ No ☐
    If you answered "yes" to questions 9 and/or 10, please name program and certification area.

11. Have you ever participated in student teaching in a public or private school? Yes ☐ No ☐
    If yes, please explain:

12. Do you possess a certificate which is currently suspended, revoked, or pending such action in any state? Yes ☐ No ☐
    If yes, please explain:

13. Have you ever taught in a private and/or public school? Yes ☐ No ☐
    If yes, please tell when, where, and what subject:

Please check any of the following teaching certificates and/or permits you currently hold or held:

☐ Valid Texas Teaching Certificate
☐ Expired Texas Teaching Certificate
☐ Texas Emergency/Special Assignment Permit
☐ School District Teaching Permit
☐ Valid Out of State Certificate (Name of State: ____________________________)
☐ Expired Out of State Certificate (Name of State: ____________________________)
☐ Valid Out of Country Certificate (Name of Country: ____________________________)
☐ Expired Out of Country Certificate (Name of Country: ____________________________)
☐ Other: ____________________________
CANDIDATE AGREEMENT:

- I understand that I must submit a $75 non-refundable fee for my application to be considered by the HCC – Alternative Teacher Certification Program. I also understand that submission of this application does not obligate HCC – Alternative Teacher Certification Program in any way.

- I agree to abide by all HCC – Alternative Teacher Certification Program testing and assessment requirements.

- I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that any false statements, misrepresentations, or omissions made by me on the application or during the application process shall be grounds for refusal to be admitted into the HCC – Alternative Teacher Certification Program.

- I understand that I will be subject to a criminal background check by independent school districts or schools for Early Field Based Experience requirements and by the State Board for Educator Certification (SBEC) for issuance of a probationary and/or standard certificate.

- I hereby authorize HCC – Alternative Teacher Certification Program to investigate, through whatever means deemed appropriate by the college, any information included in this application and facts resulting from the investigation unless otherwise noted. HCC – Alternative Teacher Certification Program is also authorized to use any information obtained from its investigation to determine my suitability for entrance into the HCC – Alternative Teacher Certification Program. I release HCC – Alternative Teacher Certification Program from any liability in connection with the investigation.

- I authorize HCC – Alternative Teacher Certification Program to electronically access my Texas Success Initiative (TSI) test results.

- I authorize HCC – Alternative Teacher Certification Program to view or use the certification examination results from the Texas Education Agency (TEA)'s Educator Certification Online System (ECOS) using my Social Security Number provided by the HCC Student System or TEA ID number.

- I understand meeting eligibility requirements does not guarantee an interview or acceptance into the HCC – Alternative Teacher Certification Program.

- I understand the Pre-Admissions Content Testing (PACT) is no longer an option when I receive the letter of acceptance into the HCC – Alternative Teacher Certification Program. I acknowledge that the PACT option no longer applies to me when I receive the letter of acceptance into the program.

- I understand that all materials submitted will become the property of Houston Community College – Alternative Teacher Certification Program.

If accepted, I agree to abide by the policies, procedures, rules, and regulations of Houston Community College – Alternative Teacher Certification Program.

Printed Name of Applicant __________________________

Signature of Applicant __________________________ Date ___________