Overview

The Alternative Teacher Certification Program at Houston Community College is a state-approved comprehensive educator preparation program that trains individuals for Texas standard certification in elementary and secondary education.

Educator Preparation Training

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>Clock Hours</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In-Person Training</td>
<td></td>
</tr>
<tr>
<td>ACP 1000 Alternative Teacher Certification Progr.</td>
<td>48 hrs</td>
<td>7 weeks</td>
</tr>
<tr>
<td>ACP 2000 Teacher Certification II</td>
<td>48 hrs</td>
<td>7 weeks</td>
</tr>
<tr>
<td>ACP 3000 Teacher Certification III</td>
<td>48 hrs</td>
<td>7 weeks</td>
</tr>
<tr>
<td>ACP 4000 Teacher Certification IV</td>
<td>48 hrs</td>
<td>7 weeks</td>
</tr>
<tr>
<td></td>
<td>Online Training (co-requisite to In-Person Training)</td>
<td></td>
</tr>
<tr>
<td>ACP 1001 Human Growth &amp; Development</td>
<td>16 hrs</td>
<td>3 weeks</td>
</tr>
<tr>
<td>ACP 1002 Curriculum &amp; Instruction</td>
<td>17 hrs</td>
<td>3 weeks</td>
</tr>
<tr>
<td>ACP 1003 Assessment</td>
<td>16 hrs</td>
<td>3 weeks</td>
</tr>
<tr>
<td>ACP 1004 Critical Thinking</td>
<td>10 hrs</td>
<td>2 weeks</td>
</tr>
<tr>
<td>ACP 1005 Special Populations and Student Motivation</td>
<td>12 hrs</td>
<td>3 weeks</td>
</tr>
<tr>
<td>ACP 1006 Classroom Management</td>
<td>12 hrs</td>
<td>2 weeks</td>
</tr>
<tr>
<td>ACP 1007 Schools, Parents, and Communities</td>
<td>10 hrs</td>
<td>2 weeks</td>
</tr>
<tr>
<td>ACP 1008 Teaching in Texas</td>
<td>10 hrs</td>
<td>2 weeks</td>
</tr>
<tr>
<td>ACP 5006 Foundations of Reading</td>
<td>24 hrs</td>
<td>4 weeks</td>
</tr>
<tr>
<td></td>
<td>Pre-Internship &amp; Testing Requirements (co-requisite to In-Person Training)</td>
<td></td>
</tr>
<tr>
<td>Field-Based Experience</td>
<td>30 hrs</td>
<td>One Semester</td>
</tr>
<tr>
<td>Test Preparation (Content) (6 hrs per exam) (if applicable)</td>
<td>6 hrs</td>
<td></td>
</tr>
<tr>
<td>Test Preparation (Pedagogy)</td>
<td>6 hrs</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 2</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship I</td>
<td></td>
<td>One Semester</td>
</tr>
<tr>
<td>Internship II</td>
<td></td>
<td>One Semester</td>
</tr>
<tr>
<td>Total</td>
<td>36</td>
<td>2 years</td>
</tr>
</tbody>
</table>

Certificates Offered

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
Entrance Requirements

✓ Hold a bachelor's degree from a regionally accredited institution of higher education
Your bachelor's degree must be earned and conferred by an institution of higher education that is recognized by one of the regional accrediting agencies by the Texas Higher Education Coordinating Board (THECB). Check with your institution for accreditation status.
You may apply during the final semester of your degree plan and submit a letter from your university confirming your enrollment and pending graduation date along with your application.
If you have an undergraduate or graduate degree from a university or college outside of the United States, your international transcripts must be evaluated by a foreign credential evaluation service.

✓ Meet grade point average (GPA) requirement of an overall GPA of at least 2.75 or at least 2.75 in the last 60 semester credit hours.
Submit official transcripts from every college or university you attended to determine your GPA.

✓ Demonstrate content mastery in the content area for the certification sought by meeting the prerequisite coursework requirements or submitting a passing score on the content examination through the PACT (Pre-Admission Content Test) TExES Program.
For each certification area, the program requires a minimum number of semester hours that must be completed prior to program acceptance.

Please note if you do not meet the prerequisite requirements you may demonstrate content mastery by submitting a passing score on the content examination through the PACT TExES Program.

Must pass a scored interview
Eligible applicants will receive a phone call to schedule an interview. Applicants must pass this structured interview.

✓ Must demonstrate oral communication skills in the English language.
If you hold an undergraduate or graduate degree outside of the United States, you may have to take the TOEFL iBT exam. The TOEFL exam measures your ability to use and understand English at the university level. It evaluates how well you combine your listening, reading, speaking and writing skills.
Exemptions:
• If you completed an undergraduate or graduate degree at a regionally accredited institution of higher education in the United States.
• If you earned an undergraduate or graduate degree from an institution of higher education outside of the United States and English is the Official Language. The State Board for Educator Certification (SBEC) has a list of approved countries located in 19 TAC §230.11(b)(5)(B)
If not exempt from the TOEFL exam, you must submit the following scores: • Speaking 24 • Listening 22 • Reading 22 • Writing 21

For information on the TOEFL iBT test, visit ETS-TOEFL at www.ets.org/toefl. The Destination Code (DI) for HCC is 6296.

Pre-Admissions Content Test (PACT)

About PACT (Pre-Admission Content Test)
PACT allows individuals to demonstrate content proficiency for possible admissions into an Educator Preparation Program (EPP) in Texas. It allows candidates to pass the TExES content test prior to entering program. Tests taken through PACT are the same tests required for certification.

Eligibility to take PACT
Any applicant that holds a bachelor's degree or higher or are scheduled to receive a bachelor's degree before being placed in a classroom may register for any TExES content exam though PACT. Applicants who have already been formally admitted into an EPP are no longer eligible for PACT.
How To Register
PACT candidates testing through the TExES program must register through the Pearson Education website.

PACT Scores
- Passing score is 240/300 for majority of exams.
- Paper score reports are not sent to test takers.
- PACT test takers can view their score reports through their testing accounts on the Pearson TExES website.
- If result status is “Not Passed”, you must wait 45 days between each test type to retest.
- Candidates are limited to five attempts to take a certification test. 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, Educational Preparation Program (ATCP), out of state, charter, and CBE). All attempts taken before September 1, 2015 count as one attempt.
- Educational Preparation Program (ATCP) do not receive your scores automatically. You may submit your score report to atcp@hccs.edu for possible admissions into the HCC’s Alternative Teacher Certification Program.

Testing
All candidates must pass at least two (2) state certification exams prior to obtaining Texas Classroom Teacher Standard Certificate.
1) Content exam – based on certification area
2) Pedagogy exam – Pedagogy and Professional Responsibilities (PPR) EC-12
Additional testing may be required prior to Internship (Probationary Certificate) to meet certificate requirements.

Before a candidate can register for any test you must have the approval from the ATCP office unless you are taking a content test through the Pre-Admissions Content Test (PACT) TExES Program prior to admissions.

<table>
<thead>
<tr>
<th>Certificate(s)</th>
<th>Required content test(s) (Required Prior To Probationary or Intern Certificate Recommendation)</th>
<th>PPR Requirements (Required Prior To Probationary or Standard Certificate Recommendation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Subjects EC-6</td>
<td>□291 Core Subjects EC-6 (TExES)</td>
<td>□160 PPR EC-12 (TExES)</td>
</tr>
<tr>
<td>Core Subjects 4-8</td>
<td>□211 Core Subjects 4-8 (TExES)</td>
<td>□160 PPR EC-12 (TExES)</td>
</tr>
<tr>
<td>English Language Arts and Reading/Social Studies 4-8</td>
<td>□113 English Language Arts and Reading/Social Studies 4-8 (TExES)</td>
<td>□160 PPR EC-12 (TExES)</td>
</tr>
<tr>
<td>Mathematics 4-8</td>
<td>□115 Mathematics 4-8 (TExES)</td>
<td>□160 PPR EC-12 (TExES)</td>
</tr>
<tr>
<td>Science 4-8</td>
<td>□116 Science 4-8 (TExES)</td>
<td>□160 PPR EC-12 (TExES)</td>
</tr>
<tr>
<td>Social Studies 4-8</td>
<td>□118 Social Studies 4-8 (TExES)</td>
<td>□160 PPR EC-12 (TExES)</td>
</tr>
<tr>
<td>English Language Arts and Reading 7-12</td>
<td>□231 English Language Arts and Reading (TEXES)</td>
<td></td>
</tr>
<tr>
<td>Mathematics 7-12</td>
<td>□235 Mathematics 7-12 (TExES)</td>
<td>□160 PPR EC-12 (TExES)</td>
</tr>
<tr>
<td>Life Science 7-12</td>
<td>□238 Life Science 7-12 (TExES)</td>
<td>□160 PPR EC-12 (TExES)</td>
</tr>
<tr>
<td>Physical Science 6-12</td>
<td>□237 Physical Science 6-12 (TExES)</td>
<td>□160 PPR EC-12 (TExES)</td>
</tr>
<tr>
<td>Science 7-12</td>
<td>□236 Science 7-12 (TExES)</td>
<td>□160 PPR EC-12 (TExES)</td>
</tr>
<tr>
<td>Special Education EC-12</td>
<td>□153 Special Education EC-12 (TExES)                        <em>Not standalone certificate</em></td>
<td>□160 PPR EC-12 (TExES)</td>
</tr>
<tr>
<td>Bilingual Education Supplemental (attaches to level of base certificate) Spanish</td>
<td>□164 Bilingual Education Supplemental (all level) and □190 Bilingual Target Language Proficiency Text (TBLPT) – Spanish</td>
<td>NA *not standalone certificate</td>
</tr>
<tr>
<td>ESL Supplemental (attaches to level of base certificate)</td>
<td>□154 ESL Supplemental (TExES)</td>
<td>NA *not standalone certificate</td>
</tr>
</tbody>
</table>

Houston Community College | Alternative Teacher Certification Program | http://www.hccs.edu/acp
Information may be subject to change without prior written notice
Admissions Process

Step 1: Apply – Submit documentation

- Online college application
  - Submit your HCC application online at hccs.edu/applications. This will provide you with an HCC Student ID #.
  - If you already have an HCC Student ID #, please update your personal information and contact information after you login to the HCC Student System at hccs.edu/studentsystem.

- Program application
  - Complete the teacher certification program application at hccs.edu/acp

- Official Transcripts
  - In order to determine your eligibility for the teacher certification program, please submit an official transcript from all colleges or universities you previously attended. HCC official transcript is not required.

- TExES PACT Score Report(s) (If applicable)

- TOEFL Exam Score Report (If applicable)

- Receipt of $75 application fee (non-refundable)

- Apply for financial aid and/or scholarships (optional)

Please email documents to atcp@hccs.edu or mail to:
Houston Community College - Learning Hub
Alternative Teacher Certification Program
6815 Rustic St. Room 203
Houston, TX 77087

All materials submitted will become property of Houston Community College - Alternative Teacher Certification Program.

Step 2: Evaluation

- Staff evaluates transcripts and review submitted documentation
  - Please allow 5-10 business days for processing. Missing documentation may delay process. Results of evaluation will be made by phone. To check on status of application, please call 713-718-8149 or email atcp@hccs.edu.

Step 3: Interview

- Schedule structured interview
  - Eligible applicants will receive a phone call to schedule an interview.

- Prepare for interview
  - In order to be prepared for your interview, research educational topics (i.e., discipline management in the classroom, the at-risk students, integrating instructional technology).
  - Dress professionally.
  - Be punctual.

Step 4: Acceptance

- Receive admission offer via email
  - An email will be sent to applicants that have met all entrance requirements.

- Submit formal acceptance of the admissions offer
  - Once accepted, the program will issue a program acceptance letter.

Step 5: Begin Training

- Attend new student orientation
- Secure payment for tuition/fees
## Program Cost

<table>
<thead>
<tr>
<th>Description</th>
<th>Due Date</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACP Tuition</td>
<td>Upon enrollment (ACP Payment Plan available per semester)</td>
<td>$3,900</td>
</tr>
<tr>
<td>Books</td>
<td>Upon request by instructor (Varies according to certification area)</td>
<td>(Not Included)</td>
</tr>
<tr>
<td>Program Cost</td>
<td></td>
<td>$3,300+books</td>
</tr>
</tbody>
</table>

### Additional Costs for Certification

<table>
<thead>
<tr>
<th>Description</th>
<th>Due Date</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>TExES Exam</td>
<td>Upon exam registration</td>
<td>$116/ per exam</td>
</tr>
<tr>
<td>Probationary Certificate Fee</td>
<td>Upon application for Probationary Certificate</td>
<td>$52</td>
</tr>
<tr>
<td>Fingerprint identification (Criminal History Background Check fee)</td>
<td>Upon application for Probationary Certificate</td>
<td>$37.95</td>
</tr>
<tr>
<td>Fingerprint Processing</td>
<td>Upon application for Probationary Certificate</td>
<td>$9.95</td>
</tr>
<tr>
<td>Standard Certificate Fee</td>
<td>Upon application for Standard Certificate</td>
<td>$77</td>
</tr>
<tr>
<td>Additional Fees (at minimum)</td>
<td></td>
<td>$438.90</td>
</tr>
</tbody>
</table>

### Financial Aid/Assistance

Please see the [Continuing Education Financial Aid](http://www.hccs.edu/district/students/financialaid/continuing-education/) Website for any available scholarships or grants approved for the Accelerated Teacher Certification Program.

Link: [http://www.hccs.edu/district/students/financialaid/continuing-education/](http://www.hccs.edu/district/students/financialaid/continuing-education/)

Individuals may qualify for the following:

- **HCC Foundation Workforce Scholarship (partial amount)**
  - Must complete the scholarship application online (Essay is required)
  - [https://www.hccsfoundation.org/workforceschlp](https://www.hccsfoundation.org/workforceschlp)

- **Workforce Innovation Opportunity Act (WIOA) – Workforce Solutions Scholarship (Up to total program cost)**
  - Bilingual Generalist, Math, Science, and Special Education only
  - An Individual Referral/Cost Obligation Form will only be issued to students that have been admitted into program. It is recommended students apply to Workforce Solutions' scholarship at least one month prior to semester start date.

- **Troops to Teachers ($5,000-10,000)**
  - A federally funded program designed to assist retiring and separating military veterans to become teachers.

Houston Community College | Alternative Teacher Certification Program | [http://www.hccs.edu/ACP](http://www.hccs.edu/ACP)
Information may be subject to change without prior written notice.
International Transcripts

If your undergraduate or graduate degree is from a university or college outside of the United States, your transcripts must be evaluated by a credential evaluation service. Evaluations must include the educational degree equivalencies, overall and/or last 60 semester credit hour grade point average, course-by-course analysis, and divisional course analysis (if teaching in grades 7-12). A "teacher certification" evaluation is preferred.

Acceptable evaluation services of international transcripts for US equivalence are listed as follows for Houston Community College's Accelerated Teacher Certification Program:

Evaluators in Texas

Foreign Credential Services of America
1910 Justin Lane, Austin, TX 78757-2411
Phone: (512) 459-8428
Fax: (512) 459-8465
Email: info@foreigncredentials.org
Website: http://www.foreigncredentials.org/

Global Credential Evaluators, Inc.
P.O. Box 9203, College Station, TX 77842
Phone: (800) 707-0979
Fax: (979) 690-6342
Website: http://www.geus.com

International Academic Credential Evaluators, Inc.
P.O. Box 2485, Denton, TX 76202-2485
Phone: (940) 363-7495
Fax: (940) 362-4874
Email: staff@iacel.net
Website: http://www.icael.net/

SDR Educational Consultants, Inc.
2800 Geisner, Suite 238, Houston, TX 77080
Phone: (713) 460-3526
Fax: (713) 460-3544
Email: info@sdreducational.org
Website: https://sdr-credentialconnection.com/

SpanTran Evaluation Services
2400 Augusta Drive, Suite 451, Houston, TX 77057
Phone: (713) 268-8805
Fax: (713) 789-8022
Email: inquiries@spantran.com
Website: http://www.spantran.com/

Worldwide Education Consultant Services, Inc.
P.O. Box 218742, Houston, TX 77218-8742
5521 N. Expressway 77, Brownsville, TX 78520
Phone (Houston): (281) 529-9243
Phone (Brownsville): (956) 350-4680
Fax: (956) 350-2462
Email: wesc@houston@wesc@eval.com | info@wesc@eval.com
Website: http://www.wesc@eval.com

Evaluators Out of State

Center for Applied Research, Evaluations, & Education, Inc.
P.O. Box 18358, Anaheim, CA 92817
Phone: (714) 237-9272
Fax: (714) 237-9279
Email: eval_cares@yahoo.com
Website: http://www.jesfcaree.com

Educational Credential Evaluators, Inc.
P.O. Box 514079, Milwaukee, WI 53203-3470
Phone: (414) 286-3405
Fax: (414) 286-3411
Email: eval@ece.org
Website: http://www.ece.org

International Education Research Foundation, Inc.
P.O. Box 3665, Culver City, CA 90231-3665
Phone: (310) 258-9451
Fax: (310) 342-7088
Email: information@ierf.org
Website: http://www.ierf.org

Josef Silny & Associates, Inc.
International Education Consultants
7101 SW 102 Avenue, Miami, FL 33173
Phone: (305) 273-1616
Fax: (305) 273-1338
Email: info@silny.com
Website: http://www.isilny.com

World Education Services, Inc.
P.O. Box 5087, Bowling Green Station
New York, NY 10274-5087
Phone: (212) 968-6311
Fax: (212) 739-6100
Email: info@wes.org
Website: http://www.wes.org

Evaluations from other agencies may be approved on a case-by-case basis.