



BRAZOSPORT COLLEGE
Linking Education & Community
Community Education Department
120 Circle Way Suite 2A
Lake Jackson, Texas 77566
979-230-3635 FAX (979)285-0167

Dear Candidate,

Welcome to the Brazosport College Alternative Teacher's Certification program.

These next few weeks will be a great adventure! You will find yourself actively engaged in gaining important skills and learning research-based strategies that will help you make a smooth transition into the classroom.

Your institute class is composed of other committed individuals who are also seeking certification. You will develop meaningful relationships and gain insights from your peers in the class. Most importantly though, you will have the opportunity to learn from a certified, master teacher who will introduce and model teaching techniques that you need to know and be able to use as a classroom teacher. At the same time, your institute instructor will provide you with realistic expectations for your first teaching experience.

You were selected for our program because of your potential for success as a teacher. During this time of learning and reflecting in the institute, our goal is to provide the highest quality preparation for you as a prospective teacher. You can then create the best possible learning environment for your students to meet and exceed academic expectations. We wish you the best!

Sincerely yours,

Gemi Powell

In Partnership:



120 Circle Way Suite 2A
Lake Jackson, TX 77566
979-230-3600
Fax: 979-285-0167
www.brazosport.edu/ce



9301 Southwest Freeway
Suite 205
Houston, TX 77074
832-200-0552
Fax: 832-200-0549
www.acthouston.com



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What is the process for becoming a certified teacher through the Brazosport College Alternative Certification Program?

Pre-requisite Requirements

Brazosport College will schedule an appointment for you to meet with us personally to determine your eligibility for admission. First; however, we need to make sure that you have the necessary pre-requisites:

- **Bachelor's Degree** from an accredited university. Your transcript will show the date that your degree was conferred. Bring transcripts from all colleges you have attended.
- **2.5 cumulative grade point average OR a 2.5 GPA for your final 60 hours of coursework**

Many people earned their best grades in their final years! However, if you have concerns about your grades, you can still schedule a time to meet and discuss your transcripts. Final calculation and determination will be made by ACT Houston and results will be sent to Brazosport College. You will be contacted when the evaluation is complete.

STEP 1: APPLICATION

- Brazosport College Alternative Teacher Certification Application
 - Application packet:
 - Completed application form. This can be downloaded at www.brazosport.edu/ce or come by the CE center in downtown Lake Jackson and pick up an application packet.
 - Official copy of university transcripts
 - Appointment with Gemi Powell at Brazosport College Community Education department:
 - Check over information to make sure everything is completed
 - University transcripts. Applicants must have an overall Grade Point Average (GPA) of 2.5 or 2.5 for the final 60 hours of coursework.
 - Take the Watson Glaser critical thinking test

Upon successful completion of the items above, applicants are evaluated for acceptance into the Brazosport College program and a \$50 non-refundable application fee is required. (Money order only)

STEP 2: Candidacy

Candidates in the Brazosport College program must successfully complete the following:

1. **TEXES Content Exam.** Candidates must take the TexES Content Exam in the area they are seeking certification. Candidates pay the \$120 fee and complete the registration for the exam that will take place on www.texas.ets.org. In order to ensure your success, you must attend the TEXES test preparation sessions which are noted on the class schedule and at www.brazosport.edu/ce.
2. Brazosport College Preparation Program Candidates will participate in the rigorous, accelerated program to learn strategies and develop skills that are critical for success during the first year of teaching. 100% attendance is required. The fee for the program is \$750 and must be paid in full when registering. Institute fees are non-refundable unless requested 24 hours before the first day of class.

STEP 3: Internship

Candidates in the Brazosport College program must complete all the following in order to become a certified teacher:

1. To be able to accept a teaching position, all candidates must have completed or be presently participating in a preparation institute.
2. Teaching position for the upcoming school year. Brazosport College will offer interview/resume workshops to help candidates secure a teaching position. Upon signing a teaching contract, candidates will become interns and must call the act♦houston office immediately so that all internship arrangements for the first year of teaching can be made. These arrangements include:
 - a. selection of a Field Advisor
 - b. selection of a Mentor by the campus principal
 - c. attendance at the required orientation to the internship meeting at the act♦houston office
 - d. registration of probationary teaching certificate for the school year
 - e. Payroll-deducted internship fee of \$3525. Please note that some districts deduct additional amounts for their mentorship fees and all districts determine the frequency and the dates for the payroll deductions.
3. TExES Pedagogy & Professional Responsibility (PPR) Exam. This exam on the art and science of the profession is the final state-required test to become a certified teacher, unless pursuing certification as a bilingual or foreign language teacher. Bilingual and foreign language teachers must also pay for, register, and pass the TOPT (Texas Oral Proficiency Test at www.texas.ets.org)
4. Two-semester internship. Interns must successfully complete two semesters of teaching in the same assignment. The two-semester internship begins with an orientation to internship meeting. Interns must attend monthly meetings called Intern Development Sessions (IDS) with their field advisors who will also visit and observe their classes. Attendance to each IDS is mandatory!
5. Principal recommendation. Upon successful completion of two semesters of teaching, interns must be recommended by their principal for the Standard Teaching Certificate. Please note those who begin their internship at midterm must be recommended by their principal to teach the following school year or they cannot complete the internship and obtain certification.

STEP 4: Standard Teaching Certificate

Upon successful completion of steps 1 – 3 above, act♦houston interns will be recommended to the State Board for Educator Certification for their Texas Standard Teaching Certificate. Those interns who have not passed both the TExES exams or have not successfully completed the two-semester internship will pay \$120 per retake of the TExES exams, \$52 for the extension of the probationary certificate, and a \$500 extension fee to act♦houston.

Frequently Asked Questions:

Q: Is the Brazosport College Program an ACP?

A: Yes, Brazosport College is partnering with ACT Houston to offer this Alternative Certification Program (ACP), fully accredited by the State Board for Educator Certification (SBEC). ACT Houston was founded on March 3, 2003 in Houston under the guidance of ACT RGV (Rio Grande Valley) and operates on a clock-hour system. The Program Director at Brazosport College is Gemi Powell and the Directors at ACT Houston are Dr. Debbie Dunlap, Dr. Bobette Dunn, and Dr. Vicki Johnston, who worked together during their long careers in Fort Bend ISD -- more than 75 years total! Dr. Dunlap was a teacher, middle and high school principal; Dr. Dunn was a teacher and curriculum administrator; Dr. Johnston was a teacher, counselor, and middle school principal. All three are passionate and enthusiastic about bringing new teachers into this profession. You will meet them personally, for they are in the office every day. They guide you through the certification process and make decisions in your best interest. Plus, all those that work with ACT in Houston, Dallas, and Austin have educational backgrounds as teachers and principals!

Q: What exactly is an ACP?

A: An Alternative Certification Program is an alternate route to earning a Standard Certificate. Alternative Certification began in Texas in 1986 as a creation of the Texas Legislature, in an attempt to help ease the critical shortage of teachers in the state. Today there are about 150 alternative certification programs in Texas. And nearly every state has alternative certification. In fact, the majority of new teachers in Texas obtain their certification through an alternative certification program. ACT Houston with its satellite programs in Dallas and Austin is one of the state's top providers of teachers.

Q: Are all ACPs alike?

A: No, no, no! There are a wide variety of programs: university-based, sponsored by school districts, distance learning, online, etc. Brazosport College and ACT Houston encourages you to visit the SBEC website at www.sbec.state.tx.us and view the accredited programs in Houston, Dallas, and Austin. Then select the one that best fits your schedule and needs. We also encourage you to schedule an appointment to meet with us and learn about the program – no charge for the appointment and no pressure to enroll. We are here to provide information and help you understand the certification process, before making a decision. Then when you select the program, you will find that we focus on building a relationship with you, providing you with the highest quality preparation, and personally working with you during your preparation for entering the classroom and throughout your first year of teaching.

Note: Other programs may be named ACT and may seem similar to ACT Houston, but they are not part of ACT Houston and its Dallas & Austin locations: ACT Houston-at Dallas and ACT Houston-at Austin.

Q: What type of preparation does Brazosport College and ACT Houston provide for learning how to teach?

A: The Brazosport College Preparation Program provides research-based instruction designed to help you develop skills and learn strategies that are essential for making a smooth transition into teaching. Preparation Program Institutes are offered several times each year. These Institutes are about 7-8 weeks long, with evening and weekend classes that are very interactive. Institute sessions are grouped according to certification grade levels and are taught by master teachers from local school districts. Class sizes are small, perhaps 8-18 students. Instruction time is dedicated to helping you learn what you need to know and be able to do in order to be effective with students. The cost of the Institute includes all books and materials, as well as test preps for the TExES Content Exam.

Q: Do I have to have a teaching job to start the Preparation Program?

A: No. In most cases, the Institute is a pre-service preparation program prior to your teaching internship. It equips you with the skills and strategies for a successful beginning. However, experienced substitute teachers and para-professionals may prefer to participate in the Fall Institute when they start their internship. We will help you decide when the time is right for you to begin teaching.

Q: Does Brazosport College or ACT Houston place me in a school or help me get a teaching position?

A: Brazosport College and ACT Houston do not place you in a school, but we will help you get a teaching position by providing guidance in determining a certification area for you that offers opportunities to get hired and even fill critical shortages. Plus, we coach you in our Interview Workshops and, of course, prepare you for your TExES Content Exam which, in most cases, makes you “Highly Qualified”, according to No Child Left Behind. We work with all public school districts, charter schools, and accredited private schools in the Houston, Dallas/Ft. Worth, and Austin areas.

Q: In a nutshell, what will I have to do to complete the program and become a certified teacher?

A: This accelerated approach basically requires 3 steps and 2 tests:

- Step 1 – Application/Admission (appointment)
- Step 2 – Preparation Program Institute (7-8 weeks of evening & weekend sessions)
- Step 3 – Two-semester Teaching Internship (full-salaried).

Tests are the TExES Content Exam for your approved certification area (usually taken as soon as possible) and the TExES Pedagogy & Professional Responsibility (PPR) Exam which is usually taken during your first semester of teaching. Brazosport College and ACT Houston provides thorough test preps for both the TExES Content and PPR Exams.

Q: Is there any difference in the teacher certificate that I will receive from participating in the ACT Houston program and what I would receive from a university College of Education program?

A: Absolutely no difference! All beginning teachers must have a Probationary Certificate for their first year of teaching, no matter how they are earning their certification. At the end of your first year, you should be eligible for a Standard Certificate. That is our goal! —to help you reach your goal of becoming a certified teacher by the end of your second semester in the classroom.



act♦ houston

SUMMER 2009 INSTITUTE & TExES EXAM PREP SCHEDULE Brazosport College Schedule

DATE	TOPIC	TIME
Monday, May 18	Orientation for Summer 2009 Institute Foundations for Effective Teaching	6:00 – 9:00 pm
Tuesday, May 19	Foundations for Effective Teaching	6:00 – 9:00 pm
Thursday, May 21	Foundations for Effective Teaching	6:00 – 9:00 pm
Monday, May 25	NO CLASS - Memorial Day Holiday	
Tuesday, May 26	Classroom & Behavior Management	6:00 – 9:00 pm
Thursday, May 28	Classroom & Behavior Management	6:00 – 9:00 pm
Saturday, May 30	Classroom & Behavior Management	8:30 – 11:30 am
Saturday, May 30	TExES Exam Prep Session #1	12:30 – 3:30 pm
Monday, June 1	Classroom & Behavior Management	6:00 – 9:00 pm
Tuesday, June 2	Classroom & Behavior Management	6:00 - 9:00 pm
Thursday, June 4	Reading & Instructional Strategies	6:00 – 9:00 pm
Saturday, June 6	TExES Exam Prep Session #2 TExES Exam Prep Session #3	8:30 – 2:30 pm
Monday, June 8	Reading & Instructional Strategies	6:00 – 9:00 p.m.
Tuesday, June 9	Reading & Instructional Strategies	6:00 – 9:00 pm
Thursday, June 11	Curriculum & Instructional Strategies	6:00 - 9:00 pm
Saturday, June 13	Curriculum & Instructional Strategies	8:30 – 11:30 am
Monday, June 15	Curriculum & Instructional Strategies	6:00 – 9:00 pm
Tuesday, June 16	Curriculum & Instructional Strategies	6:00 – 9:00 pm
Thursday, June 18	Curriculum & Instructional Strategies	6:00 – 9:00 pm
Saturday, June 20	Curriculum & Instructional Strategies	8:30 – 11:30 am
Monday, June 22	Curriculum & Instructional Strategies	6:00 – 9:00 pm
Tuesday, June 23	Equity for the English Language Learner	6:00 – 9:00 pm
Thursday, June 25	Equity for the Exceptional Learner	6:00 – 9:00 pm
Saturday, June 27	TExES PBT (Paper-based Test) Registration deadline is May 29 th . Fee = \$120 Register early at www.texas.ets.org to secure the best location & avoid late fees! Some TExES exams are available on computer. CAT (Computer-Administered Test) exams are available at any time. Fee for CAT exams is \$120.	NO CLASS
Monday, June 29	Equity for the Exceptional Learner	6:00 – 9:00 pm
Tuesday, June 30	Teachers as Leaders	6:00 – 9:00 pm

How did you hear about us? Online/ Internet Friend Printed Schedule Newspaper

What would you like to teach? Grades EC-4 4-8 8-12 Subject(s) _____

PERSONAL INFORMATION

Social Security # _____ - _____ - _____

Complete Name: _____ Maiden Name: _____
last first mi

Date of birth: ____ / ____ / ____ U.S. citizen: Yes No Gender: M F
mm dd yyyy

Ethnicity: 1. Native American 2. Asian 3. African American 4. Hispanic 5. White 6. Other

Mailing Address:

_____ street Apt. # _____ city _____ state _____ zip code

Phone numbers:

Home: _____ Cell: _____ Work: _____

e-mail address: _____

Are you currently participating or have you previously participated in another Alternative Certification Program? _____

Are you currently Teaching or Substitute teaching? Name of school district? _____ How long? _____

Have you ever been issued a Texas Teaching Certificate? YES NO If yes, what kind? _____

Are you a veteran? YES NO Veterans may qualify for VA benefits or Troops to Teachers funding for this program.

The following information is required for reporting information to the State Board of Educator Certification:

Name of other teacher preparation program(s) in which you participated: _____

TEXES/ExCET exams taken: _____ Passed? YES NO

Specify permits or certificates held in other states or countries. (give subject, grade level, school district, state, dates)

EDUCATIONAL BACKGROUND

Provide the following information for all colleges, universities, junior or community colleges attended.

<u>Institution</u>	<u>Dates Attended</u>	<u>Degree</u>	<u>Major/Minor</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CHARACTER REFERENCES

Provide names, addresses and phone numbers for 3 personal character references not related to you.
