

Final Completion Checklist

May 1

The following should be in your file in the ACP office by the end of the Spring Semester.

- Completion of fall and spring required coursework, including two semesters of internship, with at least a “B” average and no grade lower than a “C”.
- 6 completed Mentor Observation of Intern forms (3 per semester)
- 6 completed Intern Observation of the Mentor Teacher forms (3 per semester)
- 6 completed University Liaison Observation of Intern forms (3 per semester)
- 24 Weekly reflections (12 per semester)
- 6 Plans for Learning
- Principal End-of-Year Evaluation (We will send the form directly to your administrator.)
- PDAS Evaluation. Some time during the school year, your campus administrator will complete a “Texas Professional Development and Appraisal (PDAS)” or similar evaluation of your performance (copy not included). This is a document generated by the school district; you will receive a copy following the administrator’s formal observation and appraisal of your classroom instruction. Provide a copy of the PDAS evaluation to the A&M-Texarkana ACP office by May 1st.
- Any other items requested by ACP Office and/or University Liaison.
- Passing scores on required certification exams.

Summer

The following should be in your file in the ACP office by the end of the Summer Sessions.

- Completion of summer coursework with at least a “B” average and no grade lower than a “C”.

Your file will not be considered complete and you will not be recommended for certification until all paperwork is received. After meeting all of the above requirements, you may apply for your Standard Certification.

- Apply and remit payment to the Standard Texas Teacher Certification after all A&M-Texarkana ACP requirements are met and documentation is complete. After meeting the requirements, apply for your standard certificate by completing an online “Application for Standard Certificate” at

www.sbec.state.tx.us and remitting fee for [Standard Certificate](#) to the State Board of Educator Certification.

August 1

Contact the ACP Office regarding an extension of your Probationary Certificate if all requirements have NOT been met.