



Application for Admission to Alternative Teacher Certification Program

Application for term starting Semester Spring Year _____
 Fall
 Summer

Legal Name _____
(First) (Middle) (Last) (Maiden)

Prior TLU attendance Yes No If yes, TLU ID # _____
(Leave blank unless you have previously attended TLU)

E-mail Address _____ Social Security # _____

Mailing Address _____ Home Phone () _____
(Street address)

_____ Cell Phone () _____
(City) (State) (Zip)

Gender: M F

Driver's License No. _____ State _____ Expiration Date _____

Place of Birth _____ Date of Birth _____
(City) (State) (Country) (mm/dd/yyyy)

High School _____
(Name of School) (City and State)

College(s)/University(s) _____
(Name of School) (City and State)

Year bachelor's degree earned _____ Major _____ Minor _____ GPA _____

Please select the **ONE** area of certification you wish to pursue.

- | | |
|--|---|
| <input type="checkbox"/> EC – 6 Core Subjects | <input type="checkbox"/> Grades 7–12 Life Science |
| <input type="checkbox"/> Grades 4–8 Core Subjects | <input type="checkbox"/> Grades 7–12 Mathematics |
| <input type="checkbox"/> Grades 4–8 English/Language Arts & Reading | <input type="checkbox"/> Grades 7–12 Physical Science |
| <input type="checkbox"/> Grades 4–8 Math | <input type="checkbox"/> Grades 7–12 Social Studies |
| <input type="checkbox"/> Grades 4–8 Science | <input type="checkbox"/> Grades 7–12 Science |
| <input type="checkbox"/> Grades 4–8 Math/Science | <input type="checkbox"/> All-Level Art |
| <input type="checkbox"/> Grades 4–8 Social Studies | <input type="checkbox"/> All-Level Music |
| <input type="checkbox"/> Grades 7–12 English/Language Arts & Reading | <input type="checkbox"/> All-Level Physical Education (Kinesiology) |
| <input type="checkbox"/> Grades 7–12 History | <input type="checkbox"/> Grades EC-12 LOTE: Spanish |

NOTE: Resumes will be accepted for additional information they contain but not in place of a completed application.

PREVIOUS TEACHER CERTIFICATION INFORMATION

Have you been denied admittance into a teacher certification program? yes no

If yes, program name _____ date _____ reason for denial _____

Have you been enrolled in a teacher certification program? yes no

If yes, program name _____ date _____ reason for discontinuation _____

Have you been employed by a school district as a teacher or paraprofessional? yes no

If yes, as a _____ teacher _____ paraprofessional District _____ From _____ To _____

Have you ever had a teaching certificate or deficiency plan/permit? Yes No State _____

If yes, check below where applicable.

Valid Texas Certificate? Date Issued _____ Expires _____

Deficiency Plan? What entity issued the plan? _____ When? _____

Texas Emergency/Hardship/Special Assignment Permit? Date Issued _____ Expires _____

School District(s) Where Employed on Permit _____ No. of Years _____

Valid Out-of-State Certificate Expired Other State

Do you possess a certificate which is currently suspended, revoked, or pending such action in any state? Yes No

If yes, explain _____

VETERAN STATUS Are you a veteran? yes no

If yes, are you eligible for Troops to Teachers? yes no

If yes, are you eligible for Veterans Educational Benefits? yes no

CITIZENSHIP - 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, attach proof of permanent residence to this application.

If not, do you have a visa? yes no

If yes, what kind of visa? _____ Expiration Date _____

(Attach a copy of your current visa to this application)

*The Alternative Teacher Certification Program does not contain enough hours each semester to qualify for full-time attendance status and will not be able to provide I-20 visa forms.

CRIMINAL RECORDS - Have you ever been charged with a misdemeanor or felony offense that is presently pending final disposition or for which you have been convicted, received deferred adjudication, unadjudicated probation, or probation other than for parking or speeding tickets? yes no

If yes, please note in the space below and **attach a written explanation along with a copy of the final orders of the court.** A criminal record is not an automatic bar to employment and participation in the TLU Alternative Teacher Certification Program (PBTCP).

Offense	Date of Arrest	Disposition & Date	Comments

EDUCATION – List ALL institutions of higher education attended.

College or University/City/State	Dates Attended	Type of Degree	Major
	From/To		
	From/To		
	From/To		
	From/To		

An official transcript from all universities and community colleges that you have attended must be submitted with your application.

LANGUAGE PROFICIENCY Indicate your level of proficiency in the languages below.
1=fully fluent; 2=good skills; 3=fair

English Reading 1 2 3
 Speaking 1 2 3
 Writing 1 2 3

Spanish Reading 1 2 3 Not applicable
 Speaking 1 2 3 Not applicable
 Writing 1 2 3 Not applicable

If you are an international applicant, which of the following

Have you taken any Spanish-language proficiency tests? Yes No If yes, attach copy of test score report(s).

Other language (Please specify) _____
 Reading 1 2 3
 Speaking 1 2 3
 Writing 1 2 3

Ethnicity This information is requested for state and federal statistics. Choose one.

Hispanic Non-Hispanic

Race This information is requested for state and federal statistics. Choose one.

White Black or African American Asian
 American Indian or Alaska Native Native Hawaiian or Pacific Islander
 Other _____

PROFESSIONAL AND/OR ACADEMIC REFERENCES

List three persons (**recent former employers/supervisors or professors/instructors**) who have definite knowledge of your abilities and character. **If you have had school experience, please include references from district or school supervisors.** Send Reference Forms and envelopes to those three individuals for **them to complete and return to the Department of Education (PBTCP), Texas Lutheran University.** References from friends or family members will not be accepted.

Name	City	Address	State	Work Phone/ Home Phone	Title/ Relationship

EMPLOYMENT EXPERIENCE

Begin with your present or last job and account for all of your time between college graduation and the present. If you are a recent college graduate, include jobs that you held while in college. You may also include volunteer work experience. If more space is needed, please attach another sheet of paper.

Employer	From	To
Address		Phone #
Position	Part Time <input type="checkbox"/>	Full Time <input type="checkbox"/> Supervisor
Responsibilities		
Reason for Leaving		

Employer	From	To
Address		Phone #
Position	Part Time <input type="checkbox"/>	Full Time <input type="checkbox"/> Supervisor
Responsibilities		
Reason for Leaving		

Employer	From	To
Address		Phone #
Position	Part Time <input type="checkbox"/>	Full Time <input type="checkbox"/> Supervisor
Responsibilities		
Reason for Leaving		

Employer	From	To
Address		Phone #
Position	Part Time <input type="checkbox"/>	Full Time <input type="checkbox"/> Supervisor
Responsibilities		
Reason for Leaving		

ESSAY QUESTIONS

Please respond to the following essay questions and attach your responses to this application. **Use essay format with complete sentences, citing appropriately when applicable.**

- Describe your educational philosophy. You might want to consider the following:
 - age group of students you hope to teach
 - type of teacher certification you hope to earn as part of the program
 - How do you feel students learn best?
 - What would the environment look like?
 - What are your thoughts regarding discipline and addressing unwanted behaviors?
- Please describe your prior experiences with school-age children and why you want to be a teacher at this time in your life. Include why you are interested in applying for this program.
- Share about an experience you had in school (positive or negative) that has had a lasting effect on your life.

PLEASE ENCLOSE THE FOLLOWING:

- \$55.00 application fee (nonrefundable). **(Please make check payable to Texas Lutheran University.)**
- Completed Authorization and Release Form of Criminal History Investigation.
- ALL official** transcripts from university(ies) granting degree(s) and from university(ies) where content area courses were taken. *(To speed the application process, you may send copies of your transcripts to the Department of Education, not the university in general; however, you cannot be accepted into the program until official transcripts are on file at the Department of Education, Texas Lutheran University.)*
 - Foreign transcripts must be accompanied by a report from a recognized transcript evaluation service that indicates whether your transcript reflects the equivalent of a bachelor degree with a 2.75 overall GPA.
- If you have taken the Texas Oral Proficiency Test (TOPT), attach a photocopy of official score report **(other language applicants only)**.
- Photocopy of proof of permanent residence or visa, if applicable. The Alternative Teacher Certification Program does not offer enough hours each semester to qualify as full-time attendance status and will not be able to provide I-20 visa forms.
- TLU Tuition Agreement Form

APPLICANT CERTIFICATION AND UNDERSTANDING

I HEREBY CERTIFY that

- the foregoing information, as well as that on all supporting documentation, is true and correct
- this application and supporting documentation are provided of my own free will
- I authorize investigation for verification of all information related to my application
- I authorize Texas Lutheran University, Texas Education Agency, the State Board for Educator Certification, and collaborating school districts to obtain any criminal history records pertaining to me
- I authorize investigation of all matters relating to my application and/or suitability for an internship

- I authorize exchange or disclosure of information among Texas Lutheran University, universities, local education agencies/school districts, charter schools, private schools, the State Board for Educator Certification, The Texas Education Agency, ESCs, and/or other entities relating to teaching or working with children and/or participating or cooperating in teacher certification programs, as such information may relate to my application, suitability for internship, employment, and/or admission, status, good standing, or continuation as an applicant, intern, alternate for internship, university student, or school employee before or after acceptance in any of those capacities.

I UNDERSTAND that

- false or misleading information in this application or supporting documentation may result in rejection of my application or dismissal from the program should I be admitted
- this application is **NOT** an employment contract
- this application does **NOT** constitute acceptance of me into the Texas Lutheran University Teacher PBTCP nor Texas Lutheran University
- acceptance of me by Texas Lutheran University into the Teacher PBTCP does **NOT** constitute employment, nor does such acceptance entitle me to employment
- Alternative Teacher Certification Program applicants and interns are **NOT** employees of Texas Lutheran University
- acceptance into the Alternative Teacher Certification Program may be based solely on professional judgment.

I FURTHER UNDERSTAND that acceptance as an intern will be effective **ONLY** upon receipt by me of written notice of acceptance by Texas Lutheran University, and that acceptance and continued status as an intern are contingent upon

- satisfaction of all eligibility and other program requirements, including payment of all fees for the program.
- continued, satisfactory employment as a teacher by a school district participating in the TLU Alternative Teacher Certification Program.

Applicant's Signature _____

Date _____

Please return your *completed* application packet and \$55.00 application fee
(Made payable to Texas Lutheran University) to

Texas Lutheran University
Department of Education (Alternative Teacher Certification Program)
C/O Donna Kubena
1000 W. Court Street
Seguin, TX 78155

Meeting eligibility requirements does not guarantee an interview or acceptance into the TLU Alternative Teacher Certification Program. All submitted forms and documentation will become the property of the Texas Lutheran University. The TLU Alternative Certification Program does not discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation. The Program is subject to change if required by the State Board for Educator Certification (SBEC).



Alternative Teacher Certification Program

Authorization and Release for Criminal History Investigation

APPLICANT TO COMPLETE THE FOLLOWING

In connection with my application for employment, or in my position as a volunteer, student, or Alternative Teacher Certification intern, I _____, understand that as directed by university policy and consistent with the job described, Texas Lutheran University will obtain a criminal history report as part of its pre-employment background check. I hereby authorize, without reservation, any law enforcement agency, institution, or information service bureau contacted by Texas Lutheran University, or its agent, to furnish the information described above.

I release all respondents from any liability for releasing information. I understand that Texas Lutheran University and its agents are not responsible for the accuracy of the information contained in any criminal history report. I release Texas Lutheran University and its agents from all liability, claims, and lawsuits with respect to the information obtained from any or all of the sources consulted in the investigation.

I understand that this authorization is not an offer for employment by Texas Lutheran University, and that any false or misleading information I have provided to Texas Lutheran University may result in a refusal to hire, promote, reassign, or continue employment.

Signature

Date

Date of Birth

Social Security Number

Driver's License Number

Street Address

City

State

Zip Code

Please sign, date, and mail with your Alternative Teacher Certification Program application packet to

**Texas Lutheran University
Department of Education (Alternative Teacher Certification Program)
C/O Donna Kubena
1000 W. Court Street
Seguin, TX 78155**



Professional or Academic Recommendation Form for Alternative Teacher Certification Program

Applicant's Name _____ Date _____

Applicant's Certification Field _____

The above named applicant has selected you as a source of reference. We would appreciate your comments as to the applicant's qualifications.

NOTE: This evaluation meets the requirements of the Family Education Rights and Privacy Act of 1974 in that the above named applicant has voluntarily requested that this recommendation be held strictly confidential and not revealed to him/her.

Check the column for each dimension below.	Superior	Above Average	Average	Fair	Poor	Do not know	Comments
Ability to present ideas orally							
Ability to present ideas in writing							
Work habits							
Professional attitude							
Rapport with peers							
Resourcefulness							
Reliability							
Cooperation							
Professional appearance							
Enthusiasm							
Other							

Comments: Please make additional comments on the back of this form or on an attachment to this form. Your comments will greatly assist us in making an informed decision regarding this applicant's application.

Name _____
 Address _____
 E-mail address _____

Organization _____
 Telephone _____
 Relationship to Applicant _____

Signature _____

Please return this form at your earliest convenience to
 Department of Education (Alternative Teacher Certification Program)
 Texas Lutheran University
 C/O Donna Kubena
 1000 W. Court
 Seguin, TX 78155

Phone: 830.372.8007 • FAX 830.372.6362
 Email: Dkubena@tlu.edu

Thank you very much for your time and attention to this matter.



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Name _____ Organization _____
 Address _____ Telephone _____
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Signature _____

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Alternative Teacher Certification Program Tuition Agreement

An applicant who applies and is admitted to Texas Lutheran University assumes a definite financial obligation. The student (or his/her parent(s) or guardian(s) when applicable) is obligated to comply with the provisions of this account agreement.

A student who is regularly enrolled and has made payments in full or executed a university-approved payment contract is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, securing course credit, and graduating/completing program.

A student who is delinquent in any financial obligation to Texas Lutheran University may be subject to exclusion from any or all of the usual privileges as a student of the university. Graduation or certification may be denied, and his/her academic record will not be released until the outstanding balance is paid in full.

* * * * *

By signing this agreement, I acknowledge that I understand the above financial obligations, and I also understand that if I default on my payments, Texas Lutheran University may disclose that I have defaulted, along with other relevant information, to credit bureau organizations. Further, I promise to pay a 1% interest charge (12% APR) on any past due balances. I promise to pay all attorney fees and other reasonable collection costs and charges necessary for the collection of any amount not paid when due.

Applicant's Signature

Date

Applicant's Name (Please Print)

Applicant's SSN

Please sign, date, and mail with your Alternative Teacher Certification Program application packet to

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Department of Education (Alternative Teacher Certification Program)
C/O Donna Kubena
1000 W. Court Street
Seguin, TX 78155**