



**Educators of Excellence
Teacher Preparation Program
Handbook**

Program Background

The Alternative Teacher Certification Program of Educators of Excellence (**e**²) is approved by the State Board for Educator Certification and provides an alternative route to teacher certification for individuals with a bachelor's degree. The Program was established in response to teacher shortages in science and mathematics and has now expanded to include the core curriculum areas. This Program offers training for new teachers in the areas of curriculum and instruction, student assessment, classroom management, lesson planning, technology integration, and pedagogy and professional responsibility.

Eligibility Requirements

Applicants must meet the minimum eligibility requirements before applying for admission into the **e**² Program. Applicants must

- have earned a Bachelor's degree from an [accredited university](#) with a minimum GPA of 2.5* on a 4.0 scale
- submit a completed application for admission
- meet degree requirements below **OR** pass the TExES Pre-admission Content Test (PACT) in the certification area.

Proof of Enrollment

The **e**² office provides letters of enrollment (an acceptance letter) or highly qualified status (when mastery is achieved on the appropriate TExES Exam passed) to school districts to assist the candidate in the hiring process.

Certifications

Once admitted into the **e**² Program, individuals (Teacher Candidates) can achieve standard teacher certifications in English Language Arts & Reading 4th-8th, English Language Arts & Reading 8th-12th, Generalists Early Childhood-6th grade, Generalist Bilingual Early Childhood-6th grade, Generalist 4th-8th grade, English as a Second Language, Mathematics 4th-8th, Mathematics 8th-12th, Science 4th-8th, Science 8th-12th, Social Studies 4-8, Social Studies 8th-12th and Special Education.

The State Board of Educator Certification will consider Teacher Candidates for certification after they have successfully completed the academic and internship components of the Program, as well as passed the TExES Content and PPR Exam in the area and level of certification.

Academic Component

The courses offered consist of intense, accelerated and standards-based courses. The Curriculum and Standards Content course and Pedagogy & Professional Responsibility (PPR) course are composed of curriculum correlated with the Texas Educator Standards, Texas Essential Knowledge and Skills (TEKS), and standards for the Professional Development and Appraisal System (PDAS).

TExES Exams

Teacher Candidates enrolled in the Program are eligible to register for the TExES (Texas Examination for Educator Standards). The **e**² Program provides eligible Teacher Candidates with the approval needed to take the exam. Teacher candidates must score above 80% for automatic approval by **e**² to take the TExES Exam. Any borderline student (79% or below), **e**² and the instructor will make a joint decision for test approval, with the recommendation from the instructor heavily weighted.

Deficiency Plans

Teacher Candidates not meeting certain eligibility requirements will be advised on a deficiency plan. Deficiency plans must be completed if a student is unable to pass the TExES Exam in their area and level of certification

Teaching Component:

Internship:

Teacher Candidates are responsible for finding employment and serving under a Probationary Certificate for one academic year as the teacher-of-record in a Texas Accredited School. A list of accredited private and charter schools can be found online at the Texas Education Directory website: <http://askted.tea.state.tx.us>. A list of the accredited private schools can be found on the TEPSAC website: <http://www.tepsac.org/>.

During the Internship, teacher candidates are required to attend at least three of the four scheduled Intern Seminars and participate in recommended teacher trainings by their employing school or school district.

This internship will be supervised by a TxBESS trained certified Texas classroom teacher. Observations and evaluations will be conducted by e2 throughout the school year. Post conferences will follow each observation.

If you do not sign a contract with a school district, we recommend you a Clinical Teaching Assignment or seek a job as a Paraprofessional, Teacher Assistant, Education Aide or a Long-Term Substitute.

Clinical Teaching:

This is a full-time, 12-week teaching position during the Fall or Spring semester. The teacher candidate will apply for a clinical teaching position through e2 and will be placed in a partnering school district with a certified Texas teacher, who will serve as the mentor teacher. Observations and evaluations will be conducted by the mentor teacher and the e2 supervisor. Upon the successful completion of the clinical teaching experience, the teacher candidate will be recommended to SBEC for a Standard Teaching Certificate.

Probationary Certificates

Teacher Candidates (with Program approval) apply for a Probationary Certificate online from the SBEC and request the fingerprinting packet for the national background check. Fees for the certificate and background check are paid directly to the SBEC.

Teacher candidates will be recommended for a Probationary Certificate **after** they secure a teaching position in a TEA accredited school.

Standard Certificates

Upon completion of all Program requirements, with approval from the e² supervisor and principal, teacher candidates can apply (with Program approval submission) for standard teacher certification. Fees for the standard certificate are to be paid directly to the SBEC.

National Background Checks

All Teacher Candidates will be required to undergo a national background check when applying for a teacher certification through SBEC. e² does not offer refunds if an applicant fails to receive certification from the SBEC due to any information discovered when the SBEC runs a criminal history check.

Contract not fulfilled

If your contract is terminated by a school / school district or you decide to not fulfill your contract for the academic school year, you will be withdrawn from the program.

Re-Entry into Program

Teacher candidates who begin the certification process and are unable to fulfill the teaching component after two school years may be required to seek re-entry into the program.

Code of Ethics and Standard Practices for Texas Educators

The Code of Ethics and Standard Practices for Texas Educators (Texas Administrative Code Title 19, Part 7, Ch 247) is the law that guides the practice of educators in Texas. As a participant in the Program, you are considered a developing educator and as such are expected to abide by the Code of Ethics and Standard Practice for Texas Educators. You may reference the text of this law on the Secretary of State website under the Texas Register at <http://www.sos.state.tx.us/>

General Policies

Attendance

Regular and punctual attendance is required of all. Recognize the importance of timeliness; it is an expression of commitment and respect. Come to class on time and stay for the entire period. Notify the instructor ahead of time if you must be absent for any reason. Eighty percent (80%) attendance is the minimum requirement for an individual to receive a Certificate of Completion from the Program. The Program does not recognize any absence from class as an "excused absence". Teacher Candidates are considered absent if they are not present for class during normal classroom hours regardless of the circumstances.

Books

Books for the class may be purchased at any bookstore or online.

Children

Children are not permitted in class or in labs. Minors MUST NOT be left unattended.

Class Participation

Accept responsibility for your own learning and behavior. Demonstrate a desire to learn and become well informed. Show enthusiasm for your studies and assignments, fellow classmates, and instructors. Demonstrate your desire to become a professional educator by your interest and attention in class. Turn in exceptional work that exhibits research, study, and careful preparation. Be willing to cooperate and collaborate with fellow teacher candidates and instructors. The faculty of the e² Program has high expectations for you as a developing educator. As a participant in this Program you represent the e² Program as well as the teaching profession as a whole. This demands professional demeanor and behavior at all times, both in classes and in field settings.

Dress Code

Demonstrate that you respect yourself and the profession. Maintain an appropriate, professional appearance in class and any time you are in a school or represent the e² Program in any other way.

Drug-Free

e² is committed to full compliance with both Drug-Free Workplace and the Drug-Free Schools and Communities Act.

Grievance Procedure

If a teacher candidate would like to file a grievance, they may submit a letter in writing to their instructor. If the grievance is not resolved at the instructor level, a meeting will be called between the teacher candidate, their instructor and an e² Program Director. If the grievance is not resolved, the teacher candidate may file their complaint with the Better Business Bureau.

Policies

Please fully review the following Texas Education Agency policies through the TEA website:

- Policy Prohibiting Sexual Harassment
- Drug-Free Schools and Communities Act
- Family Education Rights and Privacy Act

Refund Policy

Refunds will be made as follows:

70% Prior to 2nd class meeting

0% after 2nd class meeting

Request for refunds must be made in writing to e². Refund requests require approximately 30 days to process.

Teacher Candidate Conduct

The e² Program assumes that Teacher Candidates enrolling in the Program are familiar with the ordinary rules governing proper conduct (Texas Administrative Code, Educators' Code of Ethics).