

Evaluation Form

ALL INFORMATION IS REQUIRED BY THE TEXAS EDUCATION AGENCY (TEA)

* Required

1. Email *

2. Today's Date *

Example: January 7, 2019

3. Please type your FULL name as it appears in your Driver's License. This is the name we will be using. If your legal name is different than your Driver's license, you will need to make the change and re-submit your Driver's License so we can make the change in our system. *

4. **CONFIDENTIALITY NOTICE: We will not, under any circumstances, share your personal information with other individuals or organizations outside of SoTex ACP without your permission, including public organizations, corporations, except when applicable by law.** The following information will be required: FUL Social Security number, phone number, date of birth, and address, ethnicity, Major, Minor, Graduation Date... *

Mark only one oval.

I understand *Skip to question 5*

I do not wish to provide my personal information
Skip to section 2 (You can not proceed)

You can
not
proceed

Based on your selection, you can not proceed with the evaluation process. All the information we require is for TEA purposes. Once you are ready to provide the information, please re-submit.

The following information is required by the Texas Education Agency.

5. Please provide your FULL Social Security number (if you do NOT input your FULL Social Security number, your application will not be considered valid and will be deleted. *)

6. What is your Date of Birth? *

Example: January 7, 2019

7. What is your Phone Number? (please include area code) *

8. What is your mailing address? *

9. What is your Ethnicity? *

Check all that apply.

Hispanic

White/Caucasian

African American

Other: _____

10. What is your Major? *

11. What is your Minor? *

12. What University did you obtain your degree in? *

13. What is your Graduation Date? (you must already be graduated to complete the evaluation process) *

Example: January 7, 2019

14. Degree of completion? *

Mark only one oval.

Masters

Bachelors

If you obtained your degree outside of the United States, please select the following link so you can know if you are required to take an English Proficiency exam "TOEFL iBT".

<https://texreg.sos.state.tx.us/fids/201703915-1.pdf>

If the country that you obtained your degree is outside of the United States BUT is in the list of the countries that have been approved by the State Board for Educator Certification (SBEC) that satisfy the English language proficiency requirement specified in 19 TAC §230.11(b)(5)(C), then you do not need to take the TOEFL-iBT exam.

If the country where you obtained your bachelor's degree IS listed, then you do NOT need to take and pass the TOEFL-iBT exam. You can proceed with submitting your translated transcripts. If it is not listed, you will need to not only translate your transcripts, but you will be required to take/pass the TOEFL-iBT exam.

Before
you
continue...

The passing scores as per TAC RULE §230.11 are as follows:

([https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=7&ch=230&rl=11](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=7&ch=230&rl=11))

Speaking-24
Listening-22
Reading- 22
Writing-21.

To obtain information on how to register for the TOEFL-iBT exam, go to our website <https://southtexacp.com/step-by-step/> and select STEP 1, then select "Minimum Requirements." Once you do, at the bottom, you will see the following title hyperlinked "TOEFL iBT Registration Manual". Select it so you can download a PDF step by step.

You will need to submit proof of the passing scores prior to your evaluation submission.

15. Do you have a degree that was obtained outside of the United States? *

Mark only one oval.

Yes *Skip to question 16*

No *Skip to question 20*

Transcripts

If your degree was issued outside of the United States, you need to get your degree translated. We recommend the following business: Worldwide Education Consultant Services, Inc. Address: 5521 North Expressway 77, Brownsville, TX 78520. Phone: (956) 350-4660

16. Are your transcripts already translated? *

Mark only one oval.

Yes *Skip to question 17*

No *Skip to section 9 (YOU ARE REQUIRED TO TRANSLATE YOUR TRANSCRIPTS)*

Out of Country

17. Is the country listed in the "Attached Graphic" hyperlink? (you can view the document once again by selecting the following link---> <https://texreg.sos.state.tx.us/fids/201703915-1.pdf>) *

Mark only one oval.

Yes *Skip to question 20*

No *Skip to question 18*

TOEFL-iBT is required

18. Based on the information provided, you will need to take and pass the TOEFL-iBT exam. Have you taken and passed the required areas with the minimum scores? Speaking-24, Listening-22, Reading- 22, and Writing-21. *

Mark only one oval.

Yes *Skip to question 19*

No *Skip to section 8 (YOU ARE REQUIRED TO TAKE/PASS THE TOEFL iBT.)*

YOU ARE
REQUIRED
TO
TAKE/PASS
THE
TOEFL iBT.

You will not be able to proceed with this form. You need to translate your transcripts and pass the TOEFL-ibt exam in order to continue. This application will be deleted within the next 24 hours. All of the information provided will be deleted. You will need to begin this evaluation form once again as soon as you obtain your passing scores and your transcripts translated.

YOU ARE
REQUIRED TO
TRANSLATE
YOUR
TRANSCRIPTS

You will not be able to proceed with this form. You need to translate your transcripts and pass the TOEFL-ibt exam in order to continue. This application will be deleted within the next 24 hours. All of the information provided will be deleted. You will need to begin this evaluation form once again as soon as you obtain your passing scores and your transcripts translated.

Submit your TOEFL-iBT scores

19. Please upload your TOEFL-iBT scores *

Files submitted:

Skip to question 20

Submitting
Your
Transcripts

WARNING: If your submission is incorrect (missing additional transcripts). Your application will be deleted and you will receive an email as to why it was deleted. You will need to re-submit the Evaluation form once again.

PLEASE READ THE FOLLOWING MESSAGE THOROUGHLY

Transcripts with degrees within the US:

You **MUST** submit your transcripts where it shows your DEGREE AWARDED DATE. If you have credits applied from another university or college in your bachelor's degree (transcripts) you must submit all of the transcripts listed in your degree. For example: if you attended STC but obtained your degree with UTPA and certain classes from STC were transferred, so you see that section in your current transcripts where your degree was awarded, you need to submit STC and UTPA transcripts. If you do not submit all of the transcripts required, there will be a delay in your evaluation process. (delays can be a minimum of 2 weeks to obtain your evaluation results) You have the following options to submit your transcripts: Uploading (PDF or an Image), Dropping off the transcript in person to our office (must call us for additional instructions), and by Mail. Once we receive them, we will contact you to confirm we have received them.

Translated Transcripts(Degrees obtained outside of the US):

Please make sure you have the completed transcript record to upload/submit

20. What form will you be using to submit your transcripts? *

Mark only one oval.

Uploading *Skip to question 21*

Dropping off *Skip to question 41*

By Mail *Skip to question 44*

****UPLOADING**** Before you submit your transcripts, let's make sure you have what you are required to submit right now.

In order to process a complete transcript evaluation, you are required to do the following steps.

21. 1) look at your transcripts, do you see credits transferred from another institution (exception if you were with UTRGV and credits transferred to UTPA) *

Mark only one oval.

Yes *Skip to question 23*

No *Skip to question 22*

WARNING:

22. If your submission is incorrect. Your application will be deleted and you will receive an email as to why it was deleted. You will need to re-submit the Evaluation form once again. if you need to make a correction to your last response, please press the BACK button. *

Mark only one oval.

My submission is correct. There are NO transferred credits from another college/university on my bachelor's degree transcript (with the exception of credits/classes transferred from UTRGV to UTPA) *Skip to question 25*

Additional Transcripts Required

23. Based on your response, you will need to submit the transcripts from each college/university that credits were transferred from based on your current transcripts. (For example, if you had classes transferred from STC and you obtained your Bachelor's with UTPA, you will need to submit the STC transcripts along with the UTPA.) Do you have the additional transcripts to upload them? *

Mark only one oval.

Yes *Skip to question 24*

No *Skip to section 24 (You can not proceed)*

Upload
Transcript(s)
& Driver's
License

Please make sure you upload ALL of your transcript(s) correctly. If you are submitting an image, make sure that the image is clear to avoid a delay in your evaluation. If you fail to upload ALL of your transcripts based on the credits added to your bachelor's. This will cause a delay in your evaluation process. (Delays may be a minimum of 2 weeks to obtain results)

24. How many colleges/universities are added to your transcripts aside from the college/university you obtained your degree from? *

Mark only one oval.

- 1 Skip to question 26
- 2 Skip to question 28
- 3 Skip to question 31
- 4 Skip to question 35
- I have 5 or more additional college/universities Skip to question 40

No additional
colleges/university
transcripts

PLEASE MAKE SURE YOU LABEL YOUR ATTACHMENTS WITH YOUR NAME AND LAST 4 OF YOUR SOCIAL!!!

(For Example: AnnaRivera1234)

NOT DOING SO WILL CAUSE A DELAY IN YOUR EVALUATION AS YOUR ATTACHMENTS WILL NOT BE LINKED TO YOUR EVALUATION APPLICATION.

25. Please upload your transcript where your degree was awarded and your Driver's License *

Files submitted:

Skip to question 47

One additional
college/universities

PLEASE MAKE SURE YOU LABEL YOUR ATTACHMENTS WITH YOUR NAME AND LAST 4 OF YOUR SOCIAL!!!

(For Example: AnnaRivera1234)

NOT DOING SO WILL CAUSE A DELAY IN YOUR EVALUATION AS YOUR ATTACHMENTS WILL NOT BE LINKED TO YOUR EVALUATION APPLICATION.

26. Please upload your transcript where your degree was awarded and your Driver's License *

Files submitted:

27. Please upload the second transcript *

Files submitted:

Skip to question 47

Two additional
college/universities

PLEASE MAKE SURE YOU LABEL YOUR ATTACHMENTS WITH YOUR NAME AND
LAST 4 OF YOUR SOCIAL!!!

(For Example: AnnaRivera1234)

NOT DOING SO WILL CAUSE A DELAY IN YOUR EVALUATION AS YOUR
ATTACHMENTS WILL NOT BE LINKED TO YOUR EVALUATION APPLICATION.

28. Please upload your transcript where your degree was awarded and your Driver's License *

Files submitted:

29. Please upload the second transcript *

Files submitted:

30. Please upload the third transcript *

Files submitted:

Skip to question 47

Three additional
college/universities

PLEASE MAKE SURE YOU LABEL YOUR ATTACHMENTS WITH YOUR NAME AND
LAST 4 OF YOUR SOCIAL!!!

(For Example: AnnaRivera1234)

NOT DOING SO WILL CAUSE A DELAY IN YOUR EVALUATION AS YOUR
ATTACHMENTS WILL NOT BE LINKED TO YOUR EVALUATION APPLICATION.

31. Please upload your transcript where your degree was awarded and your Driver's License *

Files submitted:

32. Please upload the second transcript *

Files submitted:

33. Please upload the third transcript *

Files submitted:

34. Please upload the fourth transcript *

Files submitted:

Skip to question 47

Four additional
college/universities

PLEASE MAKE SURE YOU LABEL YOUR ATTACHMENTS WITH YOUR NAME AND
LAST 4 OF YOUR SOCIAL!!!

(For Example: AnnaRivera1234)

NOT DOING SO WILL CAUSE A DELAY IN YOUR EVALUATION AS YOUR
ATTACHMENTS WILL NOT BE LINKED TO YOUR EVALUATION APPLICATION.

35. Please upload your transcript where your degree was awarded and your Driver's License *

Files submitted:

36. Please upload the second transcript *

Files submitted:

37. Please upload the third transcript *

Files submitted:

38. Please upload the fourth transcript *

Files submitted:

39. Please upload the fifth transcript *

Files submitted:

Skip to question 47

Five or more College/Universities

40. If you have 5 or more additional Colleges/Universities, you will need to email your transcripts to mercadonorma@sotexacp.com. Once you email, please call the office to confirm your transcripts have been received. Please write down the name of the person you spoke to *

Skip to question 47

****DROP OFF****

PLEASE READ THE FOLLOWING MESSAGE THOROUGHLY: If you have credits applied in your transcripts from another university or college you must submit ALL of the transcripts listed in your degree. For example: if you attended STC but obtained your degree with UTPA and certain classes from STC were transferred, so you see that section in your current transcripts where your degree was awarded, you need to submit STC and UTPA transcripts. If you do not submit all of the transcripts required, there will be a delay in your evaluation process. (delays can be a minimum of 2 weeks to obtain your evaluation results) Once we receive them, we will contact you to confirm we have received them.

41. You can continue answering the evaluation questions if you selected this option. You have a total of 10 days for you to drop off the transcripts. When you arrive, please call the office so we can instruct you where to leave the transcripts. If you have credits from another university or college, we will need those transcripts as well. If we do not receive ALL of your transcripts within the next 10 days as of today, your evaluation form will be deleted and you will have to re-apply. You will receive an email once it is deleted and the reason why. *

Mark only one oval.

I understand

42. Once again, If you have additional classes added to your transcripts from other colleges/universities, please make sure to include them when you are dropping them off. Do you understand that if you do not submit the additional transcripts (if you have additional classes from other universities in your transcripts) your application will be deleted and you will receive an email as to why it was deleted? You will need to re-submit the Evaluation form once again. *

Mark only one oval.

Yes

No *Skip to section 24 (You can not proceed)*

43. Please upload your Driver's License *

Files submitted:

Skip to question 47

BY MAIL*

44. You can continue with the evaluation form if you selected this option. You have a total of 10 days for you to send the transcripts. If we do not receive your transcripts within the next 10 days as of today, your evaluation form will be deleted and you will have to re-apply. You will receive an email once it is deleted and the reason why. *

Mark only one oval.

I understand

45. Please upload your Driver's License *

Files submitted:

46. Once again, If you have additional classes added to your transcripts from other colleges/universities, please make sure to include them when you are mailing them. Do you understand that if you do not submit the additional transcripts (if you have additional classes from other universities in your transcripts) your application will be deleted and you will receive an email as to why it was deleted? You will need to re-submit the Evaluation form once again. *

Mark only one oval.

Yes *Skip to question 47*

No *Skip to section 24 (You can not proceed)*

Skip to question 47

You can
not
proceed

If you do not submit all of your transcripts, you can not proceed. Please make sure to submit them when you are ready. By submitting this form incomplete, it will be deleted within 24 hours. You will need to restart the evaluation process.

Certification
Areas

The following are the certification areas that we can certify you on. Please choose the areas you are interested in.

47. *

Check all that apply.

- Core Subjects EC-6 (You can teach the following subjects: Math, Science, ELA-R, Electives, Social Studies from Pre-kinder to 6th grade)
- Special Education EC-12
- Social Studies Grades 4-8
- English Language Arts & Reading (ELA-R) Grades 4-8
- English Language Arts & Reading Grades 7-12
- Life Science Grades 7-12 (Biology)
- Science Grades 7-12
- Social Studies Grades 7-12
- Bilingual Endorsement (Mostly paired with EC-6: Includes Bilingual Supplemental exam and BTLPT (Spanish Audio) exam)
- ESL Endorsement (mostly paired with 4-8 & 7-12's)
- ELA-R/Social Studies 4-8 (two content areas in one)

Core EC-6
Certification
Area

You can add the Bilingual Supplemental to the Core EC-6, this will make you more marketable. The majority of the school districts in the RGV require you to have the bilingual endorsement when you are applying at an elementary school grades Pre-K to 5th Grade. You can also add the Special Education EC-12 certification area to your Core EC-6. This will allow you to teach certain Special Education departments from pre-Kinder to Highschool) If you are interested, please select the BACK button and check the additional boxes. If you have already done so or you are not interested, you can select the option below

48. Let's Proceed *

Mark only one oval.

I wish to proceed

Special
Education
EC-12
Certification
Area

If you only selected Special Education, you are eligible to begin your certification as a Co-Teacher ONLY after you pass the SpEd exam. You can add additional content area(s) to make you more marketable and so you can obtain a teacher of record position. The majority of the school districts in the RGV require you to have a teacher of record position. If you are interested, please select the BACK button and check the additional boxes. If you have already done so or you are not interested, you can select the option below

49. Let's Proceed *

Mark only one oval.

I wish to Proceed

ESL
Endorsement

If you selected a 4-8 or 7-12 certification area, you can add the ESL endorsement. The majority of the schools in the RGV require you to have an endorsement. If you are interested, please select the BACK button and check the additional boxes. If you have already done so or you are not interested, you can select the option below

50. Let's Proceed *

Mark only one oval.

I wish to proceed

Continue

51. Have you applied to another Alternative Certification Program? *

Mark only one oval.

Yes *Skip to question 52*

No *Skip to question 53*

What ACP?

52. What ACP did you apply to? *

Additional information

53. Have you ever been enrolled in any other Alternative Certification program? *

Mark only one oval.

- Yes *Skip to question 54*
- No *Skip to question 57*
- I don't Know *Skip to question 55*

*****YES*****

54. What Program(s)? *

***I
Don't
Know***

If you do not know, please call TEA (512) 463-9734 or submit a Help Desk Ticket by selecting the following link--> <https://helpdesk.tea.texas.gov/hc/en-us> request if you are currently "Claimed" by another Educational Program. Once you obtain a response, please answer the question below. If you are enrolled with another Educational Preparation Program but you have not consented//paid for/agreed/signed a contract and obtained a Letter of Acceptance, you can ask TEA to remove you because you did not consent to enrolling in the program. If your "Claimed" Status has been removed, you can select NOW below.

55. As per TEA, are you currently Claimed by another Educational Program? *

Mark only one oval.

- Yes *Skip to question 56*
- No *Skip to question 57*

*****YES CLAIMED*****

56. What Program? *

Let's Continue

57. How did you hear about SoTEx ACP? *

Mark only one oval.

Friend/Relative *Skip to question 58*

Facebook *Skip to question 59*

Other: _____

Friend/Relative

58. Please type the Name and affiliation below *

TAC Rule RULE §227.1 (c)(d) & TAC Rule RULE §249.16

59. As per TAC RULE §227.1 (c)(d) A person who is enrolled or planning to enroll in a State Board for Educator Certification-approved educator preparation program or planning to take a certification exam may request a preliminary criminal history evaluation letter regarding the person's potential ineligibility for certification due to a conviction or deferred adjudication for a felony or misdemeanor offense. Select the following link to download your own copy of the TAC code and/or download the Preliminary Request for Criminal History form-->

<https://southtexacp.com/criminal-background-check/> *

Check all that apply.

I affirm/acknowledge that TAC §227.1 (c)(d) and TAC RULE §249.16 has been provided to me for my personal record.

I have read and understood the option to request a Preliminary Criminal History Evaluation Letter

Acknowledgments

60. I understand that my application will be deleted if my transcripts are not received within the next 10 days as of today. I will need to submit a new application once it has been deleted. *

Mark only one oval.

I understand

Electronic Signature

Please type your name below to represent your Electronic Signature

61. By electronically signing this Transcript Evaluation form, you consent and agree to proceed with the review of your transcripts. You will be contacted via phone or email with your evaluation results. You understand that this does NOT indicate your acceptance to the program at this time and you also understand that ALL submissions become the property of South Texas Transition to Teaching-ACP and can not be returned, under any circumstances. *

Thank you for completing the evaluation form. Every submission is manually reviewed by the order it was received. If your submission was complete/successful, your evaluation will be processed by our Director and you will receive an email soon with your evaluation results. If your submission was incorrect, your application will be deleted and you will receive an email as to why it was deleted. You will need to re-submit the Evaluation form once again. If you do not receive an email within 14 days, please call the office at (956) 631-4424

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