

Huston-Tillotson University  
 Alternative Teacher Certification Program

## Application Checklist

	✓	<b>Item</b>
1		Application for HT ATCP
2		Application for HT Admission
3		HT Student Data Form
4		HT Registrar's Directory Information Release
5		Official transcripts from <u>every</u> college/university attended. One transcript is required from each college/university.
<p><b>Transcripts must be sent ATTENTION: Dr. Jan P. Seiter, ATCP for proper tracking.</b></p> <p>All foreign transcripts must have official US evaluations showing degree and grade equivalency. Contact Foreign Credentials Service of America at 512-459-8428 about transcript evaluations.</p>		
6		Professional Recommendation 1
7		Professional Recommendation 2
8		Professional Recommendation 3
9		Texas Department of Public Safety Criminal Record Report  *Current employees of public school districts are not required to submit the criminal background check. Proof of employment is required.
10		Non-refundable \$100 application fee
11		LASSI (online assessment completed at HT on the day of interview)
12		Interview ( scheduled by ATCP after application is submitted and complete)
13		<b>For Applicants with Foreign Transcripts Only:</b> TOEFL-iBT with a minimum score of 26 on the Speaking section
14		<b>For Applicants with Foreign Transcripts Only:</b> THEA scores not more than 5 years old: 250 Reading, 230 Writing, 230 Math