

# **Huston-Tillotson University**

## ***Alternative Teacher Certification Program***

### ***Application Process***

The application process begins with an online application. The application and official reference forms require original signature. Incomplete applications, missing transcripts, and documents may hinder the admission process. False statements, misrepresentations, or omissions made by applicants shall be grounds for program admission denial/removal.

#### **Application Materials and Deadlines**

The process begins with an online application: [ATCP Application Package Fall 2021](#).

The application, HT forms, and reference forms require original signatures.

#### **Overall GPA and Transcripts**

Admission to HT ATCP requires a baccalaureate degree from a regionally accredited institution of higher education. The applicant must submit an official transcript from every college and/or university attended. Applicants' transcripts must demonstrate a GPA for admission is 2.5 on a 4.0 scale overall or in the last 60 hours taken. HT ATCP computes the GPA based on all transcripts. Email Transcripts to [atcpadmission@htu.edu](mailto:atcpadmission@htu.edu).

#### **Applicants with Foreign Transcripts**

A TEA must evaluate all foreign transcripts approved agency. The detailed evaluation must include a translation and evaluation for all courses and degrees. In Austin, contact Foreign Credentials Service of America at 512.459.8428. Click below for the complete list of companies: [www.sbec.state.tx.us/SBECOnline/certinfo/forcredevalservice.asp](http://www.sbec.state.tx.us/SBECOnline/certinfo/forcredevalservice.asp).

The Test of Proficiency in the English Language shall be evidenced by one of the following: (A) completion of an undergraduate or graduate degree at an accredited institution of higher education in the United States; or (B) verification of minimum scaled scores on the Test of English as a Foreign Language Internet-Based Test (TOEFL iBT) of 24 for speaking, 22 for listening, 22 for reading, and 21 for writing; or (C) if an undergraduate or graduate degree was earned at an institution of higher education in a country outside of the United States listed in the figure provided in this subparagraph. Figure: 19 TAC §230.11(b)(5)(C). Applicants are required to submit TOEFL scores that meet the minimum program requirements below unless they have earned a bachelor's degree or higher from a regionally accredited U.S. institution. This program does not offer admission if the scores above are not met.

An applicant with a foreign transcript must demonstrate evidence of competence in reading, writing, and math using one or a combination of the following measures:

- SAT with a minimum score of 500 in both verbal and quantitative; or
- ACT with a minimum score of 19 in both English and math; or
- THEA (Texas Higher Education Assessment), formerly TASP (Texas Assessment of Skills Proficiency) with minimum scores of 250 in reading, 230 in writing, and 230 in math; or
- GRE with a minimum score of 450 on the verbal and 450 on the analytical.

Test scores must be submitted to the HT ATCP office prior to the application deadline.

## **Required Previous Coursework**

### *Core Subjects and Core Subjects 4-8 Certificates*

- Twenty-four semester hours to include a combination of English, math, science, and social studies such as government, history, political science, geography, or economics.

### *Single Subject Certificates*

- HT ATCP does not offer content preparation for some single subject certifications, i.e. math, science, music, PE, history.
- 24 semester hours, with 12 of the hours being upper-division (junior or senior level courses) in the core academic subject area in which certification is sought; or
- A passing score on the PACT content exam prior to program acceptance

## **References**

Each applicant must submit three professional references on the form downloadable from the HT ATCP web page. The official HT ATCP reference form must be used. Email to [atcpadmission@htu.edu](mailto:atcpadmission@htu.edu) by the reference source. References that are personally delivered by the Candidate will not be considered.

## **TEA & ETS Accounts**

Candidates must establish a [TEA account](#) and an [ETS account](#) for testing purposes.

## **Criminal Background Check\***

### [TEA- Fingerprinting for Certification Applicants](#)

Each participant is required to submit a criminal background report from the Texas Department of Public Safety (<http://www.txdps.state.tx.us/>). Applicants whose background checks are unacceptable will not be admitted to the HT ATCP. The employing school district and TEA will also conduct criminal background checks.

\*Current employees of public school districts are not required to submit the criminal background check.

Proof of employment is required, such as a copy of the District ID badge.

## **Interview and Critical Thinking Skills**

Applicants will participate in a structured face-to-face interview. One purpose of the interview is to assess the Candidate's critical thinking skills.

## **Selection**

Candidates are selected for the program based on their qualifications as set out in the application process. The selection criteria include overall GPA, coursework requirements per certification area, structured interview results, quality of references, work experience, and application writing sample. HT ATCP also uses other criteria such as language fluency for foreign language and bilingual applicants and applicants with foreign transcripts.