

## YOU ARE NOT ELIGIBLE TO APPLY IF YOU:

1. Have completed three years teaching experience on an emergency permit
  2. Have completed an education program that included student teaching
- 

## APPLICATION PROCESS

### All Applicants must:

1. Complete the application.
2. Submit scales scores of six (6) or higher on the writing sample or a combined five (5) and two hundred and twenty (220) or higher on the writing sample and multiple choice writing section; a scale score of two hundred and thirty (230) or higher on the mathematics section and a scale score of two hundred and fifty (250) or higher on the reading section of the Texas Higher Education Assessment (THEA); formerly known as the Texas Academic Skills Program (TASP). Applicants are responsible for submitting THEA scores. Register at <http://www.thea.nesinc.com>
3. Submit official transcripts from all universities attended. Foreign transcripts must be translated by an acceptable foreign evaluation company. To find a list of acceptable companies, visit the State Board for Educator Certification website at <http://www.sbec.state.tx.us/SBECOnline/certinfo/forcredevalservice.asp> The translation must include a course-by-course, upper and lower division designation and overall grade point average. **Upon acceptance into the program**, individuals with foreign transcripts from **non-English** speaking countries must also take the **Test of Spoken English (TSE)**, [www.toefl.org](http://www.toefl.org). **Application packets will not be evaluated unless all transcripts are submitted. The District will only sponsor eligible foreign candidates in the following subject areas: bilingual, math, science, special education, and secondary Spanish.**
4. Application packet must include a large copy of your driver's license and social security card.
5. Submit three reference forms, two of which must be current or former employers. Make sure the reference forms are complete. (BOTH PAGES)
6. Complete and sign the payroll deduction form.
7. Submit a \$75.00 non-refundable application fee made payable to: Houston Independent School District (**cashiers checks or money orders only**).
8. Return the completed package to: Houston Independent School District, ACP Intake Office, 4400 West 18th Street, Houston, TX 77092-8501.
9. If you have taken a TExES exam with approval from another program; scores must be provided with application packet.

## INCOMPLETE PACKETS WILL NOT BE EVALUATED

Upon receipt of the above documents, applicants will be evaluated and eligibility will be determined.

Applicants who pass the initial screening will be contacted to schedule a face to face interview and two (2) part skills demonstration.

Bilingual and Secondary Spanish candidates that perform successfully on the interview will be informed of the next available Language Assessment Scale (LAS) test date. The LAS test measures oral and written Spanish and oral English proficiency and must be successfully completed prior to receiving full **Alternative Certification Program acceptance**. The applicant should expect to pay a fee of \$120.00 for the LAS test.

---

**Ineligible applicants** will be notified in writing immediately following the applicant screening process.



HOUSTON INDEPENDENT SCHOOL DISTRICT

ALTERNATIVE CERTIFICATION PROGRAM
Preparing and Supporting New Teachers



RETURN TO: ALTERNATIVE CERTIFICATION INTAKE OFFICE
Department of Human Resources
4400 West 18th Street
Houston, Texas 77092

EMPLOYMENT APPLICATION

It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, martial status, race, religion, sex, veteran status, or political affiliation in the its educational or employment programs and activities.

PLEASE PRINT OR TYPE ONLY

PERSONAL DATA

Form fields for personal data including: LAST NAME, FIRST NAME, M.I., FORMER NAME USED, SOCIAL SECURITY NUMBER, DATE, PRESENT ADDRESS (STREET/P.O. BOX), CITY, STATE, ZIP CODE, E-MAIL ADDRESS, DAY PHONE, EVENING PHONE.

CERTIFICATIONS OFFERED

(select one area only)

- List of certification areas with checkboxes: Art (Grades EC-12), Bilingual Education Supplemental - Spanish (Grades 4-8), Bilingual Education Supplemental-Spanish (Grade EC-4), Bilingual Generalist-Spanish (Grades 4-8), Bilingual Generalist-Spanish (Grades EC-12), Business Education (Grades 6-12), Dance (Grade 8-12), English Language Arts and Reading (Grades 4-8), English Language Arts and Reading (Grades 8-12), English Language Arts and Reading/Social Studies (Grades 4-8), English as a Second Language Generalist (Grades 4-8), English as a Second Language Generalist (Grades EC-4), English as a Second Language Supplemental Generalist (Grades 4-8), Generalist (Grades EC-4), Gifted and Talented Supplemental, Health (Grades EC-12), History (Grades 8-12), Journalism (Grades 8-12), Life Sciences (Grades 8-12), Marketing Education (Vocational Experience) (Grades 8-12), Mathematics (Grades 4-8), Mathematics (Grades 8-12), Mathematics/Science (Grades 4-8), Music (Grades EC-12), Physical Education (Grades EC-12), Physical Sciences (Grades 8-12), Science (Grades 4-8), Science (Grades 8-12), French (Grades 6-12), German (Grades 6-12), Latin (Grades 6-12), Spanish (Grades 6-12), Speech (Grades 8-12), Social Studies (Grades 8-12), Special Education (Grades EC-12), Special Education Supplemental, Technology Applications (Grades EC-12), Theatre (Grades EC-12)

Can you, after an offer of employment, submit verification of your legal right to work in the U.S.? [ ] Yes [ ] No

EDUCATION HISTORY

Please provide official transcripts from all universities attended.

Table for education history with columns: COLLEGE/UNIVERSITY ATTENDED, DATES: FROM, TO, GRADUATION DATE, DEGREE, MAJOR SUBJECT. Includes three rows for data entry.

Have you taken a TExES exam with approval from another program? [ ] Yes [ ] No If yes, scores must be provided.

Do you currently possess a valid teaching certificate or license? [ ] Yes [ ] No If yes, provide the following: CERTIFICATE Area: \_\_\_\_\_ Date Issued: \_\_\_\_\_ State: \_\_\_\_\_

Have you previously applied for an Alternative Certification Program? [ ] Yes [ ] No If yes, please specify which program and why you did not complete the program. \_\_\_\_\_



HOUSTON INDEPENDENT SCHOOL DISTRICT  
**ALTERNATIVE CERTIFICATION PROGRAM**  
*Preparing and Supporting New Teachers*



**RETURN TO:  
 ALTERNATIVE CERTIFICATION  
 INTAKE OFFICE**  
 Department of Human Resources  
 4400 West 18th Street  
 Houston, Texas 77092

**RECRUITMENT INFORMATION**

How were you referred to the HISD Alternative Certification Program?

- Newspaper     HISD Recruiter     Applied through own initiative     Personal Reference     Other \_\_\_\_\_

**EMPLOYMENT DATA**

Work and/or Teaching Experience		List most recent work experience first.	
From/To (Mo./Yr.)	Employer Address, City, State, ZIP Code	Name of Supervisor Title	Work Performed
		Telephone Number	Reason for Leaving
From/To (Mo./Yr.)	Employer Address, City, State, ZIP Code	Name of Supervisor Title	Work Performed
		Telephone Number	Reason for Leaving
From/To (Mo./Yr.)	Employer Address, City, State, ZIP Code	Name of Supervisor Title	Work Performed
		Telephone Number	Reason for Leaving

**Please attach listing of other employers, if applicable.**

Have you ever been employed by the Houston Independent School District?  Yes  No

If Yes, under what name? \_\_\_\_\_ Date: \_\_\_\_\_

Do you have a relative who is either a member of the HISD Board of Education or employed in any capacity in the Houston Independent School District?  Yes  No

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ School/Department: \_\_\_\_\_

I certify that the above information is true, accurate, and complete. I understand that any misrepresentation or willful omission of facts shall be sufficient cause for disqualification of this application from further consideration or termination of employment.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date



HOUSTON INDEPENDENT SCHOOL DISTRICT

**ALTERNATIVE CERTIFICATION PROGRAM**

*Preparing and Supporting New Teachers*



**RETURN TO:  
ALTERNATIVE CERTIFICATION  
INTAKE OFFICE**  
Department of Human Resources  
4400 West 18<sup>th</sup> Street  
Houston, Texas 77092

**NOTICE OF PAYROLL DEDUCTION**

If accepted into the Alternative Certification Program,

I, \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

give the Houston Independent School District the right to deduct the program cost by using the following calculation:

Program cost / 22 pay periods = bimonthly deduction\*

<p><b>Example I:</b> Program cost = \$3,750.00  <math>\\$3,750 / 22 = \\$170.45</math> per pay period  <i>(Teachers only)</i></p> <p><b>Example II:</b> Program cost = \$1,500.00  <math>\\$1,500.00 / 22 = \\$68.18</math> per pay period  <i>(School Librarians and  Master Technology Teacher only)</i></p>
--

\*The pay period begins on Monday and ends on Sunday. Payday will occur every other Wednesday.

My signature below verifies my knowledge of a bimonthly deduction to be taken from my paycheck. If I leave the program in the middle of the training cycle, I will not receive a refund.

The monies collected go toward program costs delivered prior to my resignation.

**Extension fees:** 1<sup>st</sup> extension \$1,500.00  
2<sup>nd</sup> extension \$750.00

Fees taken over ten (10) pay periods.

Signature \_\_\_\_\_

Date \_\_\_\_\_





HOUSTON INDEPENDENT SCHOOL DISTRICT  
**ALTERNATIVE CERTIFICATION PROGRAM**  
*Preparing and Supporting New Teachers*



**RETURN TO: APPLICANT or  
 Fax to (713) 556-7448**

OFFICE USE ONLY

Verified by: \_\_\_\_\_  
 Date: \_\_\_\_\_

**REFERENCE FORM**

NAME \_\_\_\_\_ SS# \_\_\_\_\_ has applied for an instructional position. Will you assist us by sending the following information at your earliest convenience? We trust your interest in children will motivate your responses. Thank you for your courtesy.

<b>PERSONAL QUALIFICATIONS: Please circle your evaluation of this candidate.</b>					
	1	2	3	4	5
Personal appearance	Poor taste in dress and grooming		Usually makes a good impression		Excellent appearance; always appropriately dressed
Health and Absenteeism	Lacks vitality; frequently absent		Usually well, meets demands		Vigorous; buoyant
Apparent emotional stability	Moody, irritable, rigid, immature, insecure; unwilling to face reality		Well-balanced emotionally, has ups and downs, but does not go to extremes		Emotionally secure, good sense of humor; realistic
Communication skills	Incorrect speech; slangy; limited vocabulary		Acceptable oral and written communication; adequate vocabulary		Effective communication and expression; skillful choice of words
Interpersonal relationships	Cold, hostile, critical; does not have respect of peers		Moderately effective in social relationships; usually has respect of peers		Warm, outgoing, kind; free from affectation; always has respect of peers
Dependability	Unpredictable; does not follow through		Usually can be relied upon		Always reliable and punctual
<b>TEACHING EFFECTIVENESS: (only applicable to applicants with prior teaching experience)</b>					
	1	2	3	4	5
Knowledge of subject matter	Inadequate knowledge of content; limited understanding of concepts		Acceptable knowledge of subject field		Thorough and extensive knowledge of subject; up-to-date
Knowledge of professional education	Narrow and superficial knowledge of educational concepts		Satisfactory knowledge of educational concepts		Thorough/workable knowledge of educational concepts and skills
Attitude toward professional help	Resents suggestions; waits to be told; reluctant to change		Accepts suggestions; makes efforts to adapt to teaching; follows directions		Seeks suggestions and evaluation; profits from help; shows initiative
Planning and presentation	Lacking in organization, continuity, and variety in procedures; fails to see goals clearly; plans poorly executed		Generally well organized; plans well presented		Consistent long-range and daily planning and execution; creative and flexible
Student management	Unable to control pupils in constructive activity		Usually able to control pupils in constructive activity		Exceptional learning climate
Parent and community relationships	Uninvolved; unconcerned; ignores parents		Cooperative with parents		Active in community; initiates parent contacts

How long have you know the applicant? \_\_\_\_\_

In what capacity have you known the applicant? \_\_\_\_\_

Would you hire/rehire the applicant?    Yes    No

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Organization/Company: \_\_\_\_\_

**REFERENCE FORM**  
**Page Two**

_____
_____
_____
_____

**TO THE APPLICANT:**

Print the name and complete address of your reference in this space. Include organization/company/school, if applicable.

---

Please Print: Name of company for telephone reference verification

(    \_ \_ \_ )    \_ \_ \_ -    \_ \_ \_ \_

Current/valid phone number

**DIRECTIONS FOR COMPLETING REFERENCE FORMS FOR  
HOUSTON INDEPENDENT SCHOOL DISTRICT ALTERNATIVE CERTIFICATION PROGRAM  
APPLICANTS**

- 1 Take this reference form to your former employer or mail the reference form. Two positive work references are required.
- 2 The completed reference forms should be returned to you.
- 3 Bring the completed references when you turn in your application at the ACP Intake office.
- 4 Letters of Recommendation from former work supervisors on company letterhead may be substituted for this reference form.
- 5 References will be contacted.

**TO THE APPLICANT**

Please sign and date the release form below.  
This release form will be kept in your personnel file.

***I hereby give you permission to complete a reference form furnished by the Houston Independent School District and to release the form with recommendations to HISD.***

---

*Print Name*

---

*Signature*

---

*Date*



HOUSTON INDEPENDENT SCHOOL DISTRICT  
**ALTERNATIVE CERTIFICATION PROGRAM**  
*Preparing and Supporting New Teachers*



**RETURN TO: APPLICANT or  
 Fax to (713) 556-7448**

OFFICE USE ONLY

Verified by: _____
Date: _____

**REFERENCE FORM**

\_\_\_\_\_ has applied for an instructional position. Will you assist us by sending the following information at your earliest convenience? We trust your interest in children will motivate your responses. Thank you for your courtesy.

<b>PERSONAL QUALIFICATIONS: Please circle your evaluation of this candidate.</b>				
Personal appearance	1 Poor taste in dress and grooming	2	3 Usually makes a good impression	4 Excellent appearance; always appropriately dressed
Health and Absenteeism	1 Lacks vitality; frequently absent	2	3 Usually well, meets demands	4 Vigorous; buoyant
Apparent emotional stability	1 Moody, irritable, rigid, immature, insecure; unwilling to face reality	2	3 Well-balanced emotionally, has ups and downs, but does not go to extremes	4 Emotionally secure, good sense of humor; realistic
Communication skills	1 Incorrect speech; slangy; limited vocabulary	2	3 Acceptable oral and written communication; adequate vocabulary	4 Effective communication and expression; skillful choice of words
Interpersonal relationships	1 Cold, hostile, critical; does not have respect of peers	2	3 Moderately effective in social relationships; usually has respect of peers	4 Warm, outgoing, kind; free from affectation; always has respect of peers
Dependability	1 Unpredictable; does not follow through	2	3 Usually can be relied upon	4 Always reliable and punctual
<b>TEACHING EFFECTIVENESS: (only applicable to applicants with prior teaching experience)</b>				
Knowledge of subject matter	1 Inadequate knowledge of content; limited understanding of concepts	2	3 Acceptable knowledge of subject field	4 Thorough and extensive knowledge of subject; up-to-date
Knowledge of professional education	1 Narrow and superficial knowledge of educational concepts	2	3 Satisfactory knowledge of educational concepts	4 Thorough/workable knowledge of educational concepts and skills
Attitude toward professional help	1 Resents suggestions; waits to be told; reluctant to change	2	3 Accepts suggestions; makes efforts to adapt to teaching; follows directions	4 Seeks suggestions and evaluation; profits from help; shows initiative
Planning and presentation	1 Lacking in organization, continuity, and variety in procedures; fails to see goals clearly; plans poorly executed	2	3 Generally well organized; plans well presented	4 Consistent long-range and daily planning and execution; creative and flexible
Student management	1 Unable to control pupils in constructive activity	2	3 Usually able to control pupils in constructive activity	4 Exceptional learning climate
Parent and community relationships	1 Uninvolved; unconcerned; ignores parents	2	3 Cooperative with parents	4 Active in community; initiates parent contacts

How long have you know the applicant? \_\_\_\_\_

In what capacity have you known the applicant? \_\_\_\_\_

Would you hire/rehire the applicant?    Yes    No

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Organization/Company: \_\_\_\_\_

**REFERENCE FORM**  
**Page Two**


**TO THE APPLICANT:**

Print the name and complete address of your reference in this space. Include organization/company/school, if applicable.

---

Please Print: Name of company for telephone reference verification

(   \_ \_ \_ )   \_ \_ \_ -   \_ \_ \_ \_ \_

Current/valid phone number

**DIRECTIONS FOR COMPLETING REFERENCE FORMS FOR  
HOUSTON INDEPENDENT SCHOOL DISTRICT ALTERNATIVE CERTIFICATION PROGRAM  
APPLICANTS**

- 1 Take this reference form to your former employer or mail the reference form. Two positive work references are required.
- 2 The completed reference forms should be returned to you.
- 3 Bring the completed references when you turn in your application at the ACP Intake office.
- 4 Letters of Recommendation from former work supervisors on company letterhead may be substituted for this reference form.
- 5 References will be contacted.

**TO THE APPLICANT**

Please sign and date the release form below.  
This release form will be kept in your personnel file.

***I hereby give you permission to complete a reference form furnished by the Houston Independent School District and to release the form with recommendations to HISD.***

---

*Print Name*

---

*Signature*

---

*Date*



HOUSTON INDEPENDENT SCHOOL DISTRICT  
**ALTERNATIVE CERTIFICATION PROGRAM**  
*Preparing and Supporting New Teachers*



**RETURN TO: APPLICANT or**  
**Fax to (713) 556-7448**

OFFICE USE ONLY

Verified by: \_\_\_\_\_  
 Date: \_\_\_\_\_

**REFERENCE FORM**

\_\_\_\_\_ has applied for an instructional position. Will you assist us by sending the following information at your earliest convenience? We trust your interest in children will motivate your responses. Thank you for your courtesy.

<b>PERSONAL QUALIFICATIONS: Please circle your evaluation of this candidate.</b>				
Personal appearance	1 Poor taste in dress and grooming	2	3 Usually makes a good impression	4 Excellent appearance; always appropriately dressed
Health and Absenteeism	1 Lacks vitality; frequently absent	2	3 Usually well, meets demands	4 Vigorous; buoyant
Apparent emotional stability	1 Moody, irritable, rigid, immature, insecure; unwilling to face reality	2	3 Well-balanced emotionally, has ups and downs, but does not go to extremes	4 Emotionally secure, good sense of humor; realistic
Communication skills	1 Incorrect speech; slangy; limited vocabulary	2	3 Acceptable oral and written communication; adequate vocabulary	4 Effective communication and expression; skillful choice of words
Interpersonal relationships	1 Cold, hostile, critical; does not have respect of peers	2	3 Moderately effective in social relationships; usually has respect of peers	4 Warm, outgoing, kind; free from affectation; always has respect of peers
Dependability	1 Unpredictable; does not follow through	2	3 Usually can be relied upon	4 Always reliable and punctual
<b>TEACHING EFFECTIVENESS: (only applicable to applicants with prior teaching experience)</b>				
Knowledge of subject matter	1 Inadequate knowledge of content; limited understanding of concepts	2	3 Acceptable knowledge of subject field	4 Thorough and extensive knowledge of subject; up-to-date
Knowledge of professional education	1 Narrow and superficial knowledge of educational concepts	2	3 Satisfactory knowledge of educational concepts	4 Thorough/workable knowledge of educational concepts and skills
Attitude toward professional help	1 Resents suggestions; waits to be told; reluctant to change	2	3 Accepts suggestions; makes efforts to adapt to teaching; follows directions	4 Seeks suggestions and evaluation; profits from help; shows initiative
Planning and presentation	1 Lacking in organization, continuity, and variety in procedures; fails to see goals clearly; plans poorly executed	2	3 Generally well organized; plans well presented	4 Consistent long-range and daily planning and execution; creative and flexible
Student management	1 Unable to control pupils in constructive activity	2	3 Usually able to control pupils in constructive activity	4 Exceptional learning climate
Parent and community relationships	1 Uninvolved; unconcerned; ignores parents	2	3 Cooperative with parents	4 Active in community; initiates parent contacts

How long have you know the applicant? \_\_\_\_\_

In what capacity have you known the applicant? \_\_\_\_\_

Would you hire/rehire the applicant?    Yes    No

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Organization/Company: \_\_\_\_\_

**REFERENCE FORM**  
**Page Two**


**TO THE APPLICANT:**

Print the name and complete address of your reference in this space. Include organization/company/school, if applicable.

---

Please Print: Name of company for telephone reference verification

(   \_ \_ \_ )   \_ \_ \_ -   \_ \_ \_ \_ \_

Current/valid phone number

**DIRECTIONS FOR COMPLETING REFERENCE FORMS FOR  
HOUSTON INDEPENDENT SCHOOL DISTRICT ALTERNATIVE CERTIFICATION PROGRAM  
APPLICANTS**

- 1 Take this reference form to your former employer or mail the reference form. Two positive work references are required.
- 2 The completed reference forms should be returned to you.
- 3 Bring the completed references when you turn in your application at the ACP Intake office.
- 4 Letters of Recommendation from former work supervisors on company letterhead may be substituted for this reference form.
- 5 References will be contacted.

**TO THE APPLICANT**

Please sign and date the release form below.  
This release form will be kept in your personnel file.

***I hereby give you permission to complete a reference form furnished by the Houston Independent School District and to release the form with recommendations to HISD.***

---

*Print Name*

---

*Signature*

---

*Date*