



Houston ISD Alternative Certification Program

Application Instructions

2012-2013

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

Part A: Complete the Houston ISD Alternative Certification Program Online Application

Step 1: Access the online application at www.houstonacp.org/newapplicants

Step 2: Complete all required fields (pgs. 1-4), including the Access to Police Records form (pg. 3)

Step 3: Print a copy for your records before submitting

Step 4: After reviewing, click the "Submit by Email" button at the end of pg. 4

4a. Choose Internet Email

4b. Follow the prompt to save your application as an XML file

4c. Email your application to acpap@houstonisd.org. Type HISD ACP Application--<your name> as the subject

*Note: Do not apply online to HISD Jobs—Alternative Certification Program before submitting the initial HISD ACP online application. Applicants cannot be considered without supporting documentation. You will receive an email with next steps after you submit.

Part B: Submit Supporting Documents to the HISD ACP Intake Office within 5 business days of submission

Supporting Document # 1: Texas Higher Education Assessment (THEA) Results

- Applicants are responsible for submitting THEA scores of:
 - six (6) or higher on the writing sample or a combined five (5)
 - 220 or higher on the writing sample and multiple choice writing section
 - 250 or higher on the mathematics section
 - 250 or higher on the reading section
- Register at www.thea.nesinc.com.
- **If your college degree transcript confirms a 3.0 overall grade point average, or you hold a Master's Degree/ Ph.D., no THEA test is required.**

Supporting Document #2: Official Transcripts

- Provide official transcripts from **all** universities/colleges attended. We will accept *unofficial* transcripts with your completed application initially to allow early submission and consideration to begin the screening phase. However, by 2-4 weeks of submitting your application, the official transcripts should be provided. Applicants cannot be officially accepted into the program until official transcripts are submitted.
- 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.
- Individuals with foreign transcripts from non-English speaking countries must also take the **TOEFL iBT** and score 26 or higher on the speaking section prior to submitting an application. Please refer to www.toefl.org.



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Supporting Document #3: Resume

Email your resume to acpap@houstonisd.org

Supporting Document #4: TExES content exam scores (optional)

We highly recommend you take and submit scores for the TExES content exam before submitting your application. Completing the TExES exam is not a requirement for application/screening, but will give your application priority. Visit the ETS testing website www.texas.ets.org for content test prep manuals or to register for the content exam for the certification area you are pursuing.

Supporting Document #5: ACP release (if applicable)

Provide a release letter from your previous program if you are transferring from another program.

Part C: Submit Supporting Documents

Mail official supporting documents to:

Houston Independent School District
Attn: Human Resources – ACP Intake Office
4400 West 18th Street
Houston, TX 77092-8501

If you prefer to drop off your documents in-person, you can do so at the following days/times:

Wednesdays (8 am – 5 pm) – Office hours for appointments **and/or** drop off documents
Thursday- Friday (8 am – 5 pm) – Drop off documents **only**

Additional Information:

1. We encourage all applicants to attend an ACP Information Meeting or view the online Information Meeting webinar to learn more about our program requirements. Visit www.houstonacp.org for dates/link.
2. All applications and supporting documents will be reviewed and eligible applications are submitted for Houston ISD recruitment screening process. If your application is eligible, the HISD Teacher Recruitment team will email you to apply online (HISD Jobs) and complete an essay.
3. Applicants will be notified via email of status following each screening phase.
4. **Bilingual and Secondary Spanish certification 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 an Alternative Certification Program acceptance. The applicant should expect to pay a fee of \$120.00 for the LAS test.