



**The following optional information is for report use only to provide statistical information requested by various Texas Agencies.**

Sex: M or F

Ethnic Background: circle one

01 White (non-Hispanic)

02 African-American

03 Hispanic

04 Asian, Pacific Islander, Oriental American

05 Native American or Alaskan

06 International Student (check only if not a U.S. citizen)

By signing this application, you acknowledge the following:

- Meeting the entry requirements does not constitute a guarantee of admission.
- The contents of this application are true and correct to the best of your knowledge.
- False or misleading information may constitute grounds for denial of admission or dismissal from the Post-Bacc program.
- I understand that this plan is for certification purposes only and is not a degree plan for an additional bachelor's or master's degree.
- You must meet both the screening requirements for admission to the Post-Baccalaureate program as well as the screening requirements for employment in a district in which you serve your internship, which may include a criminal background check performed by the school district.
- A criminal background check including fingerprinting may also be performed by the Texas Education Agency as part of your application for the Probationary Certificate
- The Texas State Board of Education Rule 19 TAC Par. 141.5 requires the Texas Education Agency to conduct a search of all certification applicants for criminal felony and/or misdemeanor convictions through the Texas Department of Public Safety. The Texas Education Agency may deny certification to individuals for a crime, which directly relates to the duties and responsibilities of the teaching profession.
- Applicant must furnish the Office for Alternative Certification with certified transcripts from every university and college attended which show all college-level work completed. **Failure to do this will result in a delay of plan preparation.**

I certify the answers given herein are true and complete to the best of my knowledge. I authorize investigation of statements given including a criminal background check.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I, \_\_\_\_\_ [applicant] hereby authorize the Post-Baccalaureate Program to provide school districts and/or administrators with information and/or opinion regarding my fitness employment. I hereby authorize the Post-Baccalaureate program to utilize and/or release any information contained in my student records as part of his/her response. I also authorize the Post-Bacc program to include my name, address, and phone number in a database provided to school districts via mail and/or posted on a password-secured website.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

With few exceptions, state law gives you the right to request, receive, review, and correct information about yourself collected by this form.

West Texas A&M University is a Member of the Texas A&M University System. WTAMU serves people of all ages regardless of socioeconomic level, race, color, sex, religion, disability or national origin. WTAMU is an affirmative action/equal employment institution.

# APPLICATION FOR ADMISSION TO WTAMU EDUCATION PROGRAM

     Undergraduate students (complete and submit to Connie Villescas, OM 424)

     Post-Bacc students (complete and submit to Gilbert Antunez, OM 413)

Please complete all blanks completely. Please print. Unsigned forms will not be accepted.

1. SSN (optional) and/or WT ID \_\_\_\_\_ and/or \_\_\_\_\_ Date: \_\_\_\_\_

Last Name	First	MI	Maiden	
<hr/>				
Street Address	City	State	Zip	Telephone
<hr/>				
E-mail Address (required)				

2. a) Undergraduates Only – Have you Applied for a Degree Plan: **Yes or No** (*Evidence of a degree plan is necessary for admission.*)

b) Post-Baccalaureate Only – Have you applied for a deficiency plan: **Yes or No**

3. Teacher Certification Field(s) pursuing: Please select only ONE certification area.

<u>    </u> Elementary Education, EC-4	Subject Concentration:
<u>    </u> Middle School Education, 4-8	Subject Concentration:
<u>    </u> Secondary Education, 8-12	Subject Concentration:
<u>    </u> All-level Certification, EC-12	Subject Concentration:
<u>    </u> Endorsements *applicants must have a valid Texas certificate	Subject Concentration:
<u>    </u> Professional *applicants must have a valid Texas certificate **added after completion of master’s degree	Subject Concentration:

4. The following optional information is for report use only to provide statistical information requested by various Texas Agencies.

a.) Sex: Male or Female

b.) Ethnic Background: check one     01 White (non-Hispanic),     02 African-American,     03 Hispanic,     04 Asian, Pacific Islander, Oriental American,     05 Native American or Alaskan,     06 International Student (if not a U.S. citizen)

c.) Date of Birth: \_\_\_\_\_

5. Name and Address of Person who will always know your whereabouts:

	Name	Address	Phone
a.)	_____		
b.)	_____		

6. a.) Have you ever been convicted of a felony or misdemeanor? **Yes or No**

b.) If yes, were you convicted? **Yes or No**

\*(If you answer yes to either question, please submit a written explanation.)

**NOTE:** Student performance will be continuously monitored through a semester evaluation process by each University Education/Major professor. Concerns that are identified will be written and placed in student’s file. In addition, students may be requested to appear before the Performance Assessment Team (PAT) for determination of status in the Teacher Education Program (TEP).

**Back of this sheet must be completed and signed. Unsigned forms will not be accepted!**

**PLEASE READ AND SIGN**

By signing this application, you acknowledge the following:

- The contents of this application are true and correct to the best of your knowledge.
- False or misleading information may constitute grounds for denial of admission or dismissal from the Post-Bacc program.
- Meeting the entry requirements does not constitute a guarantee of admission.
- The Texas State Board of Education Rule 19 TAC Par. 141.5 requires the Texas Education Agency to conduct a search of all certification applicants for criminal felony and/or misdemeanor convictions through the Texas Department of Public Safety. The Texas Education Agency may deny certification to individuals for a crime, which directly relates to the duties and responsibilities of the teaching profession. If you have questions, please inquire with the Texas Education Agency Division of Educator Standards (TEA) at (888) 863-5880.

I hereby certify that I have read and fully understand the above statements (1 &2). I further certify that the information given above is true. **I give my permission for my social security and other demographic information to be provided to the Texas Education Agency (TEA).**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Conviction of a crime is nota automatic bar to admission in the Teacher Education Program. The university will consider the nature of the offense, the date of the offense, and the relationship between the offense and the teaching profession..**

**AUTHORTIZATION FOR RELEASE OF INFORMATION**

I, \_\_\_\_\_ [applicant] herby authorize the Post-Baccalaureate Program to provide school districts and/or administrators with information and/or opinion regarding my fitness employment. I hereby authorize the Post-Baccalaureate program to utilize and/or release any information contained in my student records as part of his/her response. I also authorize the Post-Bacc program to include my name, address, and phone number in a database provided to school districts via mail and/or posted on a password-secured website.

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

Date: \_\_\_\_\_

With few exceptions, state law gives you the right to request, receive, review, and correct information about yourself collected by this form.

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**OFFICE FOR ALTERNATIVE CERTIFICATION  
Post-Baccalaureate Program**

**IMPORTANT INFORMATION**

TO: Post-Bacc Applicants

FROM: Gilbert Antunez, Assistant Director, Office for Alternative Certification

SUBJECT: Classroom Observations

CC: George "Buddy" Fox, Director, Office for Teacher Preparation and Advising Support  
Susan L. Dennis, Director, Office for Alternative Certification

As a Post-Baccalaureate program requirement, all candidates must spend twenty (20) clock hours in classroom settings representative of the area in which the candidate is seeking certification. This requirement is waived for those applicants *currently* employed as fulltime teachers or instructional aides; however, substitute-teaching experience will not be accepted in lieu of any or all of these required hours.

Post-Bacc students need to contact Mr. George 'Buddy' Fox for a placement for Field Experience hours. Professional courtesy is expected with your request. This will make your entry into our public schools easier and utilizes the services that are provided for our students by West Texas A&M University.

The attached documents explain the need, rationale, and procedures for completing the twenty (20) clock hours of classroom observation:

- You should observe in the teaching field and/or grade level at which you are planning to teach.
- You should observe at least two different teachers in at least two different classroom settings. You must spend a minimum of one (1) clock hour in any one setting; however, you need to spend an amount of time adequate for the teacher(s) to provide comments on your experience.
- You should observe class/teacher interaction; your observations should also include both one-on-one interaction with individual students and small group interaction.
- We cannot use observations done during athletic periods for physical education.

Please provide each teacher you observe at your cooperating school(s) with the attached memo for their information. Professional dress and behavior are expected during these observation experiences.

You are responsible for submission of completed classroom observation record sheets and teacher comment pages. Both of these items are to be returned to the Office for Alternative Certification office immediately upon completion of the twenty (20) hours of classroom observation 1) during EDPD 6331 or 2) during the first six hours of any professional development coursework.

You may copy these forms as needed. Please call if you have questions regarding the classroom observation requirement.

Thank you.



**OFFICE FOR ALTERNATIVE CERTIFICATION**  
**Post-Baccalaureate Program**  
**West Texas A&M University**

CLASSROOM OBSERVATION RECORD COMMENT PAGE

Post-Bacc Applicant:

Certification Area:

Teacher:

Campus:

Grade Level:

It is helpful to the Post-Bacc staff if you can reveal your impressions regarding this candidate's strengths and/or weaknesses in the classroom and your overall impression of this individual as a prospective classroom teacher. You may give the completed form to the candidate as is or in a sealed envelope, or you may mail the form to the Post-Bacc office. Thank you.

**Please rate the Post-Bacc applicant based upon your observations and interactions.**

**Circle the appropriate number.**

*(To be completed by the observing teacher.)*

	<b>Did <u>not</u> meet expectations</b>	<b>Met expectations</b>	<b>Exceeded expectations</b>
1. Communicates effectively with you, the teacher	1	2	3
2. Interacts effectively with the students	1	2	3
3. Asks intelligent questions	1	2	3
4. Seems interested in learning about students	1	2	3
5. Seems interested in learning from you	1	2	3
6. Has a desire to understand how students learn	1	2	3
7. Understands the need for modifications for students	1	2	3
8. Indicates sensitivity to all students	1	2	3
9. Attentive	1	2	3
10. Demonstrates eagerness to learn	1	2	3
11. Arrives early or on time	1	2	3
12. Dependable and accountable	1	2	3
13. Well-groomed	1	2	3
14. Dresses appropriately	1	2	3
15. Behaves professionally and appropriately	1	2	3
16. Overall impression	1	2	3

Classroom teacher comments:

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Signature of Classroom Teacher

Date

**Must be completed and returned to the Post-Bacc office 1) during EDPD 6331 or 2) during the first six hours of any professional development coursework.**