Terry B. Rogers College of Education and Social Sciences
WEST TEXAS A&M UNIVERSITY

BUFF START

Stampede Tracker for Accelerated Readiness for Teaching

Program Recommendation Form

Section 1: Personal Information of Recommended Paraprofessional

Name: _____ _____ _____ _____
Last First MI Maiden

Buff ID: _____ TEA ID: _____ DOB: _____ Gender: M ☐ F ☐
if applicable if applicable

Email: _____ Phone: _____

Section 2: Professional Information

Name of ISD: _____ Name of School: _____

Campus Administrator: _____ _____ _____
Name Email Phone

	(circle one) YES	NO
Is the certified Educator Aide currently employed with a school district according to [TAC §230.51]?	☐	☐
Have they been employed and served on a valid Educational Aide Certificate for at least four months?	☐	☐
Are they employed at least 4 hrs/day in the area in which they are seeking certification?	☐	☐
Are they assisting and supporting students in an instructional setting?	☐	☐
Will the school district submit this candidate as a TEA Prep Grow Your Own program participant?	☐	☐

***Their daily schedule must meet a minimum of at least 4 hrs/day of instructional delivery / support to students in the area they are seeking certification according to TAC §228.67.**
***Please provide a copy of their Educational Aide Certificate, service/work record, and daily work schedule with your recommendations.**

Section 2: Professional Information (continued)

Mentor/Cooperating Teacher Qualifications:

- Minimum of 3 years as a certified teacher.
- Rated proficient or above in teacher evaluations for the past 3 years.
- Demonstrated positive impact on student learnning outcomes, supported by growth or achievement data.
- Recognized as an accomplished educator by their campus principal.
- Demonstrates professional dispositions aligned with the goals and values of the Buff START program.

List of potential certified mentor teachers who are eligible to serve as the Mentor/Cooperating Teacher (refer to the requirements above)

Name:	Certification Area:	Contact Email:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Section 3: Area of Certification

Please indicate the certification area the individual will be pursuing (choose one area):

- The following certification areas below are offered fully online.
- Please note that 4 hrs/day must be in the cert. area they are seeking.

Elementary - Grades EC-6	Middle School - Grades 4-8	All-Levels - Grades EC-12
☐ EC-6 CORE Subjects with STR	☐ ELAR 4-8 with STR ☐ ELAR/SS 4-8 with STR ☐ Social Studies 4-8	☐ Speical Ed. Specialist EC-12

Section 4: Acknowledgements and Authorizations

By signing this program recommendation, you acknowledge the following:

- The contents of this application are true and correct to the best of your knowledge.
- The potential candidate must meet the following admission criteria of the Educator Preparation Program (EPP) and the Buff START Program:
  - Having and maintaining a 2.75 GPA overall and in the content area of certification.
  - Completing the minimum number of SCH (12) in the subject specific content area as required by TEA.
- Candidate holds a valid Educational Aide Certificate.

Please collect required signatures and documents (see below); then, send this completed program recommendation form via email, mal, or in-person to the Office of Educator Preparation.

If the recommended paraprofessional is accepted into the Buff START program:

1. They must apply and be accepted to West Texas A&M University prior to starting the Buff START program.
2. They must meet with the Buff START advisor to schedule courses.
3. If they have 45 completed SCH, they may be eligible to apply for entrance into the WTAMU Educator Preparation Program (EPP).

(application to the university: https://www.wtamu.edu/admissions/)

Section 5: Field Supervisor Recommendation

- Outside a 30-mile radius of Canyon, Texas, we would appreciate your recommendation for potential field supervisors who would be eligible to be hired by WTAMU as a part-time employee to provide supervision for this recommended individual.
- Please contact Crystal Hughes at West Texas A&M University.

Section 6: PREP Grow Your Own

- Participate in program quality meetings.
- Identify appropriate staff needed to support the implementation of the Buff START program.
- Monitor candidate progress towards completion of program within 3 years.
- Employ Buff START candidate in job assignment that spends at least 25% of their day focused on instructional support, including the requirement to practice teaching under the supervision of a cooperative teacher.
- Pair a Buff START candidate with a trained cooperating teacher who agrees to participate in that role.
- Provide Buff START candidate with monthly scheduled release time to support completion of a bachelor's degree while remaining employed in a school district. The school system must work collaborately with WTAMU to establish a release time schedule for candidates to complete course work and testing preparation.
- Ensure Buff START candidate attains an Educational Aide III Certificate within the first year of beginning participation in the Buff START program.

Section 7: School District Checklist

- [ ] Ask Buff START candidate to submit transcript(s) to Buff START Advisor.
- [ ] Ask Buff START to set an appointment with Buff START Advisor to begin scheduling course work.
- [ ] Ask Buff START candidate to apply to WT admissions.

Section 8: Campus & District Representative Agreements

The Buff START program works in collaboration with school districts to help ensure the success of candidates. Therefore, a member of the school district admnitrative team (campus or central office admnistrator) must recommend an applicant for the Buff START and agree to provide support to the applicant throughout the program.

By signing below, the administrator recommends the candidate for acceptance into the WTAMU Buff START program based on their potential to continue in their current position as a paraprofessional (educational aide) while demonstrating the ability to complete the rigorous and accelerated components of the Buff START program and all TEA certification requirements.

Required Agreements:

- Campus and District Administration agrees to ensure the candidate is able to remain in their area of certification for a minimum of 4 hours/day of instructional delivery/support to students and is supported by a high-quality eligible mentor teacher (minimum a of 3 years teaching experience).
- Campus and District Administration agrees that candidate must be serving as a paraprofessional and **cannot be the Teacher of Record.**
- Campus and District Administration agrees to provide appropriate support and communication to the candidate as needed.
  Campus and District Administration recommends application for admission based on their potential to complete the program and verifies that the applicant's knowledge, experience, skills, and aptitude are appropriate for the certification sought.

Signature of Administrator	Role	Date
_____	_____	_____

Optional Support:

- District agrees to provide financial support to the candidate. (Please reach out to the WTAMU Business Office for more information on sponsored billing: https://www.wtamu.edu/business-finance/business-office/tuition-fees-deadlines/sponsored-billing.html
  - Business Office contact information: bo@wtamu.edu and 806.651.2080
  - If financial support is available, please designate the financial point of contact.

District Administrator Name	Title	Signature	Date
_____	_____	_____	_____

Section 9: Buff START Recommendation

Please submit this completed and signed program recommendation and supporting documents to the Office of Educator Preparation through one of the following methods:

Email:
Attach the recommendation form and supporting documents to ppollart@wtamu.edu

In-Person:
- Office of Educator Preparation
- Old Main 415 / 8-5 / M-F
- 2501 4th Ave, Canyon, TX 79016

Mail:
West Texas A&M University
Office of Preparation
attn: Penny Pollart
WT Box 60208
Canyon, TX 79016

Contact Information: Dr. Penny Pollart | ppollart@wtamu.edu | 806.651.2606