

I am obtaining my Texas teachers certificate through an alternative certification program (ACP)

**Contract signing Session for ACP Teachers
Begins at 9:00 a.m. or 1:00 p.m.**

All newly hired ACP Teachers will be required to bring the following items with them to their “New Hire Contract Signing Session”:

1. **Original** Official College Transcript with degree posted from **all** schools that you have attended.
2. **Statement of Eligibility Form** from your Alternative Certification Program and any other forms that the program would like the hiring school district to complete. Please remember to include your signature in any designated areas.
3. At your contract signing session you will be going online to the SBEC (State Board of Educator Certification) website and applying for your Probationary Certificate and Fingerprinting. **Please bring a major credit/debit card to pay all necessary certification/fingerprinting fees to SBEC.**

If you would like to apply for your Probationary Certificate and fingerprinting before your contract signing session, please read below

1. Go to www.sbec.state.tx.us
2. Select “**SBEC Online for Educators**”
3. Create an account if you have not previously done this
4. Select “**Applications**” on the menu to the left side of the screen
5. Select “**Apply for Probationary through an approved Texas program**”.

Note: You will apply for a **Probationary Certificate** and **Option One or Option Two for Fingerprinting**. All of the charges must be paid on-line with a credit/debit card.

Use your “Back” button to continue to Step 2