

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

All newly hired ACP Teachers will be required to submit within 45 days of first day of paid employment:

1. **Original** Official College Transcript with degree posted from the school that awarded you your degree and photo copies from all other schools you attended.

**If you have not applied for your Intern Certificate, please read below**

1. Go to [www.tea.state.tx.us](http://www.tea.state.tx.us)
2. Select “**Educator Login/Account Set Up**”
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: All of the charges must be paid on-line with a credit/debit card.**

**Use your “Back” button to continue to Step 2**