



# A Career in Teaching

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[www.acareerinteaching.org](http://www.acareerinteaching.org)

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## Teacher Candidate Benchmark Checklist

### Benchmark 1: Admissions

- Application
- Preliminary Background check (If Applicable)  
[http://tea.texas.gov/Texas\\_Educators/Investigations/Preliminary\\_Criminal\\_History\\_Evaluation-FAQs/](http://tea.texas.gov/Texas_Educators/Investigations/Preliminary_Criminal_History_Evaluation-FAQs/)
- Out of Country (**IF APPLICABLE**)
  - TOEFL (**Out of Country**)
  - Transcript Evaluation (**Out of Country**)
- Official Transcripts
- Transcript Review and Interactive Interview
- Sign (1) Dismissal Policy, (2) Cost, (3) Code of Ethics, (4) FERPA, (5) Benchmark Checklist, (6) FBE Guidelines, (7) PACT and Deficiency Plan Candidates, (8) Test Policy, (9) Change in Certification Status, and (10) Certification Roadmap,
- Formal Admissions Letter
- Phase I Pre-Internship Fee: \$275.00
- Access to Test Preparation Material and Coursework
- PACT Score(s) or Content Area TExES Exam Score(s)
- Letter of Introduction

### Benchmark 2: Internship

- 150 Clock Hours (Must be completed prior to student teaching/clinical teaching/ or internship) unless a late hire
  - 150 Coursework clock hours
  - 30 Field Based Experience clock hours
- Once hired by a school district, A Career in Teaching Staff must be notified
- Submission of Contract or Equivalent
  - Confirmation of appropriate placement
- Apply for Certificate
- Phase II Internship Fee: Payment Authorization for Internship: \$4500.00 contingent upon employment
  - \$450.00 a month for 10 consecutive months
- Complete Remaining Coursework (total 300 clock hours minimum)

### Benchmark 3: Recommendation for Standard Certificate

- File review conducted by certification officer
- Assignment of Field Supervisor
  - 3 Field Supervisor observations required for each probationary certificates, or
  - 5 Field Supervisor observations required each year for intern certificates
- Assignment of Mentor Teacher by hiring school district
- 3 Mentor Observation/Discussions
- 50 hours of District Staff Development
- Passing Score for required PPR Exam
- Transcript for 300 hours Coursework
- Intern applies for a Standard Certificate
- Recommendation for Standard Certificate

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

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_