



A Career in Teaching

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
- Sign (1) FERPA, (2) Code of Ethics, (3) Test Limit Form, (4) Payment Authorization, and (5) Benchmark Checklist
- Formal Admissions Letter
- 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
- Payment Authorization for Internship
- 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