

# 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 Only); Speaking-24, Reading-22, Listening-22, and Writing 21.
  - Transcript Evaluation (Out of Country)
- Official Transcripts
- Transcript Review
- Sign (1) FERPA, (2) Code of Ethics, (3) Test Limit form, and (4) Payment Authorization, Status of Certification, and (5) Benchmark Checklist
- Interview
- Formal Admissions Letter
- Access to Coursework
- PACT Score(s) and Content Area TExES Exam Score(s)

### 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
- When you get hired as a Teacher you must inform ACiT Staff
- 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 each year for probationary certificates, or
  - 5 field supervisor observations required each year for intern certificates
- Assignment of Mentor Teacher by hiring school district
  - 3 Mentor Observations
- Passing score for PPR Exam
- Transcript for 300 hrs Coursework
- Intern applies for a Standard Certificate
- Pay all program fees
- Recommendation for Standard Certificate

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Print Name

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Signature

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Date