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/

Out of Country (if applicatble)

- o TOEFL (Out of Country Only); Must have a score within the "High-Intermediate" level for all areas.
- o Transcript Evaluation (Out of Country)

Official Trancripts

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) if applicable, 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
  - o 150 Coursework clock hours
  - o 50 Field Based Experience clock hours

When you get hired as a Teacher you must inform ACiT Staff

Submission of Contract or Equivalent
  - o Confirmation of appropriate placement

Apply for Intern Certificate if you have passed content only

Apply for Probationary Certificate if you have passed both content and PPR

Payment Authorization for Internship

Complete Remaining Coursework (Total 300 clock hours minimum)

Revised 01-07-2025

Benchmark 3: Recommendation for Standard Certificate

File review conducted by certification officer
Field supervisor formal and informal observations
Mentor Teacher by hiring school district
Passing score for PPR Exam
Transcript for 300 hrs Coursework
Intern applies for a Standard Certificate
Pay all program fees
Recommendation for Standard Certificate

_____
Print Name

_____
Signature

_____
Date