



## District Referral Program Instructions to Districts and Applicants

1. The district interviews an applicant to determine the applicant's qualifications for a position and for entrance into the Region 13 Educator Certification Program (ECP) District Referral Program.
2. If the district determines that the applicant is the best choice for the position, but the applicant is not currently certified, the following screening requirements should be used by the district to determine eligibility for acceptance into ECP's District Referral Program:
  - a. Bachelor's degree
  - b. 2.5 overall GPA or 2.75 GPA in last 60 hours
  - c. Minimum Coursework requirement
    - i. **Secondary**
      1. Minimum of 24 hours in content to be taught OR
      2. Passing score on TExES Content Test aligned with teaching assignment
    - ii. **Bilingual, Elementary or Special Ed.**
      1. Minimum of 24 hours in the core content areas with at least 6 hours in English/Language Arts and at least 3 hrs each in Social Studies, Math and Science, remaining 9 hrs comprised of any above listed subject. OR
      2. Passing score on TExES Content test aligned with teaching assignment.
  - d. All applicants for Bilingual Certification must pass a language proficiency screening test with Region 13.

NOTE: If the district determines that the applicant does not meet the GPA and/or coursework requirement but remains interested in hiring the applicant for the teaching position, the campus principal is required to submit a written request for a waiver of this screening criterion. The waiver request must provide compelling evidence to override the GPA and/or coursework requirement. The waiver request must accompany a District Referral Form and the waiver must minimally include evidence that:

- The candidate is currently in a long-term substitute position with the district OR the candidate is working as a paraprofessional for the district.
  - The hiring campus principal has had a professional relationship with the candidate for a minimum of one month and has evidence that the candidate possesses the personal attributes and content knowledge to be successful in the District Referral Program and as a teacher.
- e. For applicants with a transcript from outside of the United States:
- Foreign Transcripts must be fully translated by [Foreign Credentials Service of America](http://ForeignCredentialsService.com) (512.459.8428) showing degree and grade equivalency; and
    - Must take the [TOEFL](http://TOEFL.com) (Test of English as a Foreign Language) scoring a minimum of 24 in speaking, 22 in listening, 22 in reading and 21 in writing.
- \*NOTE- When registering for the TOEFL, please choose the Region 13 Institution Code- B271

The district submits to the Region 13 Educator Certification Program (ECP) District Referral Program the District Referral Form and a waiver request, if applicable.

Documents can be e-mailed, faxed or mailed to:

Educator Certification Program  
ESC, Region 13  
5701 Springdale Rd  
Austin, TX 78723  
512-919-5320 (fax)  
[ecp@esc13.txed.net](mailto:ecp@esc13.txed.net)

1. The applicant is responsible for :
  - Completing an online application – see [District Referral Program - Educator Certification Program](#). A password to access the application will be e-mailed to the applicant.
  - Providing
    - a. An application processing fee of \$100 (Paid by the applicant or the district)
    - b. Official transcripts of all schools attended
    - c. For applicants with transcripts from outside of the United States, evidence of competency in reading, writing and math (see **item 2e of this document for more information**)
    - d. Passing score on a TExES Pre-Admission Content Test (PACT) in the area of teaching certification for all candidates for this program.
  
2. Once all required documents and associated artifacts are received, the staff in Region 13 Educator Certification Program (ECP) District Referral Program will conduct a thorough evaluation to determine if the applicant meets admission requirements. If yes, an acceptance letter is sent to the applicant.
  
3. Once accepted, candidates are required to pay an initial tuition fee of \$425 by the first day of class. All remaining fees are payroll deducted in nine equal installments. Interns will be provided a payroll authorization form. Interns are also required to pay the following normal testing and certification fees required of all new educators:

Fee	Amount	Payable to
Intern certificate	\$78.00	<a href="#">SBEC/TEA</a>
Each content/certification exam	\$131.00	<a href="#">ETS</a>
Standard certificate	\$78.00	<a href="#">SBEC/TEA</a>
Fingerprinting/ Background Check	\$53.00	<a href="#">SBEC/TEA</a>

These fees are comparable to our regular cycle fees.

4. During the internship year, the campus accepts several responsibilities including:
  - Assigning a campus mentor
  - Providing release time for the accepted candidate to attend a training program conducted by ECP during the school day
  - Supporting the candidate in attending additional training provided by District Referral Program staff during the school year
  - Limiting extracurricular assignments

