TEXAS EDUCATION AGENCY

Professional Internship Eligibility For the Probationary Certificate

THIS IS NEITHER A CERTIFICATE NOR A PERMIT. This document verifies that the professional certification candidate has been admitted to an approved educator preparation program leading to professional certification in Texas. **This form must be returned to the educator preparation program.** The preparation program will then recommend the candidate for a probationary certificate, which must be issued to provide the employing school district assignment coverage during the internship year.

Professional Candidate's Name_____TEA ID #_____

Address_____City_____State_____Zip_____

Professional Candidate's Email_____Phone_____

Professional Candidate Certification Class_____Grade Levels_____

Educator Preparation Program Name_____

Address_____City_____State_____Zip_____

Educator Preparation Program Email_____Phone_____

The Professional Candidate Has Completed the Following Requirements for Texas Professional Certification:

Class of Certification	**# of Required Professional Preparation Coursework Hours Completed**	**Passed TEXES Content Exam for Correct Certification**	**Holds a Standard Teaching Certificate in :** ☐
Principal Superintendent School Counselor School Librarian Ed. Diagnostician Master Teacher Reading Specialist		**Yes** ☐ **No** ☐ Date:	**Date of Expiration:** **Years of Teaching Experience:**

Educator Preparation Program Director_____

Signature Date

The educator preparation program will assign a field supervisor to observe, coach, and evaluate the Intern each year he or she is on a probationary certificate for internship. The field supervisor will conduct a minimum of three observations of the intern on campus for 45 minutes each or longer each year and provide written feedback. Written documentation of this feedback is required to go to the campus principal as well as the educator preparation program. The Intern may be required to attend educator preparation seminars after the school day in addition to full educator duties as assigned.

To be completed by the Employing School District

Campus Name_____County/District #_____

Address_____City_____State_____Zip_____

Campus Phone_____Campus Website_____

Authorized Campus Representative_____Email_____

Intern Assignment_____Grade Level_____

Date of Hire_____First Day on Campus_____

Mentor Position_____Mentor Campus_____

Mentor Name_____Mentor Email_____

The campus or district shall assign an experienced mentor to the intern each year he or she is on a probationary certificate to observe, coach and model professional behavior for the intern.

Campus Administrator_____

Signature Date