REGION 13
EDUCATION SERVICE CENTER

District Referral Form

(Must be completed by district human resources hiring officer/personnel)

Name of Candidate: _____ SSN: _____
Last First Middle

Date of Birth: _____ Candidate's email: _____

Candidate's Address: _____
Number & Street or P.O. Box City State Zip Code

Phone Number: _____ Internship School Year: 2020-2021

District Personnel: Please refer to District Referral Program Instructions to Districts and Applicants before completing this form. This document can be found at the ECP website at District Referral Program - Educator Certification Program. The following information must be completed by district personnel hiring the applicant to verify full-time employment.

Employing District/Campus Information:

Employing School District	Name of Assigned Campus	County-District Number
Name of Campus Principal	Principal's Phone Number	Principal's E-mail Address

Verification of Internship Assignment:

Beginning Date of Instruction/Assignment MM/DD/YY	Grade(s) Teaching	Description of Internship Assignment – be specific by including the content taught and type of placement

District **Human Resources** Personnel:

Name of Person Completing This Form	Person's Title	Person's Signature	Date Completed

Will this candidate be placed in a full time teaching position? _____Yes _____No

Has the candidate taken and passed the TExES content exam required for this certification? ____Yes ____No

The following documents must be received before this referral is processed:

- A complete ECP application
- $100 referral and application processing fee
- Official transcript from all colleges or universities candidate has attended
- Applicants with transcripts from outside the United States must complete the following:
  - Foreign transcripts must be fully translated by Foreign Credentials Service of America (512.459.8428) showing degree and grade equivalency
  - take the TOEFL (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
- **All candidates for this program must provide a passing score on a Pre-Admission Content Test (PACT) if they do not meet admission requirements.**
- See District Referral Program Instructions to Districts and Applicants for more details and other requirements.

All needed documents can be accessed at the ECP website at District Referral Program - Educator Certification Program. The candidate will not be accepted into the District Referral Program until satisfactorily completing all the screening requirements.