ECP - District Referral Instructions

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. **Bilingual, Elementary or Special Ed.**
            1. Minimum of 15 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 comprising any above listed subject. <u>OR</u>
            2. All applicants for Bilingual Certification must pass a language proficiency screening test with Region 13.

3. 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:
    a. The candidate is currently in a long-term substitute position with the district OR the candidate is working as a paraprofessional for the district.
    b. 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.

4. For applicants with a transcript from outside of the United States:
    a. If your degree is outside of the United States please send over your Foreign Credential Review of your transcripts or use the linked service to have your transcript reviewed. You can find more information regarding this at our website - https://teach.esc13.net/frequently-asked-questions
    b. If your degree is outside of the United States from a country not identified on the TEA approved list you will need to complete the TOEFL, if you have already scheduled that please let me know your scheduled date in your email at step two.

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

a. Documents can be e-mailed, faxed or mailed to:
    i.   Educator Certification Program – Attn: Mary Retzloff
    ii. ESC, Region 13
    iii. 5701 Springdale Rd
    iv. Austin, TX 78723
    v.   512-919-5320 (fax)
    vi. ecp@esc13.txed.net

6. The applicant is responsible for :
    a. Completing an online application - see https://olympic.esc13.net/fmi/webd#ECP . A password to access the application will be e-mailed to the applicant.
    b. An application processing fee of $100 (Paid by the applicant or the district)
    c. Official transcripts of all schools attended
    d. For applicants with transcripts from outside of the United States, evidence of competency in reading, writing and math (**see item 4 of this document for more information**)

7. 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, a pre approval letter is sent to the applicant.

8. Once accepted, candidates are required to pay the following fees throughout the District Referral Program.
    a. Fees will be spread across the two year program and deadlines will be communicated
        i.   2022 Summer - $450.00, *if accepted before the final pre service for 2022-2023 - August 11th*
        ii. 2022 Fall Support - $1000.00 - ecampus, *if accepted before September 23rd 2023*
        iii. 2023 Spring Pre Service (Content Preparation and Curriculum) - $1500.00 – ecampus
        iv. 2023 - 2024 In Service Fees - $4313.00 *(does not include critical needs scholarship)*

    b.   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	SBEC/TEA
Each content/certification exam	$116.00	Pearson (testing entity)
Standard certificate	$78.00	SBEC/TEA
Fingerprinting	$52.00	SBEC/TEA

    c. These fees are 100% comparable to our regular cycle fees.

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9. During the internship year, the campus accepts several responsibilities including:
   a. Assigning a campus mentor
   b. Supporting the candidate in attending additional training provided by District Referral Program staff during the school year
   c. Limiting extracurricular assignments

Educator Certification Program

ecp@esc13.txed.net

512.919.5366

5701 Springdale Road Austin, TX 78723

teach.esc13.net