
Lamar State College-Orange

Accelerated **C**ertification for **E**ducators

Texas Public School Teacher Certification Program *Handbook*



A.C.E. Program
Office: 506 Green Ave.
Mail: 410 Front St.
Orange, TX 77630
Telephone: (409) 882-3053
Fax: (409) 882-3383
www.lSCO.edu



*Approved by the State Board for Educator Certification
A Member of the Texas State University System
An Equal Opportunity Institution*

Certifications Available

2

Elementary and Middle School

Generalist EC-4
Generalist 4-8
Mathematics 4-8
Science 4-8
Social Studies 4-8
English Language Arts and Reading 4-8



Secondary/High School

Mathematics 8-12
Science 8-12
Life Science 8-12
Physical Science 8-12
Social Studies 8-12
English Language Arts and Reading 8-12

Combination Certificates

ELA and Reading/Social Studies 4-8
Mathematics/Science 4-8

Vocational/High School

Health Science Technology Education 8-12
Trade and Industrial Education 8-12

All-Level Certification

Art EC-12
Music EC-12
Physical Education EC-12
Special Education EC-12
Technology Applications EC-12

Master Certification

Master Reading Teacher

All certifications approved by the State Board for Educator Certification

ACE Program Components

1) Pedagogy and Professional Responsibilities (Complete all five)

- ★ Instructional Practices and Learning Environments
- ★ Principles and Practices of Multicultural Education
- ★ Guiding Student Behavior
- ★ Education Software and Technology
- ★ Texas Examinations of Educator Standards (TExES) exam for PPR

2) Content Area (Complete both)

- ★ Content area course—depends upon certification area
- ★ Texas Examinations of Educator Standards (TExES) exam for content area

4) Field-Based Experience (Select one)

- ★ Field-Based Experience, Parts I and II, lasts approximately one year (see page 9)
- ★ Clinical teaching—one semester, lasts approximately 12 weeks (see page 9)

A Message from the Coordinator

Lamar State College-Orange offers a high-quality teacher certification program that addresses the needs of individuals interested in a non-traditional route to the teaching profession. The Accelerated Certification for Educators (ACE) Program prepares individuals who hold bachelors' degrees for teacher certification by the state of Texas.

Lamar State College-Orange is committed to developing individuals who can contribute to society economically, culturally and socially. The college views itself as a service institution that combines quality programs with community need. Independent school districts in the Southeast Texas region are experiencing the same teacher shortages reported state and nationwide.

As one of the best resources for workforce development, LSC-O provides this teacher training for:

- 1) Baccalaureate degreed individuals presently in business/industry seeking career changes,
- 2) College graduates seeking careers as professional educators, and
- 3) Teachers seeking permanent certification.

Baccalaureate degreed individuals have proven themselves competent as students and professionals. The ACE Program builds upon that solid foundation by providing the necessary training and preparation for teacher certification.

This continuing education unit (CEU) program is approved by the State Board for Educator Certification. Lamar State College-Orange is an equal opportunity institution that does not discriminate on the basis of race, color, sex, religion, age, handicap or ethnic origin.

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Admission Prerequisites

General admission criteria for ALL content areas:

- Bachelor's degree from an accredited college or university
- Overall minimum GPA of 2.5 or 2.75 on last 60 hours completed
- Minimum GPA of 2.5 on content specific courses as required (see desired content)
- Passing scores on a proficiency exam in math, reading and writing, such as the THEA (formerly TASP),
- Computer literacy
- If present degree is out of country a Test of English as Foreign Language (TOEFL) exam is required.

Application Packet Documentation

Application package must be submitted by all interested students and includes:

- ACE application
- Copy of driver's license
- Copy of Social Security card
- Application packet checklist
- Official college transcript(s)
- Copy of proficiency exam scores (TASP, THEA, ASSET)
- Resume
- \$40 non-refundable application fee



Applying to the Program

- Anyone interested in enrolling in the ACE Program should attend an informational meeting.
- Each applicant must complete and submit an application packet. After being reviewed, the student will be notified of acceptance, denial, pending, or if an interview is needed, based on all admission and academic criteria. Meeting all academic and admission requirements does not necessarily guarantee entry into the program.
- Once an applicant has been accepted into the program, he or she may register for classes.
- To register for classes, applicants must speak with a staff member of the ACE Program.

Important Facts

This is a continuing education program; coursework does not provide college credit.

Full tuition is due before classes begin.

No refunds are available after the FIRST day of classes.

Students dropped for non-payment will be assessed a **\$50 reinstatement fee.**

Students registering after the first class day will be assessed a **\$10 late registration fee.**

LSC-O Phone Numbers



ACE Office	(409) 882-3053
ACE Fax	(409) 882-3383
Cashier's Office	(409) 882-3371
Testing Center	(409) 882-3330
Bookstore	(409) 882-3331



Course Numbers Description

1) Pedagogy and Professional Responsibilities

EDTC 1011	Instructional Practices and Learning Environments
EDTC 1025	Principles and Practices of Multicultural Education
EDTC 2017	Guiding Student Behavior
EDTC 1013	Education Software and Technology

2) Content Areas-Academic Certifications

CDEC 1093	Generalist EC-4
EDTC 1007	English Language Arts and Reading 4-8
EDTC 1092	English Language Arts and Reading 8-12
EDTC 3093	Mathematics 4-8
EDTC 2094	Mathematics 8-12
EDTC 3092	Social Studies 4-8
EDTC 2097	Social Studies Composite 8-12
EDTC 3094	Science 4-8
EDTC 2091	Science 8-12
EDTC 2295	Physical Education EC-12
EDTC 1005	Special Education EC-12
CDEC 1058	Art EC-12
EDTC 3097	Music EC-12
EDTC 1041	Technology Applications EC-12
EDTC 2096	Health Science Technology
EDTC 1094	Trade and Industrial Education

3) Field-Based Experience

EDTC 3100	Field-Based Experience I
EDTC 3150	Field-Based Experience II
EDTC 4003	Field-Based Experience Clinical Teaching

Web Sites and Phone Numbers of Interest



<p>State Board for Educator Certification <i>Educator Information</i> www.sbec.tx.us (888) 863-5880</p>	<p>Texas Association of School Administrators <i>Job Postings</i> www.tasanet.org (800) 725-8272</p>
<p>Texas Education Agency <i>Educator Information</i> www.tea.state.tx.us (512) 463-9734</p>	<p>Region 5 Service Center <i>Job Postings</i> www.esc5.net (409) 838-5555</p>
<p>National Occupational Competency Testing Institute www.nocti.org (800) 334-6283</p>	

The responsibility of each student is to know these policies.

“At Will” Participation

Your participation in ACE shall be “at will”. A student may be dismissed from the program at any time with or without cause; a student may withdraw from the program at any time without cause. Tuition and fees are non-refundable. Concerns leading to a student’s administrative dismissal from the ACE Program will be documented by ACE staff or faculty.

Academic Dishonesty

LSC-O will not tolerate cheating or plagiarism. Plagiarism is defined as "taking and using as one's own the writings or ideas of another." Any student caught cheating or plagiarizing or aiding another student in cheating or plagiarizing on a quiz, test, individual assignment or examination will be referred to the coordinator of the ACE Program. The student will be suspended from the program until an appointment is made with the coordinator to discuss the incident. Students subject to penalty because of academic dishonesty have the right to appeal to the program coordinator and eventually to the vice president for academic affairs before the penalty is imposed.

Attendance

Students are expected to attend each class meeting. The ACE Program is based on contact hours. If a student does not receive these hours, certification may be denied.

1. The program participant is expected to be present and on time for class and remain until dismissed. If a class tardy is unavoidable, the participant must notify the instructor prior to the occurrence.
2. Program participants are responsible for all material covered in their absences.
3. Late arrival to class is disruptive. Program participants who consistently arrive late two (2) or more consecutive times will be counseled and may be dropped from class by the instructor.
4. Program participants will follow instructions in the course syllabi when they are unable to attend.
5. Participation will be a part of your coursework grade.
6. Attendance will be reflected in your coursework grade.

Books

A book list will be provided with the tuition statement. Some courses do not require a textbook.

Cancellation of Classes

Classes canceled due to inclement weather or unforeseeable circumstances will be made up on a date and time agreeable to ACE faculty and students. The decision to cancel classes will be made by the president of LSC-O. Students will be informed of canceled classes via My LSC-O.

Children in the Classrooms

The LSC-O Student Handbook specifies that children under the age of 15 are NOT allowed in the classrooms or the hallways.

Classrooms

Tobacco products are not allowed in any LSC-O building. Cell phones and pagers are to be turned off during classes.

Clinical Teaching Experience

Students may opt to enroll in an unpaid 12-week Clinical Teaching Experience rather than completing a one-year paid internship. Clinical teaching experiences must be completed in the grade level and subject area of the certification sought. Clinical teaching experiences must be coordinated with the ACE office; students must not seek to arrange clinical teaching experiences on their own. ACE students will apply for the clinical teaching experience by filling out an application prior to the beginning of each semester. Applications must be submitted two weeks prior to the first class day of each semester. The application provides the student an opportunity to specify three choices of placement in priority order. Every effort is made to place clinical teachers in schools that best meet their needs. Students are required to attend an orientation and monthly pre-service training. Clinical teachers will be supported by an assigned mentor teacher.

Coaching during the Field-Based Experience



ACE Program policy does not deny a student the opportunity to coach during the internship year; however, coaching responsibilities cannot interfere with required ACE classroom training. Absences from classroom training due to coaching responsibilities are not excused absences. Internship responsibilities must be the intern's priority over coaching responsibilities.

Counseling

1. The participant may seek help from his or her instructor/mentor with problems related to the program.
2. The program coordinator and/or the division director are available for program participants if their instructors/mentors are unable to help them.
3. The vice president for academic affairs is available for those problems not resolved by the instructor, mentor, program coordinator or assistant program coordinator.
4. The program participant is referred to the grievance procedure provided by Student Services if the problem is not resolved in any of the preceding steps.
5. The program participant must follow the preceding lines of communication.

Credit Transfer

The ACE Program is a continuing education program and the courses included were designed for use in the teacher certification program at Lamar State College-Orange. Exemptions can not be made from previous college coursework because ACE coursework is based on contact hours; therefore, credit hours are not earned.

Eligibility for Internships/Field-Based Experience

Students are eligible for internship when the definition of "highly qualified" for a new teacher has been met per federal legislation, No Child Left Behind:

EC-4 Generalists:

passing the content-specific TExES Exam

Special Education EC-12:

passing the content-specific TExES Exam

4-8 and 8-12 grades:

passing the appropriate content-specific TExES Exam or having 24 hours in transcripts of academic subject to be taught. (24 hours can only be used for 7-12 grades)

Evaluation Method

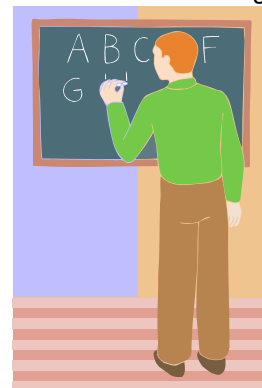
The instructor will grade each assignment based on course syllabus. If a student receives an "F" in their coursework they will be required to retake the course and pay the tuition. The instructor reserves the right to drop a student from class who is in violation of the code of conduct and/or making unsatisfactory progress. The instructor may meet with more than one student at a time to discuss possible improvement strategies. An evaluation method needs to be included on course syllabus. Grades of A, B, C, and F will be given in all courses.

Fees

Lamar State College-Orange reserves the right to change fees in accordance with acts of the Texas Legislature and the college's Board of Regents. By registering for classes at the college, each student agrees to abide by all policies of the college.

Field-Based Experience

Students must successfully complete a one full calendar year field-based experience in a teaching position that matches the grade level and subject area of the certification sought. During this experience, students will be teaching on a Probationary Certificate or Emergency Permit as a teacher-of-record, under a contract with the hiring school district. Interns will receive the salary and benefits of a first year teacher in the hiring ISD along with the rights, responsibilities, and privileges given a certified first-year teacher. Satisfactory PDAS evaluation from the school district will be used as an assessment of intern success along with the signature of the building principal and mentor on the Approval to Proceed form. Interns have up to one year after the last training course to obtain an internship. If an internship is not obtained, students must enroll in the clinical teaching experience to complete training. Interns who resign or who are dismissed from the field-based experience by the school district prior to its completion will also be dismissed from the ACE Program and will not receive credit for that semester.



Financial Obligation

Students are expected to pay all required tuitions on or before first class date and purchase required textbooks for first class date. Unpaid tuitions or holds placed upon a student's financial account by the LSC-O Business Office may result in denial of the following: approval of TExES exam, probationary certificate recommendation, or standard teaching certificate recommendation. If excessive holds are placed on a student's account, the hiring ISD will be contacted.

Hiring Notification

It is the student's responsibility to notify the ACE office as soon as possible when hired by an ISD. Field-based experience registration must be initiated by the student.

Incomplete Grades

The grade of "I" may be given when any requirement of the course, including the final examination, is not completed with instructor approval. Arrangements to complete deficiencies in a course must be made with the instructor and approved by the program coordinator. Incomplete work must be finished before the end of the next long semester. If not, the participant will have to repeat the component and pay tuition again.



Payments

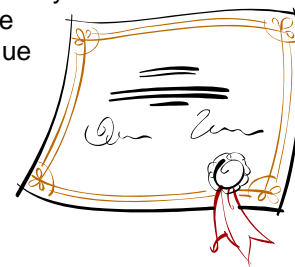
A student is not registered until all fees are paid in full. Payments may be made by check, credit card, money order, cashier's check, traveler's check, currency or online. Personal checks, money orders and cashier's checks should be made payable to LSC-O ACE Program. Personal checks will be accepted subject to clearing the financial institution on which they are drawn. The college will not accept counter checks, postdated checks, credit card checks or altered checks. Excess payments will be refunded by check. If a student is withdrawn because of non-payment of tuition, a reinstatement fee will be assessed at the time of readmission.

Permits

While teaching in the public school, teachers must be on one of three permits: an Emergency Permit, a Probationary Certificate, or a Standard Teaching Certificate. SBEC will allow non-certified teachers to teach in a public school system for a maximum of three years on either an Emergency Permit or a Probationary Certificate (or combination of the two within that three year period). SBEC policy mandates that after these three years, an individual must receive the Standard Teacher Certificate to continue in the teaching profession. Emergency Permits are initiated by ISD's only.

Probationary Certificate

The probationary certificate authorizes students in alternative teacher certification programs to be the teacher-of-record during the internship year. It is important that students apply and pay for the probationary certificate as soon as possible after hire. The need for an extension of the probationary certificate may indicate that the school district feels the intern is not ready to be fully certified but is willing to continue training the intern. In this case an extension of an internship may be required and tuition charged. In the case of non-renewal of intern's contract, the program coordinator would meet with the intern to discuss options.



Proficiency Exams

Any individual seeking teacher certification must prove proficiency in reading, writing, and math. Any student exempted from this exam because of college-credit hours completed before 1987 does not count.

(Texas Administrative Code §230.5a)

(a) Anyone seeking admittance to an approved teacher preparation program must be assessed for college level skills in reading, oral and written communication and mathematics.

The following exams and scores are accepted by the State Board for Educator Certification and the ACE Program:

THEA:	Reading-230	Math-230	Writing-220
ASSET:	Reading-41	Algebra-38	Essay-6, 7 or 8; 5 if a 40 was scored on multiple choice section
COMPASS:	Reading-81	Algebra-39	Writing-6, 7, or 8; 5 if a 59 was scored on the multiple choice section
GRE:	Verbal-450	Writing-3.5-4.0	Quantitative-511
GMAT:	Minimum score of 500		



Readmission

1. A faculty member must recommend at the time of failure that the program participant be considered eligible for readmission.
2. The participant must apply in writing to the coordinator for readmission within two (2) years from the time of leaving the program.
3. The participant may be required to participate in additional learning activities prescribed by the faculty that should assist in correcting identified deficiencies that may have impeded performance. Learning activities may include written and/or skills validation through testing.
4. The program participant is responsible for providing current information necessary for his or her readmission.
5. Program and/or module readmission requires tuition/fee payment for the components taken.
6. Readmission to the ACE Program may be denied to any participant who has:
 - Had a second opportunity in the program because of academic failure and/or a physical or emotional problem that places the participant in jeopardy.



Refunds

NO REFUNDS will be given after the FIRST class day.

Required School District Events

Students who have required meetings associated with their school district field-based experience responsibilities (such as “Meet the Teacher Night” or “Open House”) that conflict with class dates will not be penalized for these absences. Absences due to coaching responsibilities are not considered excused.

Standard Teaching Certificate

Upon successful completion of the required state exams, recommendation by the ACE coordinator, and a clear criminal history, SBEC will award the appropriate Standard Teacher Certificate (valid for 5-years). Standard Teacher Certificates issued after September 1, 1999, are subject to a five-year certificate renewal period, with a 150-hour continuing education requirement.

Students with Disabilities

A request for special accommodations must be made through the ADA counselor and the appropriate form submitted to the instructor two weeks in advance of need.

Any student with a verifiable learning or physical disability who requires special accommodations is encouraged to speak to the instructor in private regarding his or her special accommodations need.

Syllabus Content

The instructor reserves the right to make changes to the syllabus, if deemed necessary. All changes will be provided to the students orally or in writing before the implementation of the change.

Testing/State Exams

The Accountability System for Educator Preparation (ASEP) defines a program completer as a participant who has completed all coursework and field-based experience required by a program. The educator program is reviewed and evaluated by the number of participants who pass the state exams by the time they are completers. The ACE Program encourages participants to take the exam each time it is offered. When registering for the state exam, each student must be approved by the program office. The ACE Program reserves the right to deny approval if a student’s progress is unsatisfactory or if admission criteria have not been met.



Transcripts

Official transcripts may be obtained through the Admissions and Records Office on the third floor of the Ron E. Lewis Library. Students may access an unofficial transcript through the LSC-O Web site at www.lSCO.edu. A student ID and PIN will be needed to log in to the Student Information System.

Withdrawals

Withdrawal from the program prior to the first class day results in a 100 percent refund of tuition and student services fee. For refund purposes the effective drop date is the date the “Withdrawal Petition” is received in the Admissions and Records Office with all appropriate signatures. NO REFUNDS will be given after the FIRST class day. If a student is withdrawn because of non-payment and wishes to be reinstated, a fee will be assessed at time of reinstatement. If a student is dismissed/withdrawn from the program after the activation of a probationary permit, the ACE director/coordinator must notify SBEC that the student will not be completing the probationary permit year. The decision to renew another probationary permit will be at the discretion of SBEC and is not guaranteed.



ETS Testing Services

TE_xES Exam
www.texas.ets.org
 1-866-902-5922

Payment of Fees

A student is not registered until all fees are paid in full. Payment in full is due by published first day of classes.

Payment Options

Cashier's Office

Payment may be made in person during regular business hours of 8 a.m. – 6 p.m., Monday-Thursday and 8 a.m.-5 p.m., Friday. (409-882-3371)

Mail

Payments may be mailed along with a fee statement and check or money order to Cashier's Office, Lamar State College-Orange, 410 Front Street, Orange, TX 77630.

Web System for Credit Card Payments

1. Go to the Lamar State College-Orange home page at www.lsc.edu.
2. Go to **Quick Links** on the right side of the screen and select **Student Information**
3. You will be in **Web for Students**. Click on **Enter Student Services**.
4. Enter Student I.D. and PIN number. The Student I.D. is eight digits and begins with 130. This number is located in the top left corner of schedule. Click **Login**.
5. Under the **Student Records** section, choose the option that reads **Account Summary and Pay by Credit Card**.
6. Using the down arrow, select the Term. Example: **Sem Yr. CEU Term**
7. Click on **Submit**.
8. Click on **Credit Card Payment**.
9. Enter payment amount and credit card information.
10. Click **Submit** and print a copy for records.

Fees

Other LSC-O Fees

Returned Check Charge	\$25	Transcript Fee (per term)	\$5
Registration Fee	\$10	Student ID Fee (per academic year)	\$5
Reinstatement Fee	\$50		

Related ACE Program Fees

Textbooks and supplies (approx.)	\$300	National Criminal Background Check	\$47
Content Area TExES Exam	\$82	Probationary Certificate from SBEC	\$52
PPR TExES Exam	\$82	Standard Certificate from SBEC	\$77

**This schedule is based on information available at the time of printing.
It is suggested that students verify all information prior to registering.**

Setting up Your SBEC profile

Before you register for an exam, please go to www.sbec.state.tx.us and set up your profile. You will login as a new user and create your username and password with SBEC. Make sure to write your username and password down in a safe place. You will create your profile by clicking on change address once you have created your username and password. Please make sure your e-mail as well as mailing address is correct. If any data entered should change in the future it is your responsibility to make these changes on the SBEC site. All communication with SBEC is via e-mail. Your TEA ID # will appear at the top of the blue screen. You will need this number for ETS test registration.

Registering with ETS

- Go to www.texas.ets.org
- Click the *Register* link found in the top navigation
- Click the new user link to begin the New User account creation process
- Enter the TEA ID user information
- Fields marked with an * denote a required field
- Once the form is completed, click *Next*.
- Verify your personal information on the next screen and click *Next*.
- Create your account by creating a username and password. Remember your password must contain one number.
- Click the create button. You will then be logged into the system and taken to your account page.
- Read over the compliance and application rules. Check the box next to each statement and click *Next*.
- You will then go through five steps in selecting your test. After each one make sure you click on select.
- After these five steps are complete, click add test to save your selections.
- Once you are finished selecting your tests click *Next*.
- Review your test selections making sure you have selected the correct test properties. If you need to make changes to any selections, click the *Edit* button.
- Click next when finished reviewing the test selections.
- Next fill out your billing address and credit card payment information
- Once all information is verified, click *Next* to submit your test registration.
- You will be presented with your Admission Ticket, click the *Print* button.
- Your test registration is now complete.

Registering with ETS

The information you provide when creating your profile on the ETS site MUST match the information provided by your educator preparation program (EPP) for the State Board of Educator Certification (SBEC) database. Your TEA ID number (or Testing ID number), first name, last name, date of birth, and route to testing code must match the SBEC database. If it does not, you will receive an error message. If you receive an error message when you create your profile, please recheck your entries or contact your EPP to confirm your information.

Contact information for ETS

Phone 1-866-902-5922	Fax: 1-888-811-5536
E-mail: texas-excet_inquiries@ets.org	Web: www.texas.ets.org

