

Advanced Technical Credit Professional Development Application For Approval – Requirements

I understand the following:

- **Attending ATC training does not guarantee ATC Approval.**
 - To be ATC Approved for a course, I must also meet the ATC Teacher requirements.
 - Since the ATC program allows students to receive college credit for a course, ATC teachers must meet the same requirements as their community college counterparts. The ATC Teacher Requirements are in place to assure colleges that award students credit that I meet the college instructor requirements.
 - ATC Teacher Requirements differ from standard high school teaching requirements; I may not be ATC Approved for some of the courses I normally teach if I do not meet the ATC Teacher Requirements for those courses.
 - ATC Teacher Requirements are subject to change. If I was ATC approved before, it is not guaranteed that I will be approved again. Each time I am trained I am subject to current requirements.
 - Until I have been ATC approved for a course (current approval is viewable on personal certificate at www.atctexas.org) I am not authorized to teach or offer that ATC course.

- **The ATC Teacher Requirements are:**
 - If I have a bachelor's degree or higher, the major for that degree must be directly related to the content of the college-level ATC course.
 - If I do not have the degree specified above, then I must have at least an associate's degree (in any subject) and three years non-teaching work experience that directly relates to the content of the college-level ATC course.
 - **If I do not have a minimum of an associate's degree, I cannot be ATC Approved.**
 - Some ATC courses have additional requirements (see www.atctexas.org).
 - If I do not have the appropriate Texas secondary teacher certification for the ATC course I want to teach, the ATC Approval Office will require that I submit official transcripts and work experience information before I can be ATC Approved.

- **About ATC Training:**
 - I may train only for a maximum of three Crosswalk Blocks at a training session.
 - ATC Approvals are good for 3 school years. After three years both Part I and Part II training must be retaken.
 - The last day to take ATC Training to be eligible for the current school year is August 31 of that school year. Training taken after that date will apply to the following school year.
 - While my Part I ATC trainer and the college instructors delivering Part II training may be able to offer advice as to whether I can be ATC Approved, the final decision rests with the ATC Approval Office.

- **About the ATC Approval Office:**
 - After I complete Part I and Part II ATC Training, the ATC Approval Office will evaluate my ATC Application for Approval. They will notify me by email if I am approved, if I am not approved, or if I need to provide their office with more information.
 - If I need more information concerning my teaching approval, I may contact the ATC Approval Office by emailing atcstaff@sfasu.edu.

I have read and understand the above information.

(Your signature on this form is required for your ATC Approval.)

Teacher's Signature: _____ Date: _____

Teacher's Name (print): _____ SSN: _____

Advanced Technical Credit Professional Development Application For Approval – Part I

Staff Development Provider _____

SBEC CPE Provider Number _____

Teacher's Name _____

Name on SBEC Texas Educator Certificate _____

School District Name _____

High School Name _____

(Please do not abbreviate) _____

Home Address _____

City _____

State _____

Zip Code _____

Home Phone _____

Social Security Number _____

Email Address (required for notification of approval) _____

Are you a Texas certified teacher?

Yes Area(s) of certification _____

No Deficiency plan name _____ Completion Date _____

Complete the following table listing all related employment (*other than teaching*), if any.

Employer	Position Held	Duration (mos/yrs)

List special certifications (CCAI, Cisco, NATEF, HST, Auto etc.) _____

I hold the following degree(s). (Check all that apply, and complete all fields for each degree that applies.)

Associate's Degree Major _____ Institution _____

Bachelor's Degree Major _____ Institution _____

Master's Degree Major _____ Institution _____

Doctoral Degree Major _____ Institution _____

Teacher's Signature _____

Date _____

Teachers: Do NOT complete this section

I certify that the high school faculty member identified above has completed at least 2 contact hours of Part I, TEA-approved Advanced Technical Credit Professional Development activities.

Provider Signature _____

Date _____

- Completion of Part I and Part II training does NOT guarantee eligibility to teach ATC courses.
- Eligibility requirements are located at www.atctexas.org

Advanced Technical Credit Professional Development Application For Approval – Part II

Staff Development Provider _____

SBEC CPE Provider Number _____

I have previously completed Part I ATC training. Date Completed _____ Location _____

I have previously received ATC certificate of approval.

I am requesting approval for additional courses.

Teacher's Name _____

Name on SBEC Texas Educator Certificate _____

High School Name _____ School District Name _____
(Please do not abbreviate)

Home Address _____

City _____ State _____ Zip Code _____

Home _____

Social Security Number _____

Phone _____

Email Address (required for notification of approval) _____

I am seeking approval to teach the following Advanced Technical Credit high school courses:

			College Faculty Only
HS Course Abbreviation (Ex: BCIS1-TP)	HS Course PEIMS No. (Ex: 1201120T)	HS Course Name (Ex: Business Computer Information Systems I)	Initial when Part II instruction completed

Teacher's Signature _____

Date _____

Teachers: Do NOT complete this section

I certify that the high school faculty member identified above has completed at least 4 contact hours (1 contact hour per course listed, plus additional, approved activities as outlined on the program agenda) of Part II, TEA-approved Advanced Technical Credit Professional Development activities.

Provider Signature _____

Date _____

- Completion of Part I and Part II training does NOT guarantee eligibility to teach ATC courses.
- Eligibility requirements are located at www.atctexas.org