



## Education Career Alternatives Program, Ltd.

### Application and Agreements

#### Completing the Application

*Your application packet should include:*

- Completed signed Application
- Signed Application Addendum
- All official transcripts from regionally accredited universities. Transcripts must have degree posted. Foreign transcripts must be equivocated by a recognized transcript evaluation service. All transcripts become the property of ECAP.
- TExES exam scores (if applicable)
- \$50 nonrefundable check or money order payable to ECAP (Payments may be made online)
- Use a Number 10 (business) envelope or larger to return materials and provide sufficient postage.

*Return application to:*

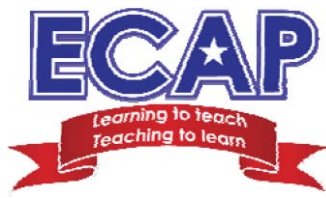
**ECAP  
P.O. Box 162179  
Fort Worth, TX 76161-2179**

Upon receipt of your completed application, ECAP will send you a receipt. Please include all required fees and documents so the application can be processed quickly. Completed applications will be processed in the order received.

#### Application Processing

- Processing of the application will begin when ECAP has received the signed application, required fee and all official transcripts.
- A receipt for fee and application along with directions to register for the TeacherInsight™ Interview and TExES test will be forwarded to the applicant. If any documents are missing from the application, the applicant will be notified.
- If an area of certification has reached capacity enrollment, applicant will be notified.
- Transcripts will be evaluated (allow at least 2 weeks).
- Once applicant successfully completes the professional interview and ECAP has received all required information, a letter of eligibility is sent.

*Remember - A satisfactory interview and "highly qualified" determination are requirements for acceptance into ECAP. Please register early for tests since the testing dates are not flexible and school districts require passing scores on content tests before hiring.*



# Education Career Alternatives Program, Ltd.

## Professional Reference Form

Applicant's Name \_\_\_\_\_

\_\_\_\_\_  
Referent Name

\_\_\_\_\_  
Title in relation to applicant

\_\_\_\_\_  
Company / School

\_\_\_\_\_  
Telephone

I have applied to the Education Career Alternatives Program and authorize ECAP to collect any information orally or in writing about my qualifications and past performance.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

.....  
**This section is to be completed by referent. Please use the rating system to indicate your assessment of the applicant.**

**Circle appropriate number to indicate assessment**

- 1 – Strong
- 2 – Satisfactory
- 3 – Unsatisfactory
- 4 – No basis to judge

Dresses appropriately; is well groomed	1	2	3	4
Exercises professional judgment in absences from work	1	2	3	4
Accepts constructive criticism and supervision	1	2	3	4
Effective communicator of ideas and information	1	2	3	4
Sets goals and pursues professional growth	1	2	3	4
Solves problems effectively using practical approaches	1	2	3	4
Exercises sound judgment	1	2	3	4
Works cooperatively with others	1	2	3	4
Is respected by co-workers	1	2	3	4
Is receptive to new ideas and change	1	2	3	4

How long have you known the applicant? \_\_\_\_\_ Would you employ this individual? \_\_\_\_\_

Please provide comments that would assist the ECAP staff in evaluating this individual for the teacher preparation program.

\_\_\_\_\_

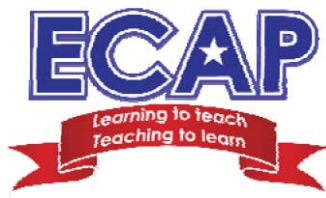
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Thank you for taking time to complete this instrument.  
Please mail or fax to:**

**ECAP  
P.O. Box 162179, Fort Worth, TX 76161-2179  
Fax (817) 284.3396 Phone (817) 284.7731**



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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

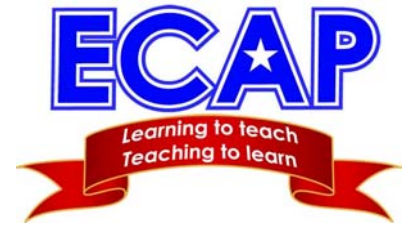
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# Education Career Alternatives Program, Ltd.

## Admission Application



Name: \_\_\_\_\_  
Last First Middle/Maiden

Current address: \_\_\_\_\_  
Street/P.O. Box/Apt. # City State Zip

Social Security # \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
optional optional Required

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Alias (other names): \_\_\_\_\_  
Required

Have you ever been convicted of a felony or offense involving moral turpitude (including, but not limited to theft, rape, murder or indecency with a minor) and/or received probation or deferred adjudication?

No  Yes If yes, please explain on a separate sheet.

### Indicate One Desired Area of Certification

Bilingual Generalist Early Childhood - 6	Computer Science
EC-6 Generalist (ESL)	Technology Education 6-12
Generalist Grades 4-8	Technology Application
Bilingual Generalist Grades 4-8	Science 8-12
*Grades 7-8 English/Language Arts/Reading	Life Science 8-12
*Grades 7-8 Math	Physical Science 8-12
*Grades 7-8 Science	Chemistry 8-12
4-8 Generalist (ESL)	Special Education EC-12
English/Language Arts/Reading 8-12	Foreign Languages (specify)
Math 8-12	Other (specify) _____

*\*To be eligible to teach at the 6th grade level or below candidates must pass either the 4-8 Generalist or the EC-6 Generalist TExES exam.*

*\*\*Only shortage areas are listed. ECAP will also accept applications in non-shortage areas.*

### Application Process

#### APPLY

●  
 Include Application, required fee and official transcripts.

#### ▶ INTERVIEW/TEST

●  
 ECAP uses the Teacher-Insight™, the interview favored by many local districts. Applicants content test.

#### ▶ EVALUATE

●  
 Teaching applicants must be highly qualified, although, in many cases this requirement can be met with a degree in the content area. It is recommended that the content test be passed to improve job searching.

#### ▶ ADMISSION

●  
 Upon receipt of the acceptance letter, candidates may begin applying to districts for teaching positions.

#### ▶ TRAINING

●  
 ECAP Academy is an essential part of the ECAP program and must be completed to be eligible for a Standard Teaching Certificate.

## Educational Background

List all colleges/universities attended	Degree	Major	Last date attended

## Work Experience

From:		To:		<i>Begin with most current</i>	
Month	Year	Month	Year	Employer	Position

What language skills **other** than English do you have?

Language: \_\_\_\_\_ Written \_\_\_\_\_ Spoken \_\_\_\_\_

Language: \_\_\_\_\_ Written \_\_\_\_\_ Spoken \_\_\_\_\_

What experience do you have working with children in either a paid or volunteer position?

\_\_\_\_\_

\_\_\_\_\_

Have you worked as a substitute, teacher aide or teacher on an emergency permit? Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes*    \_\_\_\_\_ Substitute                      District \_\_\_\_\_ Year(s) \_\_\_\_\_

          \_\_\_\_\_ Emergency permit            District \_\_\_\_\_ Year(s) \_\_\_\_\_

          \_\_\_\_\_ Teacher aide                      District \_\_\_\_\_ Year(s) \_\_\_\_\_

Have you ever been admitted into a teacher certification program?    Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, program name \_\_\_\_\_

Are you willing to coach? Yes \_\_\_\_\_ No \_\_\_\_\_ Sport(s) \_\_\_\_\_

Are you a veteran?    Yes \_\_\_\_\_ No \_\_\_\_\_

*I hereby certify that the information presented in this application is correct.*

**Applicant's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Education Career Alternatives Program, Ltd.

August 1, 2011 – September 30, 2012 Applicant Agreements

### Commitment to Training

ECAP is committed to sending school districts well-trained and prepared candidates. In order to keep that commitment, it is necessary that candidates attend **all** training sessions. The only reason a candidate will be excused from training is an emergency situation (e.g. death in immediate family, sickness, accident or natural phenomenon). All candidates must attend the entire day of any training event and are required to arrive on time. Requirements for the Standard Teaching Certification include mandatory attendance at all training sessions. Training fees must be paid in accordance with published due dates and policies.

Your signature on this document will assure Personnel Directors that you are committed to being a fully trained candidate for a teaching position.

*I hereby certify that I understand the required commitment to training and agree to keep that commitment as stated above. I have not scheduled, nor will I schedule any activities that would conflict with ECAP Academy.*

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Terms and Conditions

- This application cycle spans the dates listed in the title section of this document.
  - Candidates must meet acceptance requirements during their application cycle.
  - Applicants who are accepted to ECAP must attend ECAP Academy during their application cycle.
  - Applicants who do not meet the above conditions must reapply during the following application cycle unless a teaching contract has been offered.
- Meeting state eligibility requirements does not guarantee an interview or acceptance into ECAP.
- Applications are processed in the order received and if the program reaches capacity, applicant will be notified and the application held until the next school year. A new application will be required, but the new application fee will be waived in this event.
- Acceptance as an intern will be effective upon receipt by applicant of written notice from ECAP; acceptance into ECAP may be based solely on professional judgment.
- Acceptance and continued participation as an intern in ECAP are contingent upon:
  - Satisfaction of all eligibility and other program requirements and
  - Continued satisfactory employment as a teacher of record in a school district participating with ECAP
- ECAP will submit demographic information to TEA for purposes of testing. This information will not be released to any other entities.
- False or misleading information in this application could result in rejection of my application or dismissal from ECAP if I have been admitted.

*I hereby certify that I understand and agree to the terms and conditions above:*

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_