

Guidelines for Application Process for Professional Employees

In order to better facilitate the application, interview, and employment process of teachers, administrators, counselors, nurses, and other professional applicants; the following information is provided as a guide to the necessary documentation.

- APPLICANTS CURRENTLY CERTIFIED IN TEXAS -

The following items are necessary to process an application from individuals currently holding active Texas certification. These items can be attached to your on-line application.

- A copy of the individual's current Texas certification. NOTE: this can be obtained on-line at www.sbec.state.tx.us, or;
- Applicants that are enrolled in an approved alternative certification program, i.e. ESC, Region 14 TPTC, iteAChtexas, T-MATE, etc., must provide a letter from the alternative certification program certifying the enrollment of the applicant in the program and a statement of eligibility. If the applicant is employed, the alternative program must provide the district proof of application for a probationary certificate for the applicant. The proof of application for a probationary certificate must be submitted to the district prior to the first day of employment.
- Individuals seeking professional employment based on a deficiency plan from a recognized teacher preparation program must have a copy of the deficiency plan attached to their application prior to being considered for any available professional position. Preference will be given to fully certified applicants.
- Copies of all college/university transcripts. The district will accept unofficial copies of all college/ university transcripts as part of the initial application process. Official copies must be submitted to the district once a Letter of Assurance has been issued to the individual.
- A minimum of 5 professional references must be completed on the on-line application.
- A permission form to conduct a criminal history background check. [Click Here](#) to download the form. Fax (325)794-1320 the completed form to Abilene ISD Personnel Office or attach it to your on-line application.
- A completed on-line application must also be on file.
- Experienced teachers should also provide a copy of their latest teacher evaluation and the Highly Qualified Status forms from previous district.
- Upon employment, the applicant must provide the district with official copies of his/her Texas Service Record [only for individuals who have previously worked as a professional educator]. You will be paid as a teacher with NO experience until the service record has been received in the Personnel Office. If you have out-of-state, private school, state school

or university experience you are responsible for sending a Texas Service Record to that institution for completion. Please request the appropriate form from the Personnel Office .

- All costs for the issuance of any certificate are the responsibility of the individual.
- Applicants employed on the basis of a deficiency plan or alternative certification program must provide the district with updates as they progress towards full certification at least once each semester.

-APPLICANTS CURRENTLY CERTIFIED IN A STATE OTHER THAN TEXAS –

In addition to the items above, the following additional items are necessary to process an application for individuals holding currently active Texas certification.

- Applicants **MUST** have their out-of-state credentials reviewed by the Texas State Board for Educator Certification. This process must be completed prior to your being offered a contract by the district. You may contact SBEC using the following information:

State Board for Educator Certification
1701 North Congress Ave.
5th Floor
Austin, TX 78701-1494
Telephone: [512] 935-8402
Telephone Support Center: [512] 936-8400
Toll Free Support Number: [800] 863-5880
Fax Number of Credentialing Division: [512] 936-8277
Web Site: www.sbec.state.tx.us

There is a fee for this review, but it should result in you being issued a one year probationary certificate that allows you to teach in Texas.

- The applicant may apply for a one year certificate based on reciprocity of the applicant's current certification in another state. This one year certificate allows the individual time to take and pass the appropriate Texas required certification exam, TEXES, necessary for the issuance of Texas certification. In certain cases, these exams may be waived. Waivers are based on the comparison of the examinations given by other states and those required by Texas.
- All costs for the issuance of any analysis of a current out-of-state certificate, Texas certificate, or deficiency plan are the responsibility of the individual.
- A copy of the out of state certificate must also be attached to application.

The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.