



## 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 unless applying as Trades and Industry certification
  - Foreign transcripts must be equivocated by a recognized transcript evaluation service.
  - All transcripts become the property of ECAP.
  - Graduates from a university outside the US or US territories must provide proof of English language proficiency by passing the TOEFL exam.
- TExES exam scores (if applicable)
- Optional - Trades and Industry Qualification Survey
- 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 Process

### APPLY



Include Application and all official transcripts.

### ▶ INTERVIEW/TEST



ECAP uses the Teacher- Insight™, the interview favored by many local districts. Applicants content test. Instructions will be provided upon application.

### ▶ 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 as early as possible to facilitate in the job search. Please allow 2 weeks.

### ▶ ADMISSION



Upon our receipt of candidate's signed agreements, candidate may begin applying to districts for teaching positions.

***Remember - A satisfactory interview , "highly qualified" determination and signed agreements are requirements for admission 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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# 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.

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

**Indicate one desired area of certification below.**

### High Need Areas

Bilingual Core Subjects Early Childhood - 6	Chemistry 8-12
Bilingual Core Subjects Grades 4-8	Life Science 8-12
Math 7-12	Physical Science 8-12
Science (Composite) 7-12	Special Education EC-12

### Moderate Need Areas

Core Subjects Grades 4-8 (ESL)	Family and Consumer Science 6 - 12
Single Subject Grades 7-8 (Specify) _____	Foreign Languages (specify) _____
Technology Education 6-12	Art Early Childhood - 12
Technology Application Early Childhood - 12	Music Early Childhood - 12
Trade and Industrial Ed (specify on final page)	

### Low Need Areas

EC-6 Generalist (ESL)	Dance 6 - 12
English/Language Arts/Reading 7-12	Health 8 - 12
Social Studies Composite 7-12	Physical Education Early Childhood - 12
History 7-12	Other (specify) _____
Theater Early Childhood - 12	

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

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

## Educational Background

List all colleges/universities attended	Degree	Major	Last date attended

\* Domestic colleges/universities must be regionally accredited. Foreign colleges/universities must be accompanied by a valid transcript equivocation document. Do not list non-accredited schools in the Educational Background section.  
 \* Graduates of foreign universities where the primary language of instruction is not English must earn a satisfactory score on the TOEFL exam prior to admission.

## Work Experience

From:		To:		Begin with most current	
Mont h	Year	Mont h	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' complete the following

Were you issued a probationary certificate? Yes \_\_\_ No \_\_\_  
 Were you given test approval? Yes \_\_\_ No \_\_\_

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

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

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



# Education Career Alternatives Program, Ltd.

## September 1, 2018 – August 31, 2019 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 during the cycle period.
- Meeting 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.
- Admission as an intern will be effective upon offer and receipt of signed agreements by ECAP; Refusal of admission into ECAP may be based solely on professional judgement.
- 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.
- TEA/SBEC rules provided in TAC 249.16 states that there is the potential for an individual to be ineligible for a teaching certificate if the person has been convicted of an offense . Each person has the right to request a criminal history evaluation letter as provided in TAC Chapter 227, Subchapter B. Contact the Investigation Division at TEA for further information. Refunds for fees paid to ECAP are not provided to individuals deemed ineligible due to criminal history.

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

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

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



**Trades and Industry Work Areas**

Indicate you work area below:

Advertising Design
Agricultural Cooperative Training
Agricultural Mechanics
Agricultural Pests/ Pesticide Management
Agricultural Power and Machinery
Agricultural Resources
Air Conditioning and Refrigeration
Aircraft Mechanics
Aircraft Technology
Animal Production
Audio, Video Technology
Auto Collision Repair & Refinishing Technology
Auto Specialization
Automotive Technician
Barbering
Bricklaying/Stone Masonry
Building Trades
Business Machine Repair
Cabinetmaking
Cement Laying and Finishing
Cleaning and Pressing
Commercial Photography
Computer Maintenance Technician
Computer Programming
Construction Carpentry
Cosmetology
Counselor, Career & Technology Education
Culinary Arts
Diesel Mechanics
Drafting
Electrical Trades
Electronics
Floriculture
Forensic Science
Forestry
Fundamentals of Fire Protection
Government and Public Administration
Graphic Arts
Health Professions

**Ask ECAP for Form SOQ which is required for Trades and Industry Applicants.**

Horticulture
Hydraulics and Pneumatics
ICT for Law Enforcement
ICT for Petro-Chemical
Industrial Electronics
Industrial Equipment Repair
Instrumentation
Law
Law Enforcement/Criminal Justice
Leather Trades
Machine Shop
Major Appliance Repair
Marine Engine
Marine Related Occupations
Marketing, Sales and Service
Meat Cutting
Meat Processing
Media Technology
Metal Trades
Needle Trades
Painting and Decorating
Petro-Chemical Laboratory Technician
Piping Trades/Plumbing
Plant Maintenance
Plant Processing
Plastics
Public Safety
Quality Control
Security Service, Cooperative
Security Systems
Security Systems, Pre-Employment
Sheetmetal
Small Engine Repair
Stationary Energy Sources
Trade and Industrial Career Preparation
Truck Driving
Upholstery/Furniture Repair
Welding