

# Internship Guidance for Candidates

## Important Note:

DOI, Emergency Permits and School District Teaching Permits do not replace the requirements set by the Educator Preparation Programs (EPP) as stated in the Texas Administrative Code (TAC). Candidates must meet all EPP and certification requirements.

## Obtaining a Probationary Certificate and Completing an internship:

As a candidate, you can obtain a Probationary Certificate, allowing you to complete your clinical experience component as an internship while working as a teacher. Below is the checklist to guide you through the process.

### Checklist: Requirements for an Internship with a Probationary Certificate

- Admission to Educator Preparation Program (EPP): Apply and gain admission to the EPP program.
- Certification Plan Issuance: Obtain a certification plan that outlines the required coursework and training, including field-based experiences.
- Complete Coursework and Training: Fulfill all requirements listed in the certification plan.
- Apply for Test Approval: Apply for approval to take the required TExES Certification Exams.
- Register and Pass Certification Exams: Register for and successfully pass all required TExES Certification Exams.
- Request Letter of Intent to Certify: Letter of Intent to Certify from the Office of Educator Preparation (OEP), which indicates the requirements you need to be certified.
- Be Hired in Certification Area: Ensure you are hired to teach in the same area for which you seek certification.
- Request Statement of Eligibility: Request a Statement of Eligibility Form from the Office of Educator Preparation (OEP), which confirms that you have completed all coursework and exams. Your hiring school district HR will need to complete sections of this form.
- Submit Application for Probationary Certificate to TEA: After receiving the Statement of Eligibility, submit your application for a Probationary Certificate to the Texas Education Agency (TEA).
- Receive Probationary Certificate Approval: Upon approval, OEP will send you registration information for your internship.
- Register for EDST Internship (Semester 1 of 2): Enroll in the first semester of the EDST Internship (as noted in your certification plan). Make sure to complete payment by the deadline.
- Register for EDST Internship (Semester 2 of 2): Enroll in the second semester of the EDST Internship in the next registration window.
- Complete Two Semesters of Internship: Successfully complete both semesters of the EDST Internship. (For additional details, refer to the syllabus and handbook).

## Deadlines:

### For Fall EDST Internship (Semester 1 Start):

- Complete Clinical Experience Application: February 1st-15<sup>th</sup>
- Complete all requirements by: August 1st

### For Spring EDST Internship (Semester 1 Start):

- Complete Clinical Experience Application: September 1st-15<sup>th</sup>
- Complete all requirements by: December 15<sup>th</sup>

For further assistance, please contact the Office of Educator Preparation (OEP) for more information about your application and internship requirements.