

TEXAS  STATE
OFFICE OF
EDUCATOR PREPARATION

To Whom It May Concern,

The following candidate, [Candidate's Name], is enrolled in our Accelerated Alternative Certification program at Texas State University and is requesting permission to complete their required field-based experiences (FBE) at your campus. As part of their certification process, they must fulfill the Texas Education Agency (TEA) requirements outlined in the Texas Administrative Code (TAC) §228.43. For your reference, the candidate must complete the following:

1. **50 Clock-Hours of Field-Based Experiences:** The candidate must complete 50 hours in a school setting prior to their internship or clinical teaching.
2. **Active Engagement Hours:** At least 25 hours must involve activities such as:
 - Small group instruction
 - Tutoring
 - Whole-class instruction
 - One-on-one student support
 - Classroom management
 - Supporting lead teacher instruction
 - Co-teaching
3. **Accredited School Setting:** These experiences must take place in a TEA or TEPSAC-accredited school, with actual students and content-certified teachers.
4. **Documentation and Reflection:** The candidate will document each experience and submit written reflections guided by our program.

Please let the candidate know of any steps required to complete their field-based experiences on your campus. We appreciate your consideration in allowing our candidate to complete these requirements at your campus. Thank you for your partnership with Texas State University and future teachers.

Thank you,

Texas State University
Office of Educator Preparation

OFFICE OF EDUCATOR PREPARATION
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