



Texas Regional Collaboratives STEM Certification Program

Application Requirements:

The purpose of the STEM Certification Program is to increase the number of highly qualified teachers through a professional development program that will recruit and assist in the certification of science and math teachers.

- Candidates are required to
 - Be currently certified to teach in Texas
 - **Teach for the school years of 2010-2011 and 2011-2012**
 - Submit an application with required documents and receive approval from the TRC prior to testing in order to receive stipend and reimbursement from the TRC
 - Apply for a specific test date during the correct TRC Application period
 - **Reapply to the TRC for approval of another test date if the candidate is unsuccessful on the approved test date**
 - Participate and provide required information in a **post-program survey** during August 2011

- Candidates must be pursuing additional certification in the following math or science fields*:
 - Chemistry 8-12
 - Science 4-8
 - Mathematics 8-12
 - Mathematics 4-8
 - Physical Science 8-12
 - Mathematics/Physics 8-12
 - Life Science 8-12
 - Science 8-12
 - Mathematics/Physical Science/Engineering 8-12
 - Mathematics/Science 4-8

*Certifications must be advancing towards a higher grade-level certification or a more content specific area in Math or Science. Candidates can test for Math 8-12 if they currently hold Math 4-8 certification or candidates can test for Chemistry 8-12 if they currently hold Science 8-12. Applicants cannot go from a 9-12 certification to a 4-8 certification under this program.

- TRC will reimburse testing and registration fees for only one certification per candidate.
- Preference will be given to applicants:
 - Seeking certification in Chemistry 8-12, Physical Science 8-12, Mathematics/Physical Science/Engineering 8-12, Mathematics/Physics 8-12 and Mathematics 8-12
 - Currently teaching in a Title I School
 - Attaching a letter for support from their principal/administrator starting applicant priority for placement in the certified area upon successful certification or that the applicant is currently teaching in one of the math or science certification areas

Testing & Reimbursement Information:

Test Dates Available*	TRC Application Period**	Testing Registration Deadline***	Proof of Certification Must Be Submitted to TRC No Later Than	Reimbursement Period for Successful
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			5pm on	Completion
4/16/11	2/21/11 – 3/2/11	3/18/11	5/30/11	July 2011

*Tests may be taken as available online or on paper at your local testing center on dates up to and including these dates.

**Applications must be received in the TRC office by the last day of the application period by 5pm.

***For additional information regarding test registration and dates, please go to <http://texas.ets.org/testdates>

Participation Incentives:

- Reimbursement of certification and testing fees upon documentation of successful completion of certification test. Candidates are limited to one certification.
- Access to The Texas A&M University System online test prep modules and professional development materials
 - Current modules available: Mathematics 4-8, Mathematics 8-12, Science 4-8 and Science 8-12.
- Other prep resources, such as NSTA Learning Center, will be supplied to program participants on a case-by-case basis.
- Participants will receive a one-time stipend upon successful certification and current employment:
 - \$2,000 for Title I school teachers
 - \$1,000 for non-Title I school teachers
 - **Non-resident aliens may not be eligible for a stipend depending on their Visa status**
 - **University students currently applying for student loans may not be eligible for a stipend**

Application Process

Please Note: We are transitioning from the paper application to an online system for completing the application and uploading documents. The previous paper application will not be accepted for the 4/16/11 test date or any test date after.

The application process consists of the following steps:

1. Download the payee information form found on the STEM Certification website. Complete all portions of the payee information form and attach a copy of a government issued photo id. Either mail or fax completed payee information form to: **Sarah Rogers, Texas Regional Collaboratives**

Payee Information forms CANNOT be accepted through email.

USPS Mail

Sarah Rogers
Texas Regional Collaboratives
The University of Texas at Austin
1 University Station D5500
Austin, Texas 78712

UPS / FedEx Mail

Sarah Rogers
Texas Regional Collaboratives

The University of Texas at Austin
1912 Speedway
Sanchez Building, Room 340
Austin, Texas 78712

Fax

Attn: Sarah Rogers
512-471-9244

2. Prepare the following attachments to be email to stemcert@thetrc.org **AFTER** your online application has been submitted:
 - a. Proof of campus in the form of a letter from your administrator or human resources representative on school letterhead stating the specific campus you work at. District contract will not be accepted as proof of campus.
 - b. Proof of certification from the TEA website
 - c. Letter of support from principal/administrator stating applicant priority for placement in the certified area upon successful certification or that the applicant is currently teaching in one of the math or science certification areas (Optional)
3. The following information is required for the online application. Make sure it is available to you before starting.
 - a. Personal information such as name, TEA number and contact information
 - b. Education Information
 - c. Employment History and nine digit campus number
 - d. Student Loan Information
 - e. Testing and Certification Information
 - f. Program Agreement and Signature
4. During the application period 2/21/11 – 3/2/11 for the 4/16/11 test date a link to the online application system will be located at the bottom of the webpage.
5. Email attachments will not be accepted unless the online portion of the application has already been submitted.

YOU MUST BE ACCEPTED TO THE STEM CERTIFICATION PROJECT PRIOR TO TAKING A TEST.

Application Questions:

- Please send all application questions to Sarah Rogers stemcert@thetrc.org. Do not email Payee Information Form. Do not email any application documents or attachments without submitting on online application first.