

EPP Instructions to Issue an Intern Certificate authorized by Emergency Waivers (WINT)

This document contains educator preparation program (EPP) Certification Officer instructions for recommending an Intern (INT) certificate for a qualified candidate that does not have the required tests passed. The Waiver Intern (WINT) certificate is available due to waivers issued by Governor Abbott related to the statewide disaster declaration. Please see this [webpage](#) for more information about the waiver and a summary of which candidates are eligible.

This process should only be used for candidates who, due to testing limitations caused by COVID 19 restrictions, have not been able to pass the content pedagogy exams required to qualify for an Intern certificate for the purpose of completing an internship as identified in 19 TAC §228.35(e)(2)(B). **This process should not be used to issue certificates to candidates who have completed testing requirements for the certificate sought. Per the Governor's waiver, these certificates will only be issued prior to October 1, 2020.**

Qualification Requirements for Enrolled Candidates

1. The certificate is recommended for the candidate for the purpose of completing an internship as identified in 19 TAC §228.35(e)(2)(B).
2. The candidate must have secured a position on an approved campus or in an approved district in the role represented on the Intern certificate with a start date (certificate effective date) no later than 10/1/2020.
3. The candidate must hold, at minimum, a conferred bachelor's degree (for those certificates that require a degree).
4. A candidate pursuing Health Science 6-12 or Marketing 6-12 must hold the appropriate licensure and work experience as verified from a Statement of Qualifications (SOQ). Note: A candidate pursuing a Trade & Industrial Education 6-12 certificate should be recommended for an INT and not a WINT.
5. The candidate must have completed the preservice requirements identified in 19 TAC §228.35(b) which includes 150 clock-hours of coursework and training and 30 clock-hours of field-based experience (FBE) or must meet late hire requirements in 19 TAC §228.35(d).
6. The candidate must be identified as Other Enrolled in a Post-Bac or alternative program and must not be a finisher.
7. The candidate must meet the requirements for an Intern certificate in 19 TAC §230.36 other than the test requirement.

Implementation Requirements

1. The candidate must apply for the Intern certificate designating a) the route in which he/she is enrolled ("University-based" if Post-Bac; "Alternative" if university-based ACP or non-university ACP); and b) the name of the EPP in which he/she is enrolled.
2. The candidate must pay the application fee and must pay for and complete fingerprinting (if fingerprints were not completed at a previous time).

3. The EPP must identify the candidate as Other Enrolled on the Finisher Records List in ECOS. EPPs must update the Finisher Records List for these candidates. For step by step instructions about updating the Finisher Records list, please see the [Data Reporting Manual](#).
4. The EPP must provide relevant information for candidates recommended for these special certificates on the **Intern Certificates Recommended under Governor Waiver** spreadsheet provided by TEA. This form will be made available to programs on the Program Provider Resources webpage.
5. The EPP must recommend the certificate in ECOS (instructions below).
6. The EPP must supervise and support the intern as required in 19 TAC §228.35(g) or §228.35(h) which includes a minimum of 5 formal observations for teacher candidates or three (3) observations for non-teacher candidates.

Summary of Process to Recommend the Waiver Intern Certificate (WINT) for EPPs

- Step 1: Identify eligible candidates
- Step 2: Sign in to [ECOS](#)
- Step 3: View Intern recommendation list
- Step 4: Select an individual to recommend
- Step 5: Provide Candidate Information
- Step 6: Complete internship information fields
- Step 7: Complete Affirmation
- Step 8: Confirm Recommendation

For step by step instructions, including screenshots, please continue viewing this document.

Recommend the WINT Certificate

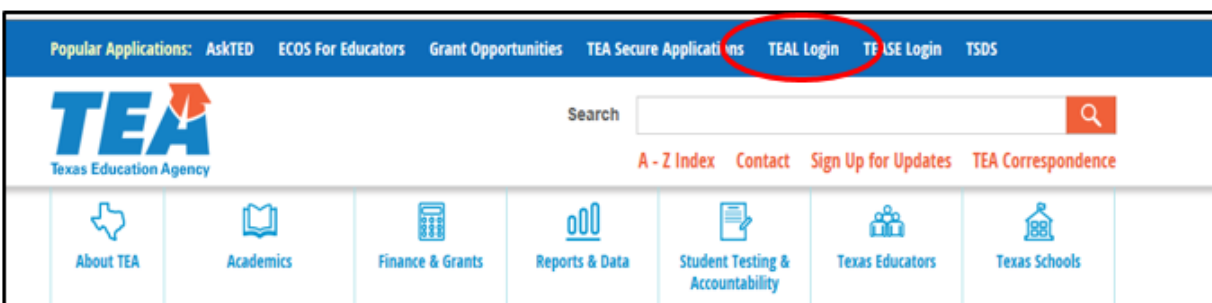
Step 1: Identify qualified candidates

- A) Determine which candidates will need this Intern certificate. Review candidate records to ensure that each has completed pre-service requirements and meets all other certificate requirements except passing scores on related exams.
- B) Work with your qualified candidates and instruct them to submit the application and pay the application fee through the ECOS for Educators account.

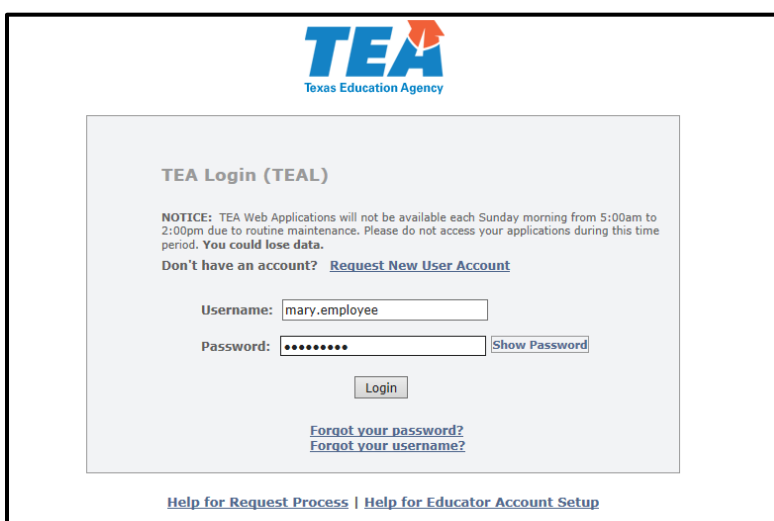
Tip: You may wish to have a process for candidates to notify your EPP once they have submitted their application.

Step 2: Sign in to ECOS

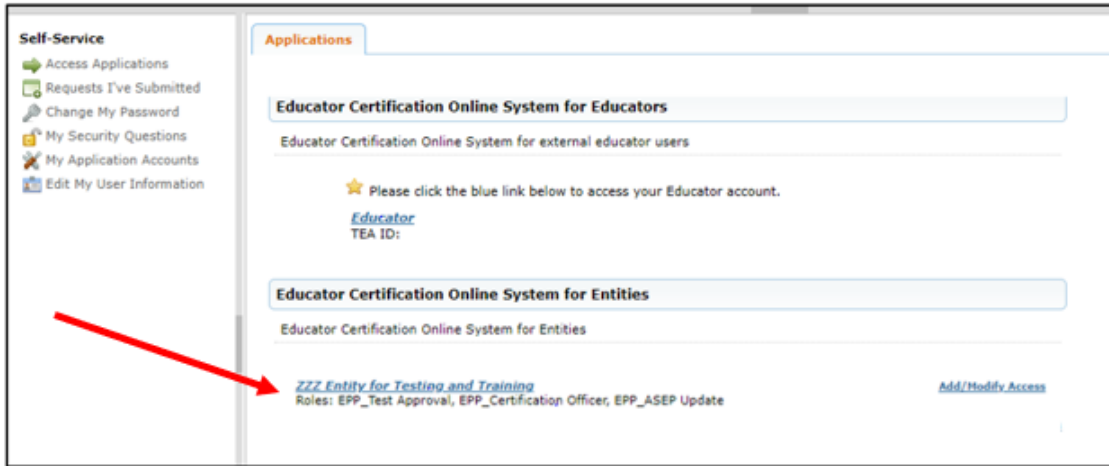
- A) Sign into ECOS for Entities via the TEAL Login at the top of TEA Homepage:



- B) Enter username and password to log into the TEAL Login page.

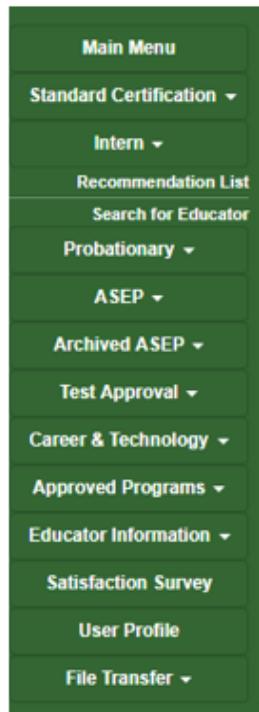
A screenshot of the TEAL Login page. The page features the TEA logo at the top. Below the logo, there is a section titled "TEAL Login (TEAL)". A notice states: "NOTICE: TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. You could lose data." Below the notice, there is a link: "Don't have an account? Request New User Account". The login form consists of two input fields: "Username:" with the text "mary.employee" and "Password:" with a masked password "*****" and a "Show Password" link. A "Login" button is positioned below the password field. At the bottom of the form, there are two links: "Forgot your password?" and "Forgot your username?". At the very bottom of the page, there are two links: "Help for Request Process" and "Help for Educator Account Setup".

- C) Access the ECOS for Entities 'green screen' by selecting the ECOS for Entities option on the TEAL landing page. Certification Officer access will be needed to complete the recommendation.



Step 3: View Intern recommendation list

From the Main Menu at left, select the Intern certificate "Recommendation List" using the drop-down arrow (or use "Search for Educator" to find one specific person to recommend).



Step 4: Select an individual to recommend

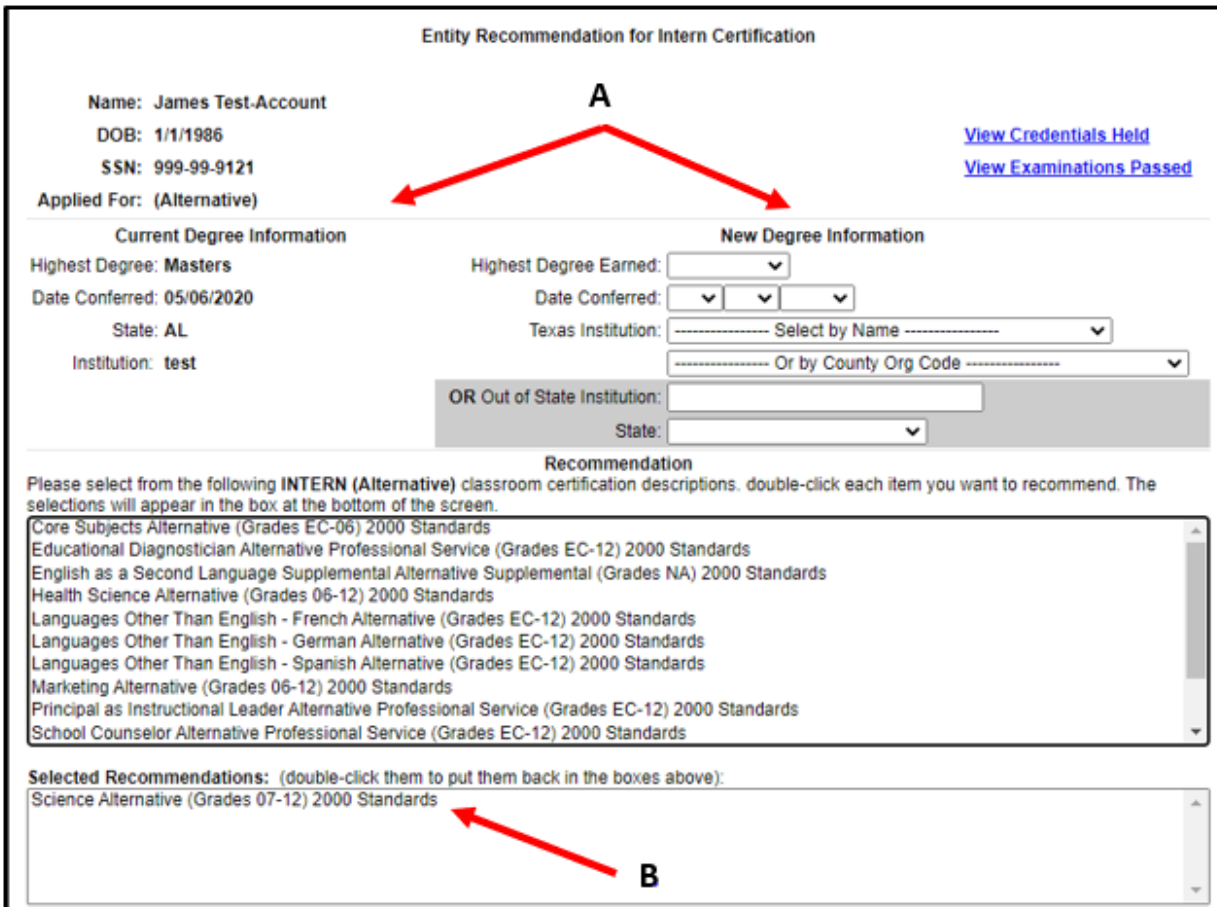
From the list of pending applications, select the individual whose certificate you want to recommend. Candidate names will only appear here after they have submitted an application.



Name	Type	SSN	Application Date	Status	Pay Fee <input type="radio"/> All on <input type="radio"/> All off	FP Fee <input type="radio"/> All on <input type="radio"/> All off Remove
James Test-Account	Intern Application (ALT)		02/27/2020	Applied	<input type="checkbox"/>	<input type="checkbox"/>

Step 5: Provide Candidate Information

- A) Enter New Degree Information at right or confirm the Current Degree Information on the left. A bachelor's degree, at minimum, is required for certification (except for the Trade & Industrial Education 6-12 and Health Science 6-12 certificates).
- B) In the first box below the degree information, double click on the certificate(s) to be recommended. Each certificate to be recommended for this candidate will appear in the second box below. If you make a mistake and select the wrong certificate, just double click on the incorrect certificate in the second box and it will pop back up into the first box.



Entity Recommendation for Intern Certification

Name: James Test-Account
DOB: 1/1/1986
SSN: 999-99-9121
Applied For: (Alternative)

[View Credentials Held](#)
[View Examinations Passed](#)

Current Degree Information **New Degree Information**

Highest Degree: **Masters** Highest Degree Earned:

Date Conferred: 05/06/2020 Date Conferred:

State: **AL** Texas Institution: Select by Name

Institution: **test** Or by County Org Code

OR Out of State Institution:

State:

Recommendation

Please select from the following **INTERN (Alternative)** classroom certification descriptions. double-click each item you want to recommend. The selections will appear in the box at the bottom of the screen.

- Core Subjects Alternative (Grades EC-06) 2000 Standards
- Educational Diagnostician Alternative Professional Service (Grades EC-12) 2000 Standards
- English as a Second Language Supplemental Alternative Supplemental (Grades NA) 2000 Standards
- Health Science Alternative (Grades 06-12) 2000 Standards
- Languages Other Than English - French Alternative (Grades EC-12) 2000 Standards
- Languages Other Than English - German Alternative (Grades EC-12) 2000 Standards
- Languages Other Than English - Spanish Alternative (Grades EC-12) 2000 Standards
- Marketing Alternative (Grades 06-12) 2000 Standards
- Principal as Instructional Leader Alternative Professional Service (Grades EC-12) 2000 Standards
- School Counselor Alternative Professional Service (Grades EC-12) 2000 Standards

Selected Recommendations: (double-click them to put them back in the boxes above):

Science Alternative (Grades 07-12) 2000 Standards

Step 6: Complete internship information fields

Since this certificate is being provided for candidates who are completing an internship, the required fields will be completed with the information specific to the internship assignment.

- A) Select the Internship Assignment. Use the drop-down to select the district or campus in which the internship will be completed.
- B) Select the Internship Begin Date which will be the assignment start date, or “the first day of instruction with students”. [19 TAC §228.35(e)(2)(B)(ii)]
- C) Select the Low Grade as the lowest grade in the grade band of the certificate being recommended. Select the High Grade as the highest grade in the grade band of the certificate being recommended.

Example: Science 7-12 Low Grade = 7 High Grade = 12
Example: Core Subjects EC-6 Low Grade = EC High Grade = 6
- D) If the candidate is seeking certification in Marketing 6-12 or Health Science 6-12, complete the licensure and work experience information. **Note: Candidates seeking certification in Trade & Industrial Education 6-12 should not be recommended using the WINT test bypass process since no content pedagogy exam is required for the Intern certificate.**
- E) Check the box “Eligible for Intensive Pre-Service”. **Checking this box is what allows the certificate to issue without the required tests passed. This option will only be available for certificate issuance for qualified candidates prior to 10/1/2020.**
- F) Click “Recommend”

The screenshot shows the 'Internship Assignment' section of a web form. It includes a dropdown for 'District' (set to 'AUSTIN ISD (227901)'), a date selector for 'Internship Begin Date (current school year)' (set to 8/24/2020), and dropdowns for 'Low Grade' (7) and 'High Grade' (12). Below this is a section for 'Career and Technical Education Work Approvals' with a table of columns: Area, Institution, Years Experience, and Approval Date. There are two empty rows in this table. At the bottom, there are checkboxes for 'Eligible for Hearing Impaired Exemption Under TEC §21.048(c)' (unchecked) and 'Eligible for Intensive Pre-Service' (checked). Below the checkboxes is the text 'Recommending Institution: ZZZ Entity for Testing and Training'. At the very bottom are two buttons: 'Recommend' and 'Cancel'. Red arrows labeled A through F point to these specific elements: A points to the District dropdown, B points to the Internship Begin Date selector, C points to the High Grade dropdown, D points to the 'Career and Technical Education Work Approvals' link, E points to the 'Eligible for Intensive Pre-Service' checkbox, and F points to the 'Recommend' button.

Tip: Only recommend the certificate for the subject area and grade level in which the candidate is being prepared by the EPP. Do not recommend any other certificates.

Tip: Look carefully at the certificate descriptions. Be sure to select the certificate for the route (Post-Bacc or Alternative) in which the candidate is enrolled.

Step 7: Complete Affirmation

When the affirmation pops up, Select OK. **Note: The waiver issued by the Governor waives the testing requirement for the issuance of an Intern certificate required in 19 TAC §230.36 and the “aligned pedagogical rubric” is only required if the EPP is approved to certify candidates through the Intensive Pre-service Process detailed in 19 TAC §228.33.**

tealprod.tea.state.tx.us says

I, Lorrie Ayers, affirm that the applicant has fulfilled all requirements for the certificate(s) including a passing score on each required exam and completion of the intensive pre-service requirement including a passing score on the aligned pedagogical rubric in alignment with 19 TAC §230.36(f).

Step 8: Confirm Recommendation

Check to make sure the certificate issued. Recommended certificates should issue immediately with a status of “Certified” if fees are paid and if fingerprints are complete. If one of those pieces is missing, the recommendation will show as “Recommended”. Note: The virtual certificate accessed via Certificate Lookup does not update immediately. It could take up to an hour before the certificate shows on the Virtual Certificate.

Name	Type	SSN	Application Date	Status	Pay Fee	FP Fee
James Test-Account	Intern Application (ALT)		02/27/2020	Recommended	<input type="checkbox"/>	<input type="checkbox"/>



Email Information

The candidate will receive the following automatically generated emails:

- Notification that the application is submitted successfully
- Information about fingerprinting
- Notification that the certificate has been recommended by the EPP
- Notification that the certificate has issued.

An EPP may opt to receive a copy of emails sent to their candidates. If you wish, you may enable this optional feature by completing the following steps:

1. Select User Profile from the options on the Main Menu at left.
2. In the pop-up box, complete the phone number (required) and check the “Send Copy of all System Sent Emails to me” box.
3. Click Save.

The screenshot displays the TEA system interface. On the left is a green sidebar titled "Main Menu" with the following options: Standard Certification, Intern, Probationary, Recommendation List, Search for Educator, ASEP, Archived ASEP, Test Approval, Career & Technology, Approved Programs, Educator Information, Satisfaction Survey, User Profile, and File Transfer. The "User Profile" option is highlighted with a red arrow. The main content area shows a "Your Profile" form with the following fields and options: Name (Lorrie Ayers), Email (lorrie.ayers@tea.state.tx.us), Phone Number (with asterisks indicating required fields), Fax Number (with asterisks indicating required fields), and a checkbox labeled "Send Copy of all System Sent Emails to me" which is also pointed to by a red arrow. Below the checkbox is a "Save" button. At the bottom of the form, there are footnotes: "*Required Fields" and "**Name and email can only be changed through TEA Login".

Additional Notes

- The WINT certificate will appear as an Intern certificate that will be valid for one calendar year.
- The EPP may recommend the certificate ONLY in the certificate area(s) in which the candidate is being prepared by the EPP and is completing an appropriate internship.
- The certificate will qualify teachers to serve as a classroom teacher in an assignment as identified in the [Teacher Assignment Chart](#). For non-teacher education professionals, the certificate will qualify the candidate for a position in the certified role.
- The holder of the WINT certificate must meet requirements in 19 TAC Chapter 153, Subchapter CC (regarding Creditable Years of Service) to qualify for a year of service.
- Field supervision by the EPP **IS required** as identified in 19 TAC §228.35(g) for teacher candidates and §228.35(h) for non-teacher candidates. The EPP **WILL be required** to upload observations in ECOS for that individual.
- Candidates who have met the testing requirements for a normal Intern certificate or Probationary certificate should not be recommended for a WINT using the IPS bypass process.

The INT certificate issued under the Governor's waiver will not be renewed after it expires. Candidates that have not completed testing requirements for a PRO or STD certificate at that time will not qualify for an additional certificate. Please remind candidates to complete testing.