



Intern or Probationary Certificate Deactivation Process

To process a deactivation request for an intern or probationary certificate, the items mentioned below are to be submitted as attachments to [Preparation Programs](#) via the [Help Desk](#):

EPP = Educator Preparation Program

Certificate Deactivation Process Checklist	
TEA Deactivation Notification	✓
Candidate Deactivation Notification	
Employer Deactivation Notification	
Additional supporting deactivation documents (ex: candidate's resignation letter)	

NOTE: Create and submit one Help Desk ticket per candidate deactivation. Make sure to include the items needed for each deactivation.

TEA Deactivation Letter:

A deactivation letter on EPP letterhead signed by the legal authority or certification officer with the following information

- **Date of notification/letter date**
 - When the EPP notified TEA of the deactivation; this is the same date as the deactivation letter was sent
- **Name of educator**
- **TEA ID**
 - Ensure the TEA ID number is correct prior to submission
- **Type of certificate (intern or probationary)**
- **Effective date**
 - The candidate's last day in the classroom with students
- **Employing school district/system**
 - Identify the **district** ex: Austin ISD or **school system** ex: IDEA Public Schools
- **Reason for deactivation**
 - Either assignment issue, medical, military, nonrenewed, program release, program withdrawal, resigned, or terminated
- **Status of educator in the program**
 - Dismissed, enrolled, good standing, etc.

Supporting Documents

Evidence of EPP informing candidate of deactivation (submit one of the following as an attachment):

- The deactivation letter (#1) can be sent to the candidate as well, if this occurs, include CC'ed statement under the signature of the EPP deactivation letter stating that the candidate was informed.
- Send the candidate a separate email informing them of the deactivation.
- Create a separate deactivation letter for the candidate to send to the candidate.

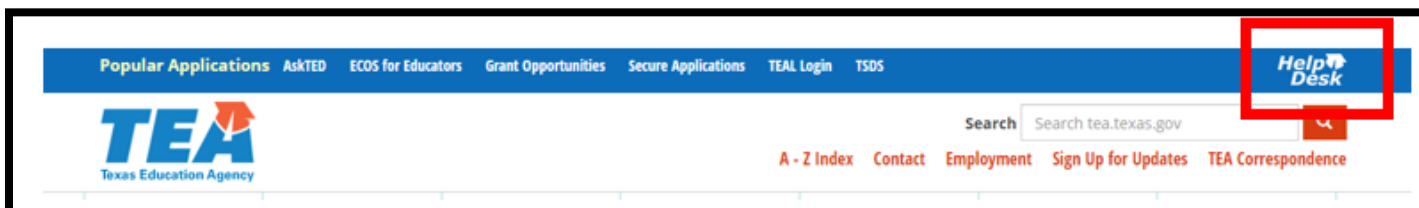
Evidence of EPP informing employing district/school system of deactivation (submit one of the following as an attachment):

- The deactivation letter (#1) can be sent to the employing district or school system as well, if this occurs, include CC'ed statement under the signature of the EPP deactivation letter stating that the district/school system was informed.
- Send the district/school system a separate email informing them of the deactivation.
- Create a separate deactivation letter for the employing district/school system and send to the district/school system.

Evidence of resignation, termination, program release letter, program withdrawal letter (submit one of the following if applicable):

- Submit documentation that supports the reason for the deactivation.
 - Ex: If a candidate resigned from their position, include the email or letter in which they informed the EPP and/or employing placement of the deactivation.

The Help Desk link on the TEA website can be found here:



Help Desk Icons:

