

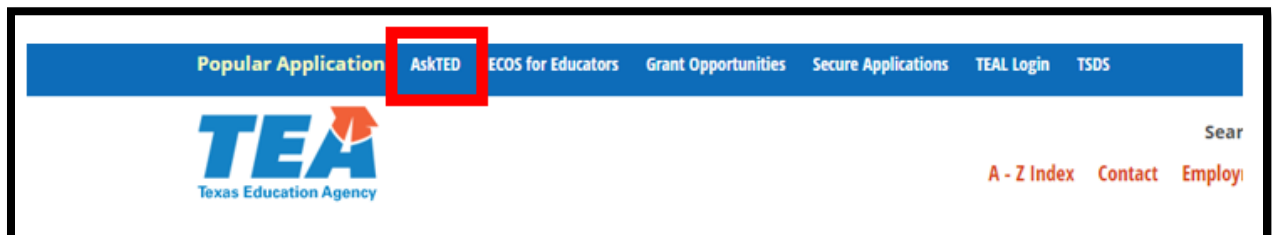
Intern or Probationary Certificate Reactivation Process

To process a reactivation 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

1. **Reactivation letter** on EPP letterhead that includes the following information:
 - Letter date
 - Educator's Name
 - Educator's TEA ID Number
 - Name of Employing School District/System
 - Signed by the EPP's legal authority
2. **Statement of Eligibility** from the new district (ex: Houston ISD) or school system (ex: KIPP Public Schools)
 - This should include placement information to verify that the new placement is appropriate for the candidate
 - o If the placement is in a non-public school setting, verify that the placement is recognized by either [AskTED](#) or [Texas Private School Accreditation Commission \(TEPSAC\)](#).

The AskTED link on the TEA website can be found here:



Help Desk Icons:

