



**Certificate Reactivation
TEA Notification
Letter Template**

EPP letterhead

Notice/Letter Date:

RE: Reactivation of an Intern or Probationary (**choose one**) Certificate

This is a request to reactivate the intern or probationary (**choose one**) certificate for (**candidate name**). The candidate is employed in an internship assignment that meets TAC requirements.

Educator's Name:

TEA ID Number:

Name of Employing School District/System:

Sincerely,

Signature
Name
Title