

## Educator Preparation Program Candidate Transfer Form

This document verifies that the teacher candidate has been admitted to an approved educator preparation program (1) leading to certification in Texas and is now transferring to another approved program (2). This form is for educator preparation programs use only. Candidates may be enrolled in only one program at a time. Candidates have the right to transfer from one program to another, provided they are not finishers in the ASEP database and are in good standing with the program the candidate is leaving. All fees, tuition, coursework, etc., required by the receiving program are the responsibility of the candidate. The candidate leaves the completed form with the receiving program upon admission. This form should be kept with the candidate's records.

Teacher Candidate's Name \_\_\_\_\_ TEA I.D. # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Teacher Candidate's Email \_\_\_\_\_ Phone \_\_\_\_\_  
 Teacher Candidate Certification Field \_\_\_\_\_ Grade Levels \_\_\_\_\_

**The Teacher Candidate has Completed the Following Requirements for  
Texas Teacher Certification:**

| # of Required Educator Preparation Coursework Hours Completed   | # of Required Field Observation Hours Completed | Passed TEXES Content Exam for Correct Certificate |    | Passed PPR Exam |    | Finisher Status (from ASEP)                    |
|---|---|---|----|-----------------|----|--|
|   |   | Yes   | No | Yes             | No |  |
| List courses or modules completed— <i>add lines as necessary here—every transfer form must include this</i> |   |   |    |                 |    | Finisher<br>All But Clinical<br>Other Enrolled |
|   |   | Date:   |    | Date:           |    |  |

**1. Program Candidate is Leaving:** The program director attests to the accuracy of this information and has removed this candidate's information and all recommendations to test from the program's ASEP database.

Name of Educator Preparation Program \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Educator Preparation Program Email \_\_\_\_\_ Phone \_\_\_\_\_  
 Educator Preparation Program Director \_\_\_\_\_ Date \_\_\_\_\_

**2. Program Receiving Candidate:** The receiving program has the right to accept or reject any prior coursework or field experiences and may require additional coursework, etc. as they deem appropriate. Receiving program is responsible for all coursework and requirements for any candidate recommended for a probationary or standard certificate.

Name of Educator Preparation Program \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Teacher Candidate Certification Field \_\_\_\_\_ Grade Levels \_\_\_\_\_  
 Educator Preparation Program Email \_\_\_\_\_ Phone \_\_\_\_\_  
 Educator Preparation Program Director \_\_\_\_\_ Date \_\_\_\_\_