

## Intern or Probationary Certificate Deactivation Process

Texas Administrative Code [19 TAC §228.73\(g\)\(2-6\)](#) requires that an intern or probationary certificate be deactivated when any of the following conditions occur:

1. The candidate **resigns**, is **non-renewed**, or is **terminated** by the school or district;
2. The candidate is **discharged** or **released** from the Educator Preparation Program (EPP);
3. The candidate **withdraws** from the EPP;
4. The candidate is a **late hire** and fails to meet the **pre-internship requirements** within 90 business days of assignment, in accordance with [19 TAC §228.55](#) (Late Hire Candidates); or
5. The **internship assignment** does not meet the requirements described in 19 TAC §228.73

To process a deactivation request for an intern or probationary certificate, the items identified below must be submitted to the TEA Preparation [Programs Help Desk](#) as attachments within two weeks of the candidate's last day of the assignment per [19 TAC §228.73\(h\)\(1-2\)](#):

Certificate Deactivation Process Checklist	
TEA Deactivation Notification	<input checked="" type="checkbox"/>
Candidate Deactivation Notification	<input type="checkbox"/>
Employer Deactivation Notification	<input type="checkbox"/>
Supporting deactivation documents (ex: candidate's resignation letter)	<input type="checkbox"/>

**NOTE:** Create and submit one Help Desk ticket per candidate deactivation. Please also include the documents required as specified below for each deactivation.

## Required Deactivation Documents

### 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 the deactivation letter was submitted to TEA.
- **Name of Educator**
- **TEA ID**
  - Ensure that you verify that the TEA ID number is correct prior to submission
- **Type of certificate (intern or probationary)**
- **Effective date**
  - The candidate's last day in the assignment
- **Employing District/School System**

- The name of the district is required. The school name is not needed. EX: Austin ISD, or **system**: IDEA Public Schools
- **Reason for Deactivation**
  - Either resigned, non-renewed, terminated, program release, program withdrawal, late hire which failed to meet pre-internship requirements or assignment issue, per 19 TAC §228.73(g)(2-6).
- **Status of educator in the program**
  - Dismissed, enrolled, good standing, etc.

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

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

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

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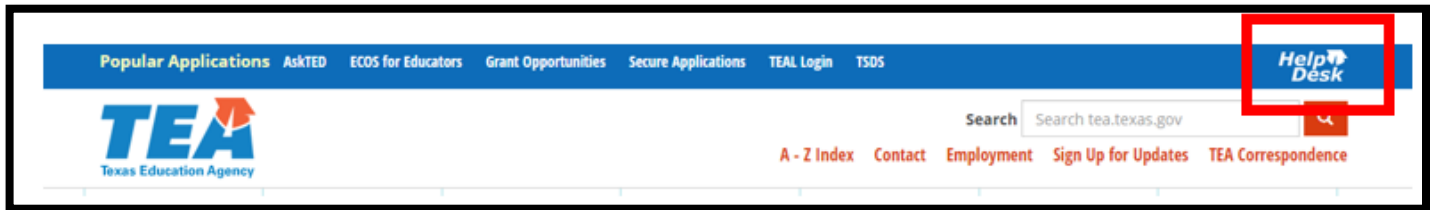
- The deactivation letter (1) can be sent to the employing district or school system as well, if this occurs, include a CC'ed statement under the signature of EPP deactivation letter stating that the district/school system was informed. Or,
- Send the district/school system a separate email informing them of the deactivation. Or,
- 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, or program withdrawal letter (submit one of the following if applicable):

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- 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.

Submit deactivation items as attachments to Preparation Programs in the Help Desk.



Help Desk Icons:

