

Intern or Probationary Certificate Reactivation Process

When a candidate has an inactive certificate and finds a new placement, the intern or probationary certificate may be reactivated. The following documents are required to reactivate an intern or probationary certificate:

Required Reactivation Documents:

EPP = Educator Preparation Program

Reactivation letter

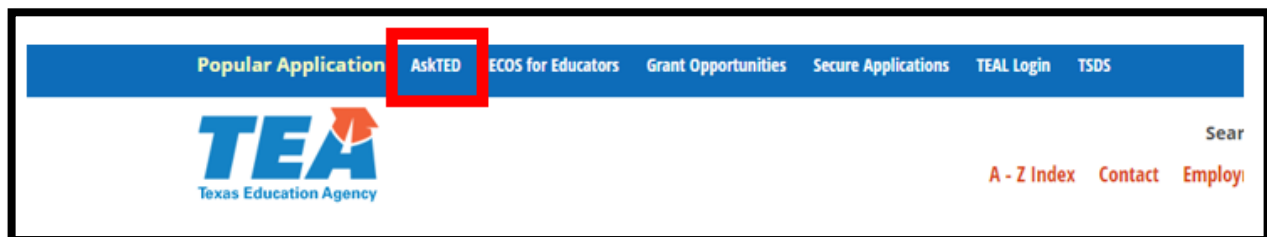
A letter notifying TEA of the request to reactivate an intern or probationary certificate on EPP letterhead signed by the EPP's Legal Authority or Primary Point of Contact, as applicable, that includes the following information:

- Letter date
 - Educator's Name
 - Educator's TEA ID
 - Reason for the reactivation
 - Ex: Candidate found a new placement that matches their certificate area
- Statement of Eligibility

A 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
 - If the placement is in a non-public school setting, verify that the placement is recognized by either AskTED or the Texas Private School Accreditation Commission (TEPSAC)
 - [AskTED](#) on the TEA website
 - [TEPSAC](#) website

There is an AskTED link on the TEA website found here:



To process the reactivation, submit the reactivation letter and Statement of Eligibility to Preparation Programs in the [Help Desk](#).

