

## Intern or Probationary Certificate Reactivation Process

The following documents are required to reactivate an intern or probationary certificate:

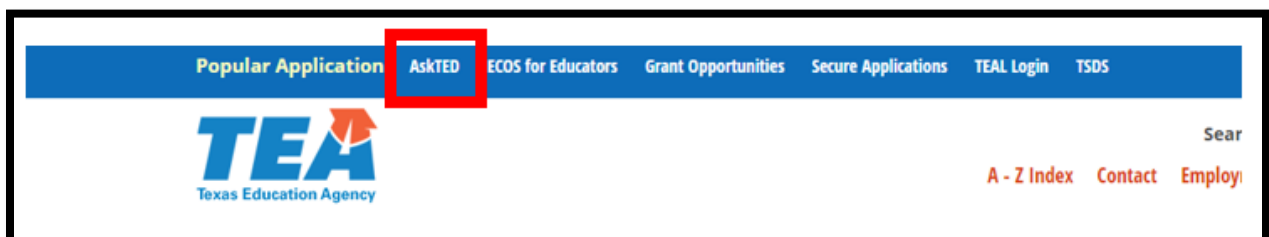
EPP = Educator Preparation Program

1. **Reactivation letter** on EPP letterhead signed by the EPP's legal authority that includes the following information:
  - Letter date
  - Educator's Name
  - Educator's TEA ID
  - Reason for the reactivation
    - o Ex: Candidate found a new placement that matches their certificate area
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)

AskTED website: <http://tea4avholly.tea.state.tx.us/tea.askted.web/Forms/Home.aspx>

TEPSAC website: <http://www.tepsac.org/app/index.html#/home>

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](#).

