

**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