

## Jan-Term Career Preparation Contract

Please return this form to the ATP Administrative Assistant, Nikki Christensen, in the Temple Center once completed so it may be added to your file. This is vital for your certification. Thank you.

**Student Name:** \_\_\_\_\_ **ATP Advisor:** \_\_\_\_\_

### EC-6 (ONLY) TExES Test Prep:

Textbook: *Preparing to Teach Texas Content Areas* by Janice Nath and John Ramsey

Content	Time for Test	Date(s) of Practice Test(s)	% Correct	Faculty Approval Signature/Date
ELAR	1 hr 45 min			Tami: x _____   ___/___/___
Math	1 hr			Terry: x _____   ___/___/___
Soc Studies	35 min			Julia: x _____   ___/___/___
Science	40 min			Julia: x _____   ___/___/___
Fine Arts	40 min			Julia: x _____   ___/___/___

### All Level & Secondary (ONLY) TExES Test Prep:

Content	Date(s) of Practice Test	% Correct	Faculty Approval Signature/Date*
			x _____   ___/___/___

\*You must receive approval from the professor of your 500-series methods course.

For all students:

- ❖ You must make an appointment to meet with your ATP advisor to discuss you content areas and how to approach test preparation. This may include considering:
  - Your strengths and weaknesses in your appropriate subject area(s)
  - Creating a study schedule and “plan of action”
  - Earning 90% or higher on the practice exams from *Certify Teacher* (online format)
  - Taking hard-copy practice exams
- ❖ You need to have completed and received adequate scores on your practice exams, as described and approved by your ATP advisor, before setting an official exam date. Once approved by your ATP advisor, you must return this form to Nikki Christensen for final approval so you may register for your exam.
- ❖ Nikki will host a seminar – “How to Job Search in ISDs” – during Jan-Term. You should plan to attend if you are able. If not, such as you are abroad for Jan-Term, you may meet with Nikki one-on-one. You can contact her at: [nchristensen@austincollege.edu](mailto:nchristensen@austincollege.edu).

**Admin. Asst. approval of form completion:** x \_\_\_\_\_ | \_\_\_/\_\_\_/\_\_\_

Registration Instructions:

- After receiving approval from your ATP Advisor and Nikki, you will need to access your TEAL account with TEA at: <http://tea.texas.gov/> Please use your professional, non-AC email for registration, as this will be TEA's communication method throughout your career.
- You will then register with Pearson, TEA's testing company, for your exam at: [www.tx.nesinc.com](http://www.tx.nesinc.com).
- You should be prepared to pay for your exam with a credit/debit/check card (VISA or MasterCard ONLY) that does not require a personal identification number (PIN). The test will cost \$116. You must take the exam within 170 days, or else your registration will expire without a refund.
  - If you do NOT pass your exam, there is a *45-day waiting period* before registering again. If EC-6, you must pay \$58 per subject you are re-taking. If all level or secondary, you must pay the full \$116 again to re-take the exam.
- **You must pass your content exam *before* beginning your clinical OR internship.**

**Career Prep**

Have a draft of a cover letter and resume ready for review by Career Services in WCC 263. For samples of each, you may visit: <http://www.livebinders.com/b/377366>. Please have the Director or Assistant Director of Career Services sign and date for your attendance to the workshop below.

**Cover Letter/Resume: Workshop with Career Services (WCC 263):**

X \_\_\_\_\_ | \_\_\_ / \_\_\_ / \_\_\_

You will also attend a mock interview arranged by your ATP advisor and Career Services. You will be contacted with further details to properly schedule it. Please have whoever made these arrangements sign and date for your participation in the mock interview below.

**Mock Interview(s):**

X \_\_\_\_\_ | \_\_\_ / \_\_\_ / \_\_\_