



Relay Graduate School of Education Texas Certification Timeline

Eligible graduate students will pursue certification through Relay Graduate School of Education’s Texas Alternative Certification Program. The timeline below provides an overview of the requirements for earning a Texas standard certificate.

Timeline	Requirement
Prior to Summer 1	<ul style="list-style-type: none">● Prospective certification candidates apply and gain acceptance to Relay Graduate School of Education and demonstrate eligibility for admission to the Alternative Certification Program.● Orientation is the preferred deadline for passing Pre-Admissions Content Test. Applicants who do not meet this deadline will be required to attend a certification counseling session and will be placed on a content immersion plan during Year 1.● The TEA conducts a national criminal history check on all applicants for certification. Applicants should work with their employer’s HR department to obtain fingerprint clearance. More information about the fingerprint process can be found here.● <Optional> Applicants may request a preliminary criminal history evaluation letter regarding potential ineligibility for certification due to conviction or deferred adjudication for a felony or misdemeanor offense. More information is available on the TEA website here.
Summer 1	<ul style="list-style-type: none">● Formal acceptance into the Relay Texas Alternative Certification Program takes place at orientation.● Graduate students with non-matriculated status pending receipt of a degree-conferred undergraduate transcript will be offered contingency admission to the Alternative Certification Program.

<p>Year 1</p>	<ul style="list-style-type: none"> ● Certification candidates will complete all pre-service requirements required to be eligible for a probationary certificate: <ul style="list-style-type: none"> ● Successful completion of a minimum of 150 hours of certification coursework and training. These hours are completed as part of the Relay MAT curriculum. ● Completion of 30 hours of Field-Based Experience. ● Passing the appropriate TExES Content Exam. <ul style="list-style-type: none"> ● Primary Deadline: End of Fall Term ● Final Deadline: End of Spring Term <ul style="list-style-type: none"> ○ Certification candidates who do not meet this deadline will not be able to continue to Year 2 of the program as a lead teacher and may be at risk of dismissal from Relay. ● Candidates’ employers may set earlier deadlines for passing the content exam that align with their hiring timeline and Human Resources policies. ● Passing the Pedagogy and Professional Responsibilities (PPR) EC-12 exam. <ul style="list-style-type: none"> ● Certification candidates who meet all other requirements but do not pass the Pedagogy and Professional Responsibilities EC-12 exam before July 31 of the first year of the program may be eligible for an intern, rather than a probationary, certificate. ● Passing the ESL Supplemental exam, if required for lead teaching position. ● Secure a position as teacher of record at a TEA-accredited public or charter school in an appropriate placement for the candidate’s certification category.
<p>Summer 2</p>	<ul style="list-style-type: none"> ● Certification candidates will apply for their probationary or intern certificates. Relay will recommend eligible candidates for probationary or intern certification upon receipt of application. Certificate effective dates will match the first instructional day of the upcoming school year at the campus at which the candidate has been hired.

Year 2	<ul style="list-style-type: none">● Certification candidates will complete all remaining certificate requirements not completed during Year 1:<ul style="list-style-type: none">● Successful completion of a minimum of 300 hours of certification coursework and training (inclusive of the 150 pre-service hours). These hours are completed as part of the Relay MAT curriculum.● Successful completion of three formal observations of at least 45 minutes in duration, and including a pre- and post-observation conference with the field supervisor.● Successful completion of an internship of one academic year as teacher of record. Leaves of absence totaling more than 30 instructional days will require renewal of a probationary certificate.● Securing a recommendation from your principal or school leader for certification.
At Program Completion	<ul style="list-style-type: none">● Certification candidates who have successfully completed all requirements for certification will apply for their standard certificate. Relay will recommend eligible candidates for standard certification upon receipt of application.