

## ATC OFFICIAL TRANSCRIPT REMINDER

The ATC program needs your help in getting official transcripts from teachers to the ATC office in a timely manner. The ATC office must have an **official transcript** from **every** teacher seeking ATC approval. By definition, an official transcript is one that has been received directly from the issuing institution. It must bear the institution's seal, an appropriate signature and a date.

The speed with which applications can be processed is much faster when transcripts are received before we review the applications.

- Only transcripts that show a degree received are required. It is not necessary to send transcripts showing only course work with no degree.
- Official transcripts cannot be faxed or emailed. Copies from the school district's HR department cannot be accepted.

### The following guidelines will assist teachers with this task.

- The transcript must be official. On the outside of the sealed envelope, print your **current** name, date-of-birth (mm/dd/yyyy), school district, and campus name.
- Place the sealed transcript envelope into another envelope and mail it to our office after you complete a Part II training session.
- If the teacher chooses to have the university send the transcript directly to the approval office, the teacher will need to notify our office by email that the transcript has been requested. This email should include the teacher's current name, name listed on the transcript, date-of-birth (mm/dd/yyyy), school district, and campus name. It is imperative that we receive this information to avoid confusion of matching previous names with current names.

### Transcripts should be mailed to:

ATC Approval Office  
P.O. Box 13071, SFA Station  
Nacogdoches, TX 75962

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## ATC PRESCREENING FOR TEACHER

The ATC approval office will prescreen teachers for approval for articulated courses prior to taking a Part II Training.

In an effort to assist local school districts with limited travel budgets, the Advanced Technical Credit (ATC) approval office is available to prescreen secondary teachers for approval for articulated courses prior to their attendance at a Part II training session. Teachers must meet one of the two following requirements to be approved to teach a course for Advanced Technical Credit:

**Requirement 1** - The teacher must have a baccalaureate degree or higher with a major in the teaching discipline.

**OR**

**Requirement 2** - The teacher must have a minimum of an associate degree and 3 years verifiable non-teaching work experience directly related to the teaching discipline.

The ATC Approval Office will be glad to work with you if you are not sure that a particular teacher meets requirements for a specific course. In order to accurately evaluate a teacher's credentials for approval of a particular course, the approval office requires a transcript and detailed work experience, if applicable. While an official transcript must be on file prior to approval, prescreening can be accomplished using a student copy or a copy from the school district's personnel file. The teacher's work experience may be submitted on an ATC employment experience form or a detailed resume. When approval is based on work experience (demonstrated competency), it is important to note that job duties and responsibilities related to the curriculum content of the requested course(s) must be listed.

### SUBMIT PRESCREENING REQUEST:

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