

Official word from TEA is:

All teachers who are wanting to be ATC Approved will need to go through the ATC Part I/II training. This will allow them to be approved (if they qualify) for 3 years and then they will have to be approved again. Trainings will start sometime in the spring of 2010.

Advanced Technical Credit (ATC) Transcript Request

The ATC program will be requesting an **official transcript** from **every** teacher seeking ATC approval beginning with the 2010-2011 school year. 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.

Training locations will not accept transcripts on behalf of the approval office.

In anticipation of this request, the ATC Approval Office provides the following guidelines to assist teachers and school districts with this task.

- The transcript must be official. If teachers request that it be mailed to them personally so they can forward it to our office, they must NOT open the envelope when it arrives in the mail.
- On the outside of the sealed envelope, teachers should print their **current** name, date-of-birth (mm/dd/yyyy), school district, and campus name.
- Teachers should then place the sealed transcript envelope into another envelope and mail it to the ATC office **after** completing a Part II training session.
- If teachers choose to have the university send the transcript directly to the approval office, they must notify the ATC office by email that they have requested the transcript. 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 the ATC office receives this information to avoid confusion in matching previous names with current names.

Some CTE directors have offered to collect these transcripts from their teachers and then forward them to us in bulk. This is an excellent and time-saving offer and encourage other campuses to do this. School districts that choose to send the transcripts to us should follow these guidelines:

- Request that your teachers submit an official transcript in its original, sealed envelope with their current name, date-of-birth (mm/dd/yyyy), school district, and campus name printed on the outside of the envelope.
- Before mailing the transcripts to the approval office, the district should compile a list on campus/district letterhead of all teachers whose transcripts are included in the mailing. This list should be mailed to the approval office with the transcripts so that the ATC office can maintain a record of all transcripts received from school districts.
- Directors should mail the transcripts to the approval office **after** teachers have attended a Part II training session.

A number of teachers previously approved for ATC courses already have an official transcript on file with the approval office. They will NOT need to resend one. If you are a teacher who has sent us an official transcript and would like to verify this, please contact the ATC office at guerrerokk@sfasu.edu.

If you have any questions about this process, please contact the ATC office at guerrerokk@sfasu.edu.

Official transcripts cannot be faxed or emailed.

Transcripts should be mailed to:

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