

## Teacher Certification Action Plan (TCAP)

This Teacher Certification Action Plan (TCAP) will help ensure you are informed and strategic as you pursue certification in your target state. Work with your University Advisor and/or Student Advisor to complete the tasks suggested in this action plan.

After you have completed this TCAP, if you are still feeling unsure or need more guidance, please contact your Student Advisor and request that he/she schedule an individual appointment with a Career Services College of Education Liaison. Your liaison will personally help you complete your plan, as well as connect you to the many services Ashford University has available to assist your transition into the 21<sup>st</sup> century workforce.

This plan outlines the tasks you must complete **prior to** having an appointment scheduled with Career Services. Please be aware that your Student Advisor will not schedule an individual appointment until you have made some substantial progress on this TCAP. Please take the time to be proactive in securing your own bright future by completing the suggested tasks on this action plan **prior to** requesting an individual appointment with a Career Services College of Education Liaison.

Best of luck,

Teacher Credential Task Force Team

### PHASE I: GOAL SETTING

---

- Determine your goals** – *Start with the end in mind.*

What grade level(s) are you interested in teaching? \_\_\_\_\_

What subject(s) are you interested in teaching? \_\_\_\_\_

- View [the Becoming a Teacher Webinar](#).**

- Align your coursework with your goals.** *Make sure you are properly preparing for your career.*

In which program of study are you enrolled? \_\_\_\_\_

Do you have a specialization or minor? If so, please list: \_\_\_\_\_

### PHASE II: UNDERSTANDING THE CERTIFICATION PROCESS

---

- Explore the [Common Paths to Teacher Certification](#)**  After reviewing this information, answer the following questions:

What steps have you already taken toward achieving certification? \_\_\_\_\_

\_\_\_\_\_

What steps are still necessary for you to tackle to move forward in pursuing teacher certification? \_\_\_\_\_

\_\_\_\_\_

**Important Note:** Requirements for becoming a teacher vary by state. However, all states require, at a minimum, that you have a Bachelor's degree, have completed a traditional or alternative teacher preparation program, and have scored proficiently on that state's required assessments.

### PHASE III: RESEARCHING ALTERNATIVE CERTIFICATION PROGRAMS

---

Visit the [www.certificationmap.com](http://www.certificationmap.com) website 

- Click on the **state** in which you are seeking information
- You will be sent to a page that provides information on “Becoming a Teacher” in that state, the state certification programs and a link that provides information about the state’s alternative certification paths. Browse and read the available content.
- Click on the “Teacher Preparation” button towards the top of the page. This should take you to a section that describes certification paths in more detail.

Fill in the following details regarding your research

What is your target state? \_\_\_\_\_

Does your state have an alternative path to certification listed? \_\_\_\_\_

Explore the Testing Requirements

- Click on the “Required Tests” button towards the top of the page.
- Follow the links (if available) to the assessments required by your state.
- Based on your findings, answer the following questions.

What assessments are required in your state? \_\_\_\_\_

\_\_\_\_\_

How do you register to take your state assessment? \_\_\_\_\_

\_\_\_\_\_

What preparation and practice material is available? \_\_\_\_\_

\_\_\_\_\_

How much do the assessments cost? \_\_\_\_\_

Review additional information and links

- Click on the Teacher Certification Information & Links button towards the top of the page. Find a link to your state Department of Education and search “Alternative Teacher Certification.”
- Browse your state DOE website to learn about their procedures and policies pertaining to Alternative Certification.
- Based on your findings, answer the following questions.

What is your state Department of Education website: \_\_\_\_\_

### PHASE IV: LEARNING ABOUT MY STATE’S REQUIREMENTS

---

What is the contact information for your state Department of Education’s Certification Office?

\_\_\_\_\_

\_\_\_\_\_

What is the website address (URL) to your state Department of Education’s website’s certification section?

\_\_\_\_\_



- Visit your state Department of Education’s website to verify all information you found is updated and correct.
- Utilize the information you found to set your personal goals:**
  - Complete my degree Target Date: \_\_\_\_\_
  - Testing requirements Target Date: \_\_\_\_\_
  - Application/interview Target Date: \_\_\_\_\_
  - Enrollment in Teacher Preparation Program Target Date: \_\_\_\_\_
  - Other: \_\_\_\_\_ Target Date: \_\_\_\_\_

ALTERNATIVE CERTIFICATION	Status: <input type="checkbox"/> Not Begun <input type="checkbox"/> In Progress <input type="checkbox"/> Completed
<p>List the active Alternative Certification Programs your state endorses:</p>  <p>List the information you need to apply to an Alternative Certification program (Who do I contact? What do I need? How do I get an application?)</p>	
SUBSTITUTE TEACHING	Status: <input type="checkbox"/> Not Begun <input type="checkbox"/> In Progress <input type="checkbox"/> Completed
<p>Substitute teaching is a great way to get your foot in the door in a local school district*. List the information you need to apply to be a substitute teacher (<i>Who do I contact? What do I need? How do I get an application?</i>)</p>  <p><b>* This suggestion does not guarantee or imply that substitute teaching is a pathway to becoming a certified teacher.</b></p>	
INDIVIDUAL SCHOOL DISTRICTS	Status: <input type="checkbox"/> Not Begun <input type="checkbox"/> In Progress <input type="checkbox"/> Completed
<p>Which school districts have you contacted and talked about:</p> <ul style="list-style-type: none"> <li>Being a substitute teacher</li> <li>Volunteer opportunities and career goals with a building principal</li> <li>Job openings with Human Resources</li> <li>Application processes with Human Resources</li> <li>Your progress on your path toward Alternative Certification with Human Resources.</li> </ul> <p>Notes:</p>	

Remember, after you have completed this TCAP, if you are still feeling unsure or need more guidance, please contact your Student Advisor and request that he/she schedule an individual appointment with a Career Services College of Education Liaison.

Student Name:	
Student Advisor:	
Career Services College of Education Liaison Contact:	

The University’s programs and services are designed to prepare students and graduates to pursue employment in their field of study or related field; however, the University does not guarantee that students or graduates will be placed in any particular position or employment. Any statistics referenced on the website and attributed to a source other than Ashford University have not been independently verified by Ashford University. Career Services abides by the principles of professional conduct set forth by the National Association of Colleges and Employers (NACE).