

TIVA will offer Advanced Technical Credit (ATC) at the 2010 Summer Conference at the Omni Houston Hotel at the Galleria for the following Career Clusters:

Architecture and Construction
Arts, AV Technology & Communications
Human Services (Cosmetology)
Information Technology
Law, Public Safety and Security
Manufacturing
STEM
Transportation, Distribution and Logistics

ATC Teacher Requirements - http://www.atctexas.org/atc_teacher_req_menu.asp

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](#).

PLEASE NOTE: Non-degreed individuals will not be eligible for ATC approval.

Teachers who do not have their full state teaching certification in the area of the ATC course will be asked to provide the ATC Office with proof that they meet the above requirements. [More information](#)

Certain ATC courses have additional requirements because their equivalent college courses are subject to accreditation by an external agency or prepare students for licensure or certification. Courses with additional requirements include: **Banking and Financial Systems**, **Cisco networking** courses, some **Automotive Technology II** courses, and the **Health Science Technology III** courses. [More information](#)

The ATC program **must have** an **official** transcript from every teacher seeking ATC approval beginning with the 2010-2011 school year. By definition, an official transcript is one that the issuing institution sends directly to the ATC approval office. It must bear the institution's seal, an appropriate signature, and a date.

Training sessions are underway and additional sessions are scheduled. The ATC approval office expects to process approximately 8,000 applications for the 2010-2011 school year. Staff can process teachers' applications much faster when transcripts are included.

The following guidelines will assist teachers with this task.

- The transcript must be official.
- If the teacher requests that the transcript be mailed to the teacher:
 1. The teacher must NOT open the envelope when it arrives in the mail.
 2. On the outside of the sealed envelope, the teacher should print his/her **current** name, date-of-birth (mm/dd/yyyy), school district, and campus name.
 3. The teacher should place the sealed transcript envelope into another envelope and mail it to the ATC approval office after completing a Part II training session.
- If the teacher chooses to have the university send the transcript directly to the approval office:

1. The teacher should notify the ATC approval office by email that the teacher has requested the transcript.
 2. 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.
 3. This information helps the ATC approval office avoid confusion matching previous names with current names.
- Teachers need order **only** transcripts that show a degree received. The ATC approval office does not need a transcript showing only course work with no degree.

Official transcripts cannot be faxed or emailed. The ATC approval office cannot accept copies from the school district's HR department.

Also, all teachers must complete a new Part I online session. Even though a teacher's approval list may show a valid Part I, **it must be repeated** since the session contains updated information regarding the TEKS rewrites, PEIMS, etc.

Mail transcripts to:

ATC Approval Office

P.O. Box 13071, SFA Station

Nacogdoches, TX 75962

Contact Krista Guerrero (guerrerokk@sfasu.edu) if you have additional questions.