

## Educator Preparation Program Professional Candidate Transfer Form

This document verifies that the professional candidate has been admitted to an approved educator preparation program (1) leading to professional certification in Texas and is now transferring to another approved program (2). This form is for educator preparation programs use only. Candidates may be enrolled in only one program at a time. Candidates have the right to transfer from one program to another, provided they are not finishers in the ASEP database and are in good standing with the program the candidate is leaving. All fees, tuition, coursework, etc., required by the receiving program are the responsibility of the candidate. The candidate leaves the completed form with the receiving program upon admission. This form should be kept with the candidate's records.

Professional Candidate's Name \_\_\_\_\_ TEA I.D. # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Professional Candidate's Email \_\_\_\_\_ Phone \_\_\_\_\_  
 Professional Candidate Certification Class \_\_\_\_\_ Grade Levels \_\_\_\_\_

**The Professional Candidate has Completed the Following Requirements for  
Texas Professional Educator Certification:**

Class of Certification	# of Required Educator Preparation Coursework Hours Completed	Passed TEXES Content Exam for Correct Certificate	Finisher Status (from ASEP)	Holds a Standard Teaching Certificate in				
Principal Superintendent School Counselor School Librarian Ed. Diagnostician Master Teacher Reading Specialist	List courses or modules completed— <i>add lines as necessary here—every transfer form must include this</i>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> <tr> <td colspan="2">Date: _____</td> </tr> </table>	Yes	No	Date: _____		Finisher  All But Clinical  Other Enrolled	Date of Expiration: _____  Years of Teaching Experience: _____
Yes	No							
Date: _____								

**1. Program Candidate is Leaving:** The program director attests to the accuracy of this information and has removed this candidate's information and all recommendations to test from the program's ASEP database.

Name of Educator Preparation Program \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Educator Preparation Program Email \_\_\_\_\_ Phone \_\_\_\_\_  
 Educator Preparation Program Director \_\_\_\_\_  
Signature
Date

**2. Program Receiving Candidate:** The receiving program has the right to accept or reject any prior coursework or field experiences and may require additional coursework, etc. as they deem appropriate. Receiving program is responsible for all coursework and requirements for any candidate recommended for a probationary or standard certificate

Name of Educator Preparation Program \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Professional Candidate Certification Class \_\_\_\_\_ Grade Levels \_\_\_\_\_  
 Educator Preparation Program Email \_\_\_\_\_ Phone \_\_\_\_\_  
 Educator Preparation Program Director \_\_\_\_\_  
Signature
Date

