To the Educational Aide seeking teacher certification at UTSA:

Please review the new policy and 4 additional documents related to educational aides and the field work required in the courses for the teacher preparation program at UTSA. They include:

1. The policy regarding completing field work requirements for educational aides;
2. A statement of understanding for the student attesting to the fact they understand the requirements of their program and their responsibilities;
3. A summary sheet of what is required during the student teaching semester.
4. A letter to the principal of the school where the educational aide is employed explaining our program and student teaching;
5. A statement of understanding from principals attesting to the fact they understand these requirements for student teaching and are willing to work with the aide to complete these requirements;

These documents are a direct result of a meeting held last fall at UTSA with HR personnel from the San Antonio School districts. If you are seeking teacher certification through UTSA, you must understand and agree to complete the requirements of our program as they exist. We have tried, whenever possible, to accommodate you as a working aide in our program. However, there are some points in the program where you will be required to complete course work outside of your place of employment. If our program does not meet your needs, or you are unable or unwilling to meet the requirements of our program, we regret that you may have to seek an alternate program for teacher certification.

Please read through the documents carefully. You will be required to sign a statement of understanding attesting to the fact that you have read the policy and understand the conditions for completing your program as an educational aide. This signed statement of understanding will be reviewed by an advisor when you enter our program and/or apply for acceptance into our teacher certification program. When you are ready for student teaching, your principal will need to sign a statement agreeing to allow you to complete your student teaching requirements while still employed as an aide if you did not get accepted to the state Educational Aide Exemption Program.

We know and appreciate that you are a full time working student. And we will try to meet your needs within the state requirements and the UTSA program requirements for teacher certification. Please understand, however, that we do not offer a separate or different program for certification for educational aides. All students at UTSA are required to complete the same certification programs approved for UTSA by the state of Texas regardless of working status. If you have questions about your program, please make an appointment to speak with your COEHD advisor at 458-4424.

Best wishes for a successful program.