

# INTERN PORTAL GUIDE & HELPFUL HINTS

## INTERN PORTAL NAVIGATION

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TO SEARCH DOCUMENT USE (COMMAND/CTRL + F) AND TYPE IN KEY WORD

## Path To Your *Teacher Certification*



## My Progress Overview

As you are exploring your portal, you may find your data is not up-to-date. We are aware and working to correct. Thank you for your patience.

### PLEASE REVIEW YOUR INFORMATION!

Please take a moment to verify that we have your most recent contact information.

### WHAT'S NEXT?

We want to make sure that we have everything we need from you to successfully complete your Internship year. [Visit the What's Next Checklist](#) for a current overview of the road map to your Standard Certificate.

### QUESTIONS? CALL US!

We're here for you every step of the way! Call our office at any time, visit with us during trainings, or stop by and we'll be happy to answer any questions you may have.

### CONTACT INFORMATION

Email:

STATE ID

DOCUMENTS

UPDATE CONTACT INFO

## Logged In

- Please take a moment to review the welcome page and to explore your portal.

## Steps To Complete Before Logging In

1. **Click here** to learn how to clear your browser history before attempting to login to the new Intern Portal.
2. After clearing your browser history, you need to **click here** first to verify your account. See full instructions on how to do this step **click here**.
3. Access your intern portal **here**.

**If you cannot login, please email us!**



## What's Next Checklist

We want to make sure that we have everything we need from you to complete your internship year. The unchecked items on the checklist below outline what we still need from you to approve your Standard Certification. Please contact our office with any questions.

### Right Now! Before Employment

- Application
- Official Transcript
- Demonstrate Subject Matter Knowledge
- Interview
- Admitted
- Paid

### Once You Have a Job

- Job Form
- 

## What's Next Checklist

This checklist allows you view all the items required to earn your teaching certificate. The order of the checklist is not in order of priority.

### Recommendation

- Enrolled in Early Spring Semester – Complete your 30 hours of Field Based Observation first as the available time left in the school year is limited.
- Enrolled in Summer or Fall – You should complete your content exam first since this a requirement for schools during the interview process.

**The checklist page is still under construction and may contain inaccurate check marks.**



## Field Based Experiences

### 30 Hour Requirement

Field Based Experiences (FBEs) are introductory experiences for a classroom teacher certification candidate involving reflective observation of EC-12 students, teachers, and faculty/staff members engaging in educational activities in a school setting.

Within your Canvas account, you will have the option to watch up to 15 hours of interactive FBE videos. **These online videos are optional, but recommended.**

- FBEs must be completed on a TEA Accredited campus. To verify if accredited, please check [AskTED](#) and [TEPSAC](#). Campuses listed on either of these sites are accredited.
- Substitute teaching does not count towards the FBE requirement.
- Due to the academic calendar, certain months will make it difficult to complete in-person FBEs.
- Many districts have a **specific approval process** for FBEs. Please check the district's human resources webpage for information prior to contacting a campus.
- **Once a Field Based Experience is submitted, an email will be sent to the observed teacher for verification of completion. Please ensure they receive this email, as it may filter to their Spam or Junk folder.**

#### FIELD BASED EXPERIENCE LETTER

Please use the letter below to assist you in gaining access to TEA Accredited campuses for observations:

[FIELD BASED EXPERIENCE LETTER](#)

#### FIELD BASED EXPERIENCES SUBMITTED

[ADD FIELD BASED EXPERIENCE](#)

## Field Based Experiences Hours

Field Based Experience Hours is one of the three pre-service requirements; this is a state requirement that must be completed in order to be eligible to teach and receive your Certificate. This page contains the FBE letter and where you will submit your FBE's once completed. The FBE letter is used to show districts that you are enrolled in the Texas Teachers program. Once you complete observations in the classroom, please submit the required information and your reflection here.

### Recommendation

- You can take a maximum of 15 FBE Online and the remaining needs to be completed in person. We recommend you reach out to the school district and not a specific school, this will allow you to get approved for multiple schools and save some time in the long run. If the school/district requires Texas Teachers to support them in the placement, please call us so we may assist further.
- If the school/district requires Texas Teachers to support you in your placement, please email [fberequests@texasteachers.org](mailto:fberequests@texasteachers.org)

FIELD BASED EXPERIENCES SUBMITTED

| Submission Date  | Description      | Approval Status               | Hours |
|--|------------------|-------------------------------|-------|
| Location *   |                  |                               |       |
| Start Date *   | End Date *       | Duration (hours) *            |       |
| Subject *  | Grade Begin *    | Grade End *                   |       |
| Observed Name *  | Observed Phone * | Observed Email                |       |
| <p>How does the teacher gain the attention of the class? Does the teacher utilize different strategies to gain the attention at different times in the lesson? What conclusions can you draw, if any, about the strategy the teacher uses?</p> |                  |                               |       |
| <p>Your response must contain at least 700 characters. <span style="float: right;">0 / 700</span></p>  |                  |                               |       |
| SAVE FIELD BASED EXPERIENCE  |                  | SUBMIT FIELD BASED EXPERIENCE |       |
| CANCEL   |                  |                               |       |

**Submission of FBE**

By selecting *Add Field Base Experience* button you will be able to submit your FBEs.

- If you are completing all your FBE Hours in the same school, submit all the hours at the end when they are completed.
- If you observed multiple teachers at the same school, you may use an admin as a reference to verify the hours.
- You must complete all the requirements/fields in the form to be able to submit.

**Approval Process**

- Once you submit your FBE hours, they will get approved in 5-7 business days.



## Training Progress

New to Canvas? Attend one of our [Canvas Orientation webinars](#) to learn about our online training system.

### TRAINING COURSES REMAINING

**\*You are required to complete all the courses marked Required below. Specific courses identified with an asterisk (\*) are required electives that must be completed before the completion of the program.**

**\*\*You are only required to complete one of the Reading courses, and it must be completed before being issued a statement of eligibility to apply for employment. Select the reading course that is related to your level of certification, elementary or secondary.**

### COURSES REMAINING

These courses are offered in a self-paced online format and may be completed at any time.

| RQ/EL    | Course No. | Course Name                              | Hours | FBE |
|----------|------------|--|-------|-----|
| Required | TCR000     | <b>*Field Observation and Reflection</b> | 0     | 30  |
| Required | TCR101     | <b>Preparing for the Profession</b>      | 3     | 0   |
| Required | TCR201     | <b>Qualities of Effective Teachers</b>   | 3     | 0   |
| Required | TTL201     | <b>Educator Professionalism</b>          | 3     | 0   |

## Training Progress

The Training Progress also known as Modules or Classroom Readiness is one of the three Pre-Service requirements. On this page you will be able to view which modules you will need to complete. Each course name is a link to the module that is held in CANVAS.

### Enroll In CANVAS

1. Check your email and follow the steps to enroll into CANVAS.
2. Select "I am a current user with Texas Teachers". **(DO NOT SELECT NEW USER)**
3. Log-in to CANVAS
4. If you are unable to login, please email [canvassupport@texasteachers.org](mailto:canvassupport@texasteachers.org)

**This page is still under construction and if your modules do not appear, please email us.**

| RQ/EL    | Course No. | Course Name                       | Hours | FBE |
|----------|------------|-----------------------------------|-------|-----|
| Required | TCR000     | *Field Observation and Reflection | 0     | 30  |
| Required | TCR101     | Preparing for the Profession      | 3     | 0   |
| Required | TCR201     | Qualities of Effective Teachers   | 3     | 0   |
| Required | TTL201     | Educator Professionalism          | 3     | 0   |

**How To Start A Module**

1. Click on Course Name. (we recommend starting from the top after Field Observation)
2. Select the Module you wish to complete in CANVAS.
3. Complete The Module. (make sure to click next slide until it disappears)
4. You will know you have fully completed the module when Course Complete appears with the green check-mark. (see blow)
5. Once a course is completed in Canvas, please allow a few days for the course to be updated as complete in the Intern Portal

Course Complete!

You have completed the requirements of this course. You should now move on to the next course in your program.



**Recommendation**

- All Electives with \*\* do not have to be completed before getting hired. They will be required to receive your Standard Certificate and complete the program.
- Intern Certificate modules do not appear until all Pre-Service Modules have been completed
- Field Based Experience Hours can be completed at any time prior to hire, but you still need to click on the module and self-enroll to get the 15-online-hours.



# Transcript

[View Transcript](#)

## Transcripts

The Texas Teachers Transcript is an overview of your status.

- Click on “View Transcript” (see below for example)

## Recommendation

- Use this document when you are job scouting.
- Once you pass your Content Exam, you can start pursuing jobs. However, you will not be able to get hired until you complete all your Pre-Service Requirements: Pass your Content Exam, Complete your Field Based Experience Hours, Complete Content Training (Online Modules).



### Teacher Certification Transcript

First Name: Ashton                      Last Name: Barrera                      Last 4 of SSN: 0308

| Examinations to Complete Prior to Admission |           |                  |       |        |
|---|-----------|------------------|-------|--------|
| Date Completed                              | Test Code | Test Name        | Score | Status |
|   | 236       | 236 SCIENCE 7-12 | 0     |        |

| PHASE I: CLASSROOM READINESS TRAINING |        |  |              |                |             |                |
|---------------------------------------|--------|--|--------------|----------------|-------------|----------------|
| COURSE ORDER                          | COURSE | TITLE  | COURSE HOURS | DATE COMPLETED | FIELD HOURS | DATE COMPLETED |
| 1                                     | 5276   | **Reading for the Secondary Teacher  | 6            |                |             |                |
| 2                                     | 5220   | *Applying Teaching and Learning Assessment 1 - The Teacher                               | 0            |                |             |                |
| 3                                     | 5219   | *Applying Teaching and Learning Assessment 2 - The Learner                               | 0            |                |             |                |
| 4                                     | 5216   | *Applying Teaching and Learning Assessment 3 - Planning Instruction                      | 0            |                |             |                |
| 5                                     | 5193   | *Applying Teaching and Learning Assessment 4 - Instructional Strategies (Secondary Only) | 0            |                |             |                |
| 6                                     | 5217   | *Applying Teaching and Learning Assessment 5 - Assessing Learning                        | 0            |                |             |                |
| 7                                     | 5218   | *Applying Teaching and Learning Assessment 6 - The Learning Environment                  | 0            |                |             |                |

**This page does not contain your College Transcript.**





## Employment

Accurate employment information is important. If you have obtained employment as a teacher of record and not submitted the information, **immediately** submit an "I Got a Job" form. Below is a list of employment submissions we have received.

I GOT A JOB FORMS SUBMITTED

[ADD EMPLOYMENT](#)

### Employment

Once hired, you will need to submit employment information by clicking "Add Employment". We want to make sure that all requirements are met and you are on the right path to move forward with initial certification. If the *Statement of Eligibility* (SOE) is accessible, you will want to print this out to give to your HR department to complete and send back to us.

If any requirements have not been met or additional information is needed, we will contact you to move forward with next steps.

### Recommendation

- Refer to your "What's Next Checklist" for requirements needed to be eligible for your Intern Certificate. Additionally, you may call us for questions

## Test Approvals and Scores

### Approved Tests

You've been approved to take the following tests. If you have any questions, would like to take another test, or have received scores for a test that does not appear below, please contact our office for further assistance.

Be sure to discuss with a Program Advisor your personalized test-taking strategy, including the exams that are a priority for you to take right away. The order of the list below does not reflect the order in which you should take exams. Many factors, including your own personal goals, testing availability and windows, and marketing yourself as effectively as possible come into play when deciding what tests to take and in what order to take them.

154 ENGLISH AS A SECOND LANGUAGE SUPPLEMENTAL

161 SPECIAL EDUCATION EC-12

291 CORE SUBJECTS EC-6

### Passed Tests

There are no passed tests.

## Test Approvals and Scores

On this page you can view approved and passed TExES content tests. This is one of the three Pre-Service requirements.

- Contact Texas Teachers to request initial approval for tests and to be re-approved after each unsuccessful attempt.
- You may only have 3 exam approvals at a time, however, we can update them per your request.
- You are not required to complete all exams on your approved test list unless advised.
- If your exam score is not accurate, please forward your Pearson score report to [teach@texasteachers.org](mailto:teach@texasteachers.org) to be updated

### Recommendation

- School Districts require you to pass you content tests before interviewing.
- Please know, you may be required to pair an additional exam for specific job placement.
- Content Tests are completed by Pearson <https://www.tx.nesinc.com/>

**Additional Resources  
(Click Here)**

**Contact Us  
(Click Here)**