

Teacher Orientation and Preparation Program (TOPP)  
Employment Packet 2009-2010

- 1) Complete the *Initial Employment Notification Information* form and return to the TOPP office within **ten (10)** days of notification of employment.
- 2) Submit the full *Employment Information* page on or before the 1<sup>st</sup> day of school.
- 3) After completing items #1 and #2 on the *Statement of Eligibility for Internship* form, please take the form to your district for completion of item #3. Leave all three parts of the form for the district to complete. The district can either mail or fax the white copy of the form to the TOPP office. The TOPP fax number is (210) 370-5755.
- 4) If you did not apply for your Probationary Certificate at Pre-Employment Orientation go to the State Board for Education Certification (SBEC) website, [www.sbec.state.tx.us](http://www.sbec.state.tx.us), to apply and pay the appropriate fees.
- 5) Follow SBEC directions to process fingerprints at the same time you apply for the probationary certificate. You must obtain the electronic processing form and take to the Texas Department of Public Safety's approved vendor (formerly Identix) or you may also obtain the fingerprint card and take it to a legitimate law enforcement agency trained in fingerprinting. The information for scheduling fingerprinting including your Fast Fingerprint Pass number will be emailed by SBEC. The fingerprint form or card must be sent to SBEC. The \$47 processing fee and any other documents required for certification must be paid and sent to SBEC as directed.
- 6) Pay all fees online with SBEC or print the *Fee Remittance Form* from the SBEC website and submit the \$52 Probationary Certificate fee, \$47.00 Fingerprint fee and *Fee Remittance Form* to SBEC. The fees must be paid and fingerprints processed for your Probationary Certificate to be valid.
- 7) Once this process has been completed and TOPP has received your completed *Statement of Eligibility for Internship* from the district, Region 20 will submit a recommendation for a Probationary Certification.
- 8) Please note that SBEC will not backdate a probationary certificate more than 60 days. Therefore, failure to submit your paperwork in a timely fashion could negatively impact your salary.

Teacher Orientation and Preparation Program  
Education Service Center, Region 20

Employment Information 2009-2010

*This form must be submitted to TOPP office within **ten (10)** days of notification of employment.  
(Please print legibly.)*

Name \_\_\_\_\_ Date of Hire \_\_\_\_\_

District \_\_\_\_\_ Superintendent \_\_\_\_\_

Campus \_\_\_\_\_

Campus Address/City/Zip \_\_\_\_\_

Campus Phone \_\_\_\_\_ Fax \_\_\_\_\_

Intern's Campus E-mail \_\_\_\_\_

Principal's Name/E-mail \_\_\_\_\_

Mentor's Name/E-mail (if assigned) \_\_\_\_\_

Grade Level(s) Taught \_\_\_\_\_

Subject(s) Taught \_\_\_\_\_

*For rotating conference and lunch periods, please forward TOPP staff a copy of the bell schedule when available.*

***IMPORTANT:** If the information submitted above changes during the year, please notify TOPP staff immediately so that records are current.*

I understand that by signing below I must apply for the Probationary Certificate online, submit the appropriate fees to SBEC, and mail/fax the *Statement of Eligibility* form to the TOPP office prior to beginning my teaching duties.

\_\_\_\_\_  
*Signature* *Date*

Please apply for the Probationary Certificate online at [www.sbec.state.tx.us](http://www.sbec.state.tx.us) and send the appropriate fees to SBEC.