



Education Department | Pecan Campus Bldg. P2.116

Substitute Teacher & Teacher Assistant Certificate Instructions

In order to obtain a Substitute or Teacher Aid Certificate student must have completed the following:

- Have successfully completed 12 hours of Substitute Teaching Certification (EDTC 1002) as part of EDUC 1301 curriculum and earned a C or better, and/or
- Have successfully completed 42 hours of Teacher Assistant Certification (EDTC 1094) as part of EDUC 2301 curriculum and earned a C or better.
- Request Certificate to Instructor or Faculty Secretary at the end of the semester.

The following information is required in order to process the certificates:

- Name of Student
 - A # (ID)
 - Semester/Year course was completed
 - Section Number
 - Name of Instructor
 - **Final Grade needs to be posted (Pass with "C" or better)**
 - Student Phone Number
 - Student Home Address
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- A spreadsheet with required student information will be submitted to Department Secretary for verification.
 - Student(s) must clear any holds with the college for the office will not mail out Certificates unless holds have been cleared.
 - Department Chair will approve and forward the information provided by student to the Office of Continuing, Professional & Workforce Education (CPWE)
 - Office of Continuing, Professional & Workforce Education (CPWE) will mail out certificate(s) at no cost. (2621 Pecan Blvd., McAllen TX 78501, Phone: 956-872-3585)

*** The Agreement between Education Department and CPWE applies to students who have completed their EDUC 1301 Course on or after Fall 2008 & EDUC 2301 on or after Spring 2014.**

Feel free to contact Jessica Veliz, Faculty Secretary at 872-6706 with any questions.