

## Candidate Withdrawals

Candidates must send a written request stating their intentions to withdrawal from the program. The withdrawal email should be sent to Bonnie Jordan at [bjordan@etools4education.com](mailto:bjordan@etools4education.com).

Candidates requesting a transfer to another ACP will be emailed a completed TEA candidate transfer form. The transfer form will indicate the program and state requirements completed, as well as if the candidate is released in good standings.

## Exit Policy

WCACP candidates may be released from the program for the following reasons:

- 1) Candidate sends written request to withdrawal from the program.
- 2) Candidate is inactive with the program for 2 years (not completing coursework, training or testing requirements).
- 3) Candidate has not completed the required prerequisite study materials or attempted a content in 12 months.
- 4) Candidate violates the code of ethics or the WCACP program/field experience handbook.
- 5) Candidate enrolled as a contingency admission candidate fails to submit an official conferred transcript once graduated.
- 6) Candidate fails to process monthly payments during field experience. Candidate becomes more than 60 days delinquent during field experience.
- 7) Candidate fails to respond to WCACP communications or stay in touch with the program for more than 6 months.
- 8) Candidate is terminated from a field experience assignment (internship or clinical teaching assignment).
- 9) Candidate voluntarily leaves/resigns from a field experience assignment (internship or clinical teaching assignment). Medical and/or military exemptions are possible.
- 10) Candidate is non-renewed after being put on administrative leave during the school year.
- 11) Candidate on late rules fails to complete the prerequisites coursework and observations within 90 business days from start of assignment.
- 12) Candidate receives a negative recommendation from the WCACP Field Supervisor or Principal for two consecutive years.

Candidates meeting one of the reasons listed will be removed from the program and sent a termination letter from WCACP. The separation from the program will be notated with Texas Education Agency.

Candidates removed from the program will be required to reapply and submit updated admission paperwork to be reviewed for the program. Previous program fees paid cannot be transferred over to the new account.