



Intern or Probationary Certificate Deactivation Process

To process a deactivation request for an intern or probationary certificate, the items mentioned below are to be submitted as attachments to [Preparation Programs](#) via the

TEA Deactivation Letter:

A deactivation letter on EPP letterhead signed by the legal authority or certification officer with the following information

- **Date of notification/letter date**
 - When the EPP notified TEA of the deactivation; this is the same date as the deactivation letter was sent
- **Name of educator**
- **TEA ID**
 - Ensure the TEA ID number is correct prior to submission
- **Type of certificate (intern or probationary)**
- **Effective date**
 - The candidate's last day in the classroom with students
- **Employing school district/system**
 - Identify the **district** ex: Austin ISD or **school system** ex: IDEA Public Schools
- **Reason for deactivation**
 - Either assignment issue, medical, military, nonrenewed, program release, program withdrawal, resigned, or terminated
- **Status of educator in the program**
 - Dismissed, enrolled, good standing, etc.

Supporting Documents

Evidence of EPP informing candidate of deactivation (submit one of the following)

