

University of Houston-Clear Lake · College of Education
Post Baccalaureate & Teaching MAT Initial Teacher Education
Admission Requirements, Instructions, and Process

Admission to the Initial Teacher Education Program (TEP) at UH-Clear Lake requires that students be enrolled at University of Houston-Clear Lake in the College of Education, or in the College of Human Sciences and Humanities (HSH) or College of Science and Engineering (CSE) as “certification seeking”.

To apply for admission to TEP at the PostBacc (ACP) or MAT level you will complete the [PostBacc-MAT TEP Application](#), verifying that you meet the requirements for admission. In addition, you will upload all required documentation to the COE PB-ACP-MAT TEP Application Blackboard course and verify that all documentation is complete and correct. Directions for enrolling in the PB-ACP-MAT TEP Admission Blackboard course are found on the [TEP Application website](#).

This document outlines the requirements and directions for completing the application for admission to TEP and the documents required for upload to the application shell. Please read each item carefully. If you are unable to verify and provide evidence that you meet all the requirements for admission, you will not be considered for admission to the certification program.

PB-MAT TEP Admission Approval Process

Once you have completed the online application and application document submission to the PB-ACP-MAT TEP Application Blackboard course, please allow 2-3 weeks for processing your application. You must verify that all documentation is complete and accurate in the final course assignment. This will indicate that your application is complete and submitted and will start the application process.

The Certification Office will email you regarding your acceptance or denial to the Teacher Education Program. Should you receive a denial, you should contact the [Certification Office](#) and clear up any deficiencies.

After you receive the acceptance email from the Certification Office, **you must accept your admission by replying with an acceptance email within 10 days**. Until you receive formal approval, you may continue to take any courses on your plan except for the Pedagogy block of courses.

If you have any issues with links or documents while completing your application, please contact the [Certification Office](#). Include a screen shot of your error and the name of the document you are trying to access. UCT Support and MarComm CANNOT help with errors in the application survey or application Blackboard course.

TEP Admission Requirements and Verification

Part I: You will verify you meet the following requirements on the [PostBacc-MAT TEP Application](#) survey. DO NOT begin the application Survey until you can verify you meet all the requirements listed below.

- 1) **TEA ID Number** – if you do not have a TEA ID number, go to the [TEA website](#). Click on “Request New User Account” and follow the prompts to create your TEA account and receive a TEA ID.
You must have a TEA ID number to begin the TEP Application process.
- 2) **Verification of Bachelor’s Degree** – indicate that you have completed a bachelor’s degree from an accredited institution of higher learning and identify through which route you are seeking initial certification
 - Post-baccalaureate non-degree seeking
 - Teaching M.A.T.

Note: If your bachelor’s degree (or other higher degree’s) were from institutions outside the U.S., you may need to submit proof of English Language Competency. See #19, in section II for requirements.

- 3) **Personal Information** – provide the following personal information:
 - TEA ID
 - Name as it appears on government issued ID.
 - Address
 - Phone
 - Birthday
 - UHCL email
 - UHCL student ID
 - Social Security number (if applicable)
- 4) **Certification Grade and Area Designation** – identify the certification grade level and area you are seeking. UHCL College of Education Teacher Education Program offers certification at the following grade levels:
 - Early Childhood – 6th grade (EC-6)
 - Grades 4 through 8 (4-8)
 - Grades 7 through 12 (7-12)

Certification programs are offered in the following areas at the grade levels indicated:

- Core Subjects (EC-6)
- English Language Arts and Reading (4-8 or 7-12)
- Mathematics (4-8 or 7-12)
- Science (4-8)
- Social Studies (4-8 or 7-12)
- Life Science (7-12)
- History (7-12)

On the application, be sure that your chosen grade level and certification area match. Supplemental Certifications are offered in the following areas for Post-Bacc students only.

- Bilingual Education
 - ESL Education
 - Special Education EC-12
- 5) **Demographic Information** – indicate gender and ethnicity/race for TEA statistical purposes only. Admission to the TEP is determined without regard to gender or ethnicity/race.
- 6) **Verification of Prerequisite Coursework** – the following courses must be **completed** with a C- or better or an approved substitute course.
- Post Baccalaureate (ACP) students:
 - EDUC 4310 Theories of Educational Psychology
 - INST 3313 Survey of Instructional Technologies or TCED 6031 Applications of Technology in the Classroom
 - SILC 4315 Theories of American Pluralism or SILC 6030 Foundations of Multicultural Education
 - Teaching MAT students:
 - TCED 6031 Applications of Technology in the Classroom
 - SILC 6030 Foundations of Multicultural Education
- 7) **Verification of Public Speaking** – a three-hour college level **Public Speaking** course or an advisor approved substitute course, must be completed with a grade of C- or better **OR** a complete a Speech Competency Form. This form must be signed by a UHCL faculty member verifying your satisfactory English public speaking skills. Submit the form to the appropriate assignment in the PB-ACP-MAT TEP Application Blackboard course.
- The Speech Competency Form is available on the [TEP Application website](#) and in the PB-ACP-MAT TEP Application Blackboard course.
- Note: You cannot be currently enrolled in a public speaking course. It must be completed prior to applying. Interpersonal communication, group communication, and general speech courses are NOT accepted for this requirement.**
- 8) **Verification of GPA Requirement** – you must have at least a 2.75 GPA on your overall coursework, or the last 60 credit hours. This will be verified by your advisor after your application submission is complete. Be sure the university has copies of all your academic transcripts.
- 9) **Verification of Content Knowledge (MAT Applicants only)** – MAT applicants must pass the Pre-Admission Content Test (PACT) prior to applying to TEP. See the [TEA Pre-Admission Content Test](#) website for registration instructions. Submit the score report to the appropriate assignment in the PB-ACP-MAT TEP Application Blackboard course.
- **You must name your PACT score report as follows:** PACTFirstnameLastname

- Note there are no spaces or symbols in the name. This document will most likely be a pdf. Be sure the file extension is included.
- Example: PACTJohnDoe.pdf

Note: The PACT test is only for admission to an educator preparation program. You will still be required to take and pass all required TEA TExES certification exams related to your certification area.

- 10) **Verification of Understanding the TEA Criminal Background Check Rule**– the State of Texas, Texas Education Agency (TEA) and the State Board for Educator Certification (SBEC) require that an educator preparation program inform all program applicants and candidates about the State’s rules on criminal background checks from the Texas Occupations Code Chapter 53, the Texas Education Code Chapter 22.0831 and the Texas Administrative Code, Part VII, Chapter 227, Subchapter B.

Read the following information regarding criminal background checks, certification, and disciplinary guidelines on the TEA website prior to completing the TEP Application.

- [TEA’s National Criminal History Checks-FAQs](#)
- [TEA’s Preliminary Criminal History Evaluation-FAQs](#)
- [Disciplinary Policy Guidelines](#)
- [Educator Discipline – FAQs](#)

On the application, you must check each of the following statements verifying you have read the above and understand the rules on criminal background checks and educator discipline policies:

- I understand that an individual who has been convicted of an offense may be ineligible for the issuance of an educator certificate upon completion of an educational program.
- I understand that TEA will conduct a national criminal history check on me when I apply for my educator certificate and when I am a certified educator.
- I have read and understand [TEA’s National Criminal History Checks-FAQs](#)
- I understand that I may request a Preliminary Criminal History Evaluation from TEA if I have reason to believe that I may be ineligible for educator certification due to a conviction or deferred adjudication for a felony or misdemeanor offense, per Texas Occupations Code Section 53.102. I have read and understand [TEA’s Preliminary Criminal History Evaluation-FAQs](#)
- I have read and understand the current guidelines issued by SBEC on the following:
 - [Disciplinary Policy Guidelines](#)
 - [Educator Discipline – FAQs](#)

- 11) **Verification of TExEs Exam Benchmark Policy for Internship II/Clinical Teaching** – read the TExES Benchmark Policy below. You must verify that you understand that all TExES exams required for your certification must be passed by the benchmark dates listed below and in the Benchmark Document in order to participate in Internship II/Clinical Teaching the corresponding semester.

UHCL TExES Exam Benchmark Policy

In order to participate in Internship II/Clinical Teaching, ***All Intern I students must have all TExES exams*** passed by:

June 1 to participate in the fall semester.
January 1 to participate in spring semester.

- 12) **Verification of EPP Exit and Re-entry Policy** – read the EPP exit and re-entry policy below. You must verify that you understand the process for withdrawing from and returning to the UHCL Teacher Education Program. On the application you will check that you read and understand this policy.

UHCL EPP Exit and Re-Entry Policy

Removal from Educator Preparation Program (EPP) – candidates who leave the UHCL TEP by one of the methods below will be formally removed from all UHCL and TEA EPP systems, including TEA’s Accountability System for Educator Preparation, TEA’s Test Eligibility, and UHCL certification student groups.

- a. Withdrawal from the UHCL TEP by completing a Candidate Transfer Form to enter another EPP.
- b. Change in enrollment status at UHCL to non-certification seeking.
- c. Discontinued by the UHCL Registrar’s Office.

Returning to the EPP - candidates who were removed from the EPP systems and wish to return to the UHCL TEP must:

- a. Reapply to the university and be admitted by UHCL as certification seeking, and
- b. Re-apply to the Teacher Education Program (TEP) and pay the TEA Admission (Technology) fee again.

- 13) **TEP Application Verification**- verify that you all the information you completed on the TEP Application is accurate.

Required TEP Admission Documents

Part II: Complete the following additional admission requirements and upload required documentation in the PC-ACP-MAT TEP Application Blackboard Course.

Instructions for enrolling in the TEP Application Shell can be found on the [TEP Application website](#). All documents and website links are available in the PB-ACP-MAT TEP Application Blackboard course.

- 14) **Acknowledgment and Acceptance of COE Professional Dispositions** – before you begin uploading any documentation to the TEP Admission Blackboard course, you will complete the COE Disposition Acknowledgment “quiz”. The information in the application course will not be available to you until this is completed.
- 15) **Texas Education Agency Admission Fee (non-refundable)** – go to the [UHCL E-commerce](#) site and pay the TEA admission fee. Save an electronic copy of the receipt and upload to the appropriate assignment in the PB-ACP-MAT TEP Application Blackboard course. NOTE: If you are *reapplying* to TEP, you must pay the application fee again.

- **You must name your Ecommerce Receipt as follows:** ReceiptFirstnameLastname
 - Note there are no spaces or symbols in the name. This document will most likely be a pdf or jpg. Be sure the file extension is included.
 - Example: ReceiptJohnDoe.pdf or ReceiptJaneDoe.jpg
- 16) ***Educators' Code of Ethics Training*** – complete the training on the [UHCL portal](#) for the Educators' Code The last page of the training is the Statement of Affirmation certification. Sign and upload to the appropriate assignment in the PB-ACP-MAT TEP Application Blackboard course.
- **You must name your Ethics Affirmation Certificate as follows:**
EthicsFirstnameLastname
 - Note there are no spaces or symbols in the name. This document will most likely be a pdf. Be sure the file extension is included.
 - Example: EthicsJaneDoe.pdf
- 17) ***TExES Initial Certification Exam Policy*** – read, sign, and submit the [UHCL COE Initial Certification TExES Exam Policy Acknowledgment](#) page (page 6 of the document) to the appropriate assignment in the PB-ACP-MAT TEP Application Blackboard course.
- **You must name your signed exam policy form as follows:**
ExamPolicyFirstnameLastname
 - Note there are no spaces or symbols in the name. This document will most likely be a pdf. Be sure the file extension is included.
 - Example: ExamPolicyJohnDoe.pdf
- 18) ***TEP Application Essay*** – write a one-page, double spaced essay, describing your qualifications for the certification area you are seeking. Upload your completed essay to the appropriate assignment in the PB-ACP-MAT TEP Application Blackboard course. [Directions, format requirements, and the rubric for this essay are at the end of this document.](#) Be sure to follow them in your writing. This must be your own original work.
- **You must name your Essay as follows:** EssayFirstnameLastname
 - Note there are no spaces or symbols in the name. This document will most likely be a docx or pdf. Be sure the file extension is included.
 - Example: EssayJaneDoe.docx
- 19) ***FERPA Release Form*** – complete, sign and submit the [UHCL References FERPA Release Form](#). Please fill in “Waive” so that we can recommend you to school districts for positions at the end of the program. If you check off “Do Not Waive” we are not allowed to share any information with districts to help you in the hiring process. Upload to the appropriate assignment in the PB-ACP-MAT TEP Application Blackboard course.
- **You must name your FERPA Release form as follows:** FERPAFirstnameLastname
 - Note there are no spaces or symbols in the name. This document will most likely be a pdf. Be sure the file extension is included.
 - Example: FERPAJohnDoe.pdf
- 20) ***Candidate Transfer Form*** (if applicable) – if you are transferring to UHCL from another Educator Preparation Program, you must complete a [Candidate Transfer Form](#). Upload to the

appropriate assignment in the PB-ACP-MAT TEP Application Blackboard course.

- **You must name your transfer form as follows:** TransferFirstnameLastname
- Note there are no spaces or symbols in the name. This document will most likely be a pdf. Be sure the file extension is included.
- Example: TransferJaneDoe.pdf

21) ***English Language Qualification*** – If all your degrees are from an out-of-country institution you must provide evidence of English proficiency. Please carefully review the [TEA Out of Country Certification Applicant](#) rules. Upload required documentation to the appropriate assignment in the PB-ACP-MAT TEP Application Blackboard course.

- **You must name your document files as follows:** EnglishTextFirstnameLastname, TOEFLIBTFirstNameLastName, TranscriptFirstNameLastName
- Note there are no spaces or symbols in the name. This document will most likely be a pdf. Be sure the file extension is included.
- Example: TOEFLIBTJohnDoe.pdf

22) ***Understanding the Educator Experience*** – to help you better understand the role of a teacher and the workplace, please review the [Becoming a Teacher in Texas webpage](#). It provides important information to consider before becoming a teacher.

The above requirements are subject to change in future semesters. Check with the College of Education Advising Office at 281-283-3600, in Bayou 1231, or on the [TEP Application](#) webpage for the most recent requirements for entry into the Initial Teacher Education Program.

Candidate's Appropriateness for Certification Sought Essay Guidelines and Rubric

Place your full name on paper, make it one-page, double-spaced, Times New Roman, 12 point font. Paper must address the top two items in the left 'Exceeds Expectations' column below.

Guidelines – describe your personal characteristics and previous experiences that show us the certification you are seeking is the appropriate certification for you. Describe the characteristics of students in your area of certification and share your thoughts on what it takes to be an effective teacher for this age group. If you have had experiences working with students in this age group, be sure to describe them. Be sure your name is typed at the top of the paper, in the header. Use the rubric on the following page as a guide. Before you submit the paper with your application, consider taking your paper and the rubric to the UHCL Writing Center (SSB Suite 2105) for review.

Do not plagiarize; submit your own, original work.

Honesty Code – as a reminder, the Honesty Code is the university community's standard of honesty and is endorsed by all members of the University of Houston-Clear Lake academic community. It is an essential element of the University's academic credibility. It states: "I will be honest in all my academic activities and will not tolerate dishonesty."

TEP Application Certification Qualification Essay Rubric

| Criteria | Exceeds Expectations | Meets Expectations | Below Expectations |
|----------------|---|--|--|
| Focus | <ul style="list-style-type: none"> States personal qualifications for seeking the certification on degree plan. Includes experiences working with children in age group noted on degree plan | <ul style="list-style-type: none"> States personal qualifications for seeking the certification on degree plan. | <ul style="list-style-type: none"> Does not state personal qualifications for seeking the certification on degree plan. |
| Development | <ul style="list-style-type: none"> Understands the needs of children in age groups represented by degree plan. Describes characteristics of the children. Includes several ideas on how to effectively teach the children. | <ul style="list-style-type: none"> Somewhat understands the needs of children in age groups represented by degree plan. Adequately describes characteristics of the children. Includes some ideas on how to effectively teach the children. | <ul style="list-style-type: none"> No evidence of understanding the needs of children in age groups represented by degree plan. Does not describe characteristics of the children. Does not include ideas on how to effectively teach the children. |
| Language Usage | <ul style="list-style-type: none"> No slang or jargon Logical flow to the sentences which enhances understanding. Carefully selected words. Words are used correctly. | <ul style="list-style-type: none"> No slang or jargon Sentence flow could be improved but ideas presented are understandable. Carefully selected words. Words are used correctly. | <ul style="list-style-type: none"> Uses slang or jargon Sentences lack a logical flow which hinders understanding. One or more words are not used correctly. |
| Editing | <ul style="list-style-type: none"> No grammar, spelling, or punctuation errors. | <ul style="list-style-type: none"> One or two grammar, spelling, or punctuation errors | <ul style="list-style-type: none"> Three or more grammar, spelling, or punctuation errors. |