University of Houston-Clear Lake · College of Education

Process for Admission to Teacher Education

Admission to the Teacher Education Program at UH-Clear Lake requires that students complete the following:

1. **Be enrolled at University of Houston-Clear Lake in the College of Education**, or in the College of Human Sciences and Humanities (CHSH) or College of Science and Engineering (CSE) as “certification seeking”.

2. **Undergrads must have completed 60 hours of coursework** from your degree/certification plan. Make sure we have copies of transcripts from all colleges/universities you have ever attended.

3. **Prerequisite coursework** - must be completed with a C- or better.
   - EDUC 4310 - Theories of Educational Psychology or an approved equivalent* (Waived for MA in Teaching Candidates)
   - INST/TCED 3313 - Computer Use in Classrooms or
   - TCED 6031 - Applications of Technology in the Classroom or an approved equivalent*
   - SILC 4315 - Theories of American Pluralism or
   - SILC 6030 - Foundations of Multicultural Education or an approved equivalent*
   - TCED 4100/4102 – Core Subjects/Content Teacher Seminar (waived for Post-Baccalaureates/Graduates and Students enrolled before Fall 2017).
   - **NOTE:** If you started classes at UHCL before fall 2017, TCED 4100/4102 is not required for TEP admission; however, it is strongly recommended that this one-credit-hour seminar be taken well before internship I semester.

4. **Reading, Writing and Math Basic Skills Requirement** – see the TEP Application for approved Texas Success Initiative requirements.

5. **Public Speaking** - Must have completed a three-hour college level Public Speaking course with a grade of C- or better or submit a “Speech Competency Form” signed by a UHCL faculty member who can verify your satisfactory English public speaking skills. The form or copy of the transcript (with course circled) must be attached to the TEP application or on file with UHCL. “Interpersonal Communication,” “Group Communication,” and “General Speech” are NOT accepted for this requirement.

6. **Pay $57.00 Texas Education Agency (TEA) Admission Fee** (Beginning August 1, 2018)
   - NON-REFUNDABLE – Must pay prior to application submission. Scroll down to “TEA Admissions Fee- TEP Applicant” at: https://apps.uhcl.edu/ECommerce/Schedule/Details/740ac4bd90413168e05333dc1dac291e and pay $57.00 to UHCL by credit/debit card. TEA requires all educator preparation programs to collect a fee and forward it to TEA. TEA uses it to monitor your TEAL (TEA Login) account at the TEA website. Attach the email receipt to the TEP application. If reapplying to TEP you must pay the fee again. You may have to submit a check or money order to COE payable to “UHCL”, if ECommerce does not accept a duplicate payment.

7. **GPA** must be ≥2.75 overall or in the last 60 semester hours. GPA will be calculated by the College of Education after the application is submitted.

8. **Content** – Must have completed a minimum of 12 semester credit hours in the subject-specific content area of your certificate. (15 for secondary Math and Science). Example: an EC-6 Core Subjects candidate may write any Math, Science, Social Studies, English, Early Childhood, etc. college course successfully completed. Post-Baccalaureate/Graduate Students must pass their content state exams by PACT prior to
9. If transferring to UHCL from another Educator Preparation Program, you must complete a Candidate Transfer form and attach it to the TEP Application.

10. Read the handout, “7 Things to Know Before Becoming an Educator” at https://www.uhcl.edu/education/documents/7-things-to-know-before-becoming-teacher.pdf This information clarifies roles and responsibilities of a teacher, and is helpful in making a decision to become an educator.

11. English Language – Post-Baccalaureate/Graduate educator candidates who were educated in countries where English is not the native language must demonstrate English proficiency by taking all four parts of the TOEFL-IBT test with a score of at least 24 on the Speaking portion, 22 Listening, 22 Reading and 21 Writing. No other tests are accepted by TEA. In addition, all out-of-country transcripts must be evaluated by a TEA-approved foreign credential service.

12. Criminal Background Check Information 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.

Write Your Initials next to all of the below items on the application to confirm you have read and understand the State’s rules on criminal background checks:

1. _____ 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.
2. _____ 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.
3. _____ I have read and understand TEA’s National Criminal History Checks-FAQs at: 
4. _____ 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 at: 
   http://tea.texas.gov/Texas_Educators/Investigations/Preliminary_Criminal_History_Evaluation-FAQs/
5. _____ I have read and understand the current guidelines issued by SBEC on the following:
   a. Disciplinary Policy Guidelines 
   b. Educator Discipline – FAQs
      http://tea.texas.gov/Texas_Educators/Investigations/Educator_Discipline - FAQs/

13. EDUCATORS’ CODE OF ETHICS TRAINING (Check both boxes and attach the Affirmation form to the application)
   □ I have completed the Texas Educators’ Code of Ethics Training at: https://apps.uhcl.edu/TEAEthicsTraining/
   □ I have attached to this TEP Application the signed Statement of Affirmation certificate found on the last page of the Ethics Training Module.

14. Writing Sample (screening instrument) - You will be asked to complete a writing sample to attach to the application. Write a one-page essay on why the certificate you are seeking is the appropriate certification for you, and attach to your TEP application. Follow the guidelines on the TEP Application.

15. Teacher Education Program (TEP) Application - Visit the UHCL Office of Academic Advising Web Site: https://www.uhcl.edu/education/documents/student-resources/general-information/tep-application.pdf. Please complete ALL blanks (except GPA) and requirements on the “Application for Admission to Teacher Education” and submit to the Certification Office Secretary in Bayou 1231. If all requirements have been
met, you will be admitted into the Teacher Education Program. This will give you the ability to register for most Pedagogy courses (Methods, Internship I, Clinical Teaching, or Internship). **Please allow two weeks for processing.** The application may be found at [https://public.uhcl.edu/education/student-resources/](https://public.uhcl.edu/education/student-resources/), under “General Information” and “Teacher Education Program Application”.

16. **Approval** - You will receive an e-mail from the Certification Office of your acceptance into the Teacher Education Program. Should you receive a denial, you should contact the Certification Office and clear up any deficiencies. Upon completion of all requirements, you will then receive notification of acceptance into the program. You must respond to the preliminary approval e-mail with the word, “ACCEPTED” in the subject line, within 10 days of receipt of notification of approval. Until you receive formal approval, you may continue to take any courses on your plan except for the Pedagogy block of courses.

17. **Eligibility for State Exam Registration** - You will receive an automated e-mail from Texas Education Agency (TEA) once your TEP application has been processed. The e-mail instructs you to complete your personal educator profile with information such as home address, driver’s license number, phone number, and ethnicity. Your TEA account is very important because it is how TEA will communicate with you throughout your educator career.

Certification-seeking candidates who leave the UHCL certification program for more than a year, or who are ‘discontinued’ by the University and wish to re-enter must reapply to the University and to the COE certification program. Teacher certification candidates who were formerly admitted to TEP, must meet all and any new requirements and pay the TEA admission fee again, per TEA.

The above requirements are subject to change in future semesters. Check with the Office of Academic Advising at 281-283-3600, in Bayou 1231, or online at [https://public.uhcl.edu/education](https://public.uhcl.edu/education) for the most recent requirements for entry into the Teacher Education Program.