Process for Admission to Teacher Education

Admission to the Teacher Education Program 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”.

and complete the following:

1. **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.

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

3. **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.

4. **Pay $37.00 Texas Education Agency (TEA) Admission Fee** (Beginning September 1, 2019) NON-REFUNDABLE – Must pay prior to application submission. Scroll down to “TEA Admissions Fee- TEP Applicant” at: https://apps.uhcl.edu/ECommerce/Schedule/Search?query=tep and pay $37.00 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.

5. **Certification Designation.** Candidates must designate what certificate they are pursuing.

6. **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.

7. **Content Knowledge – Undergraduates** 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-Baccalaureates/Graduates** must have passed their content certification state exam(s) by PACT prior to TEP admission. See the following for additional information on how to register for them: https://tea.texas.gov/Texas_Educators/Certification/Educator_Testing/Pre-Admission_Content_Test/

8. **If transferring to UHCL** from another Educator Preparation Program, you must complete a Candidate Transfer Form and attach it to the TEP Application.
9. **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](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.

10. **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.

11. **Demographic Information** – Candidates must designate their gender and race/ethnicity for TEA purposes.

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.

   Candidates will be asked to write their 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: [http://tea.texas.gov/Texas_Educators/Investigations/National_Criminal_History_Checks-FAQs/](http://tea.texas.gov/Texas_Educators/Investigations/National_Criminal_History_Checks-FAQs/).
   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/](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:

13. **Educators’ Code Of Ethics Training** Candidates will be asked to confirm they have completed the Texas Educators’ Code of Ethics Training at: [https://apps.uhcl.edu/TEAEthicsTraining/](https://apps.uhcl.edu/TEAEthicsTraining/) by signing and submitting the Statement of Affirmation certificate found on the last page of the Ethics Training Module.

14. **Set up your TEA Account** at the TEA website. If you do not have a TEA #, you must go to the TEA website and set up an account at [https://tealprod.tea.state.tx.us/](https://tealprod.tea.state.tx.us/). Click on “Request New User Account”.

15. **TExES Exam Policy.** Candidates must read, sign and submit the UHCL COE TExES Exam Policy.

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

17. **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.

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18. **Exit and Re-Entry Policy** Candidates must verify they understand the UHCL exit and re-entry policy.

**Removal from Educator Preparation Program (EPP)** - Candidates who leave the UHCL EPP by completing one of the following will be formally removed from the certification program (Texas Education Agency’s (TEA) Accountability System for Educator Preparation, TEA Test Eligibility and the UHCL certification student groups in E-Services):

a. Withdraws from the College of Education undergraduate teacher certification program to graduate without certification.

b. Withdraws from the UHCL EPP by completing a Candidate Transfer Form to enter another EPP.

c. Changes enrollment status at UHCL to non-certification seeking.

d. Has been “Discontinued” by the UHCL Registrar’s Office.

**Returning** - Candidates who were removed and wish to return to the UHCL EPP must:

a. Reapply to the university and be admitted by UHCL as certification seeking, and

b. Reapply to the Teacher Education Program (TEP) or the advanced certificate program and pay the TEA Admission (Technology) fee again.

Certification-seeking candidates who leave the UHCL certification program for a year or more, 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.

19. **FERPA Release Form** Candidates must fill in, sign and submit to COE the UHCL 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.

20. **Final Verification** Confirm that you accurately completed the application by signing and dating the form.

**Teacher Education Program (TEP) Application Form** - Visit the UHCL Office of Academic Advising Web Site to access the form: [https://www.uhcl.edu/education/documents/student-resources/general-information/tep-application.pdf](https://www.uhcl.edu/education/documents/student-resources/general-information/tep-application.pdf). Please complete ALL blanks and requirements on the “Application for Admission to Teacher Education” and submit according to the instructions on the application. 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”.

**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.

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.

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