

NOTE: Please use name as it appears on Government-issued ID, (i.e., Drivers' License)

APPLICATION FOR ADMISSION TO TEACHER EDUCATION PROGRAM (TEP)

Please Print in Ink. Please allow 2-3 weeks for processing.

If you are not accepted, you cannot register for any Pedagogy courses.

You must REAPPLY in Suite 1231 with a NEW application after all requirements have been fulfilled.

NAME: _____
 (on Last First Middle (Maiden Name) Date of birth
 photo ID)

MAILING ADDRESS: _____
 Street/Apt. No. City State Zip Code

E-MAIL: _____ STUDENT ID _____

PHONE: () _____ SSN: _____

UNDERGRADUATE POST-DEGREE/GRADUATE If post-degree/graduate, are you in the ACP? Yes No
 Are you already a certified teacher in Texas? Yes No

1. **PREREQUISITE COURSEWORK** (“✓” Check One Box for each course). Must complete the following courses:

EDUC 4310 (4130)/5130 (Grade \geq C-) is completed: Yes No In progress this semester Waived for MA in Teaching Candidates

INST 3313 (3133) or TCED 3133/6031 (Grade \geq C-) is completed: Yes No In progress this semester

SILC 4315 (4135)/6030 (Grade \geq C-) is completed: Yes No In progress this semester

Beginning August 1, 2017, undergraduates are also required to have completed the following course prior to TEP Admission:

TCED 4100 (4102) (Grade of “CR” (Credit)) is completed: Yes No In progress this semester.

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 IN READING, WRITING AND MATHEMATICS**

According to Texas Education Agency’s Texas Administrative Code, Chapter 227.10.4, all candidates, prior to admission to an educator preparation program, shall demonstrate basic skills in reading, writing and mathematics. To fulfill this, the UHCL College of Education requires a candidate to meet one of the following Texas Success Initiative (TSI) requirements:

I have met one of the following TSI requirements and have listed my scores below:

Bachelor’s degree or higher awarded by a regionally accredited U.S. institution of higher education.

Core Complete OR Currently enrolled in these final core courses: _____, _____, _____.

ACT college readiness scores (within 5 years) Composite score (23 minimum):_____ English score (19 minimum):_____ Math score (19 minimum):_____

SAT (within 5 years) Prior to 03/01/16: Cum. score Verbal/Math (1070 min.):_____ and Verbal score (500 min.):_____ and Math score (500 min.):_____ After 02/29/16: Evidence-based Reading Writing (480 min.):_____ and Math (530 min.):_____

STAAR End of Course exams (within 3 years)
 English III Reading score, Level II (2000 minimum): _____
 English III Writing score, Level II (2000 minimum): _____
 Algebra II score, Level II (4000 minimum): _____

TAKS (within 3 years) English Lang Arts score (minimum 2200):_____ Essay score (minimum 3):_____ Math score (minimum 2200):_____

TSI Assessment Math score (350 minimum):_____ Reading score (351 minimum):_____ Writing score (5 minimum, or 4 with a 363 on Multiple choice):_____ Multi choice:_____

The College of Education (COE) is required by Texas Education Agency to document all scores used to meet the TSI requirements. Documentation will be requested from the UHCL Admissions office. However, if scores are unavailable from Admissions, COE may contact you to submit documentation of the scores prior to Teacher Education Program admission.

3. **PUBLIC SPEAKING** (“✓” Check One Box) (*Interpersonal Communication, Group Communication, and General Speech are NOT accepted*)
 You cannot be currently enrolled in Public Speaking. It must be completed prior to application to the TEP.

I have a certification plan on file at UHCL College of Education showing credit for a **Public Speaking** course.

I took a **Public Speaking** course (Course # _____) at _____ (college).

Speech Competency Form to College of Education. Speech Competency Form is attached to this application.

4. **PAY \$57.00 TEXAS EDUCATION AGENCY (TEA) ADMISSION FEE** (Beginning August 1, 2017) **NON-REFUNDABLE - Must pay prior to application submission.** Go to: <https://apps.uhcl.edu/ECommerce/Schedule/Details/740ac4bd90413168e05333dc1dac291e> and pay \$57 to UHCL by credit/debit card. Use a modern web browser, such as Microsoft Edge, Mozilla Firefox, Google Chrome, Opera, or macOS Safari. Not Internet Explorer. TEA requires all educator preparation programs to collect the fee and forward it to TEA. TEA uses it to monitor your TEAL (TEA Login) account at the TEA website. **You must attach a copy of the email receipt of payment to the application.**

5. **INDICATE YOUR CERTIFICATION GRADE LEVEL AND AREA** (“✓”)

CIRCLE YOUR ANTICIPATED FINAL SEMESTER

- EC-6 Core Subjects _____
- 4-8 Core Subjects Other: _____
- Bilingual Supplemental ESL Supplemental _____
- 7-12 Subject: _____
- EC-12 Art Physical Education Special Education _____


SPR 17 SPR 18 SPR 19 SPR 20
 SUM 17 SUM 18 SUM 19 SUM 20
 FALL 17 FALL 18 FALL 19 FALL 20
 OTHER: _____

6. **GPA must be ≥ 2.75 overall or ≥ 2.75 in last 60 semester credit hours.** GPA will be calculated by the College of Education.
 I have **completed at least 60 hours of courses** from my degree/certification plan. Be sure we have copies of all transcripts.

7. **CONTENT COURSES and CONTENT STATE ASSESSMENTS: Undergrads** must have completed a minimum of 12 semester credit hours (15 hours for 4-8 and/or 7-12 Math or Science candidates) in the subject-specific content area for the certification you are seeking. This requirement may be waived by achieving a passing score on a TEA-approved content exam. Please list the hours of classes you have completed in your content area. **Post-Baccalaureate and Graduate** students must pass ALL content tests as PACT prior to applying to the TEP.

 **UNDERGRADS:**

1. _____ OR Waive the hours with my TExES content test (or other).
 Test: _____
 2. _____ Test Score _____
 3. _____ Test Date: _____
 4. _____
 5. (For secondary Math or Science Certificates) _____

 **POSTBACCALAUREATE and GRADUATE students:** You **MUST** pass all of your content state assessments as Pre-Admission Content Tests (PACT) prior to applying to the Teacher Education Program. See the following for additional information on how to register for them:
http://tea.texas.gov/Texas_Educators/Certification/Educator_Testing/Pre-Admission_Content_Test/
<http://cms.texas-ets.org/epp/eppact/>

I have passed these content tests: _____, _____, _____

8. **PAST TESTS or TEACHING EXPERIENCE** - Have you ever taken a TExES State Assessment? No Yes

Are you currently **admitted** to another educator preparation program? No Yes If yes, you **must** attach a Candidate Transfer Form. Attached

Have you completed another educator preparation program in the same certification field? No Yes; where? _____

Have you been employed for **three** years on a teaching permit or probationary teaching certificate? No Yes; where? _____

9. I understand the roles and responsibilities of a teacher from reading, “7 Things to Know Before Becoming an Educator” at: <https://www.uhcl.edu/education/documents/7-things-to-know-before-becoming-teacher.pdf>

10. **(POST-BACCALAUREATE/GRADUATE STUDENTS ONLY) ENGLISH LANGUAGE:** At the time you entered UHCL, did you hold a bachelor’s, master’s, or higher degree from an **Out-of-Country** institution? Yes No

- If “No” skip the remainder of this English Language Requirement section.
- If “Yes” but the out-of-country institution used **all** English instruction, then attach documentation of this (i.e., a letter from the institution). Skip the remainder of this English Language Requirement section.
- If “Yes” and the out-of-country institution was **not** English-based instruction, was this your highest diploma/degree earned? Yes No
 Explain: _____ Name of Country: _____ Name of Institution: _____
- If from a country at TEA’s web site (http://ritter.tea.state.tx.us/sbecrules/tac/chapter230/19_0230_0011-1.pdf) candidate is exempt from TOEFL-IBT.

Texas Education Agency requires the following of all **post-baccalaureate** and **graduate** out-of-country candidates (from non-English institutions) during application to an educator preparation program:

- **All foreign transcripts must be evaluated by a TEA-approved, accredited transcript evaluation service.**
- **Demonstrate English proficiency by taking all four parts of the TOEFL-iBT test. Must score ≥ 24 for speaking portion, 22 for listening, 22 for reading, and 21 for writing.**
- TOEFL-iBT Speaking Score: _____ Listening: _____ Reading: _____ Writing: _____

Submit a copy of the transcript evaluation and the TOEFL-iBT score report with the TEP application if your COE file does not have these documents.

GENDER:
 Male Female

ETHNICITY/RACE: Please indicate your ethnicity/race. You may select more than one. This information is used for statistical purposes only by Texas Education Agency. Admission to the TEP is determined without regard to ethnicity/race.

 White Black or African American Hispanic or Latino American Indian or Alaskan Native
 Asian Native Hawaiian or Other Pacific Islander Two or More Races

11. **CRIMINAL BACKGROUND CHECK** - 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 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 or received deferred adjudication 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/.
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 Occupation 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
http://tea.texas.gov/Texas_Educators/Investigations/Disciplinary_Policy_and_Mission_Statement_-_State_Board_for_Educator_Certification/
 - b. Educator Discipline - FAQs
http://tea.texas.gov/Texas_Educators/Investigations/Educator_Discipline_-_FAQs/

12. **EDUCATORS' CODE OF ETHICS TRAINING (Check both boxes and attach the Affirmation form)**

- 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.

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13. **CANDIDATE'S APPROPRIATENESS FOR CERTIFICATION SOUGHT** - Attach a one-page paper (double-spaced, Times New Roman size 12 font, one-inch margins) to this application.

I have attached my one-page paper essay.

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 next page to guide you as you write. 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."

For Office Use Only: _____ Essay Exceeds Expectations _____ Essay Meets Expectations _____ Essay is Below Expectations

Student Signature _____

Date _____

Candidate's Appropriateness Rubric
Guidelines for Writing Essay Submission (Item #13 of TEP Application)

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.