
**POST-BACCALAUREATE CERTIFICATION
PROCEDURE MANUAL:
INITIAL TEACHER CERTIFICATION
(UNDERGRADUATE OR GRADUATE LEVEL)
PRINCIPAL
SCHOOL COUNSELOR
SUPERINTENDENT**



Updated October 2013

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WELCOME FROM THE DEAN

The College of Education at Angelo State University wishes to provide you with assistance that will enable you to become a certified teacher in Texas. The information provided in this document will facilitate your smooth transition through the Educator Preparation Program at Angelo State University.

We are pleased that you wish to become an educator and we are here to help you reach that goal. You will have specific content, pedagogy, and field experience requirements throughout the program. These requirements will enable you to be successful during your teaching career.

The Texas Beginning Educator Support System represents the basic competencies necessary to be a successful beginning educator. The established competencies form the evaluation of the beginning teacher at the end of the Educator Preparation Program and are the basis for mentoring new teachers by many school districts in Texas.

As you progress through the Educator Preparation Program you will be introduced to the elements that meet the National Council for the Accreditation of Teacher Education (NCATE) standards. These national accountability-standards ensure that you are participating in a quality program of educator preparation. The foundation for our program is stated in the Conceptual Framework found within this document and at the web pages of the Educator Preparation Program. You will also be required to demonstrate a set of disposition behaviors that are demonstrated by highly effective teachers.

We align all work within the Educator Preparation Program with the requirements set out by the Texas State Board for Educator Certification. We ensure that beginning educators have the knowledge and skills to begin classroom instruction from their first day in the classroom. Our candidates not only are well prepared to pass their state licensure examinations but they are well prepared to work with all candidates through their field-experiences throughout the program.

Thank you for choosing Angelo State University's Educator Preparation Program. We will strive to provide you with quality experiences that prepare you to teach in today's public schools.

John J. Miazga, Ed. D.
Dean
College of Education

**ANGELO STATE UNIVERSITY'S
EDUCATOR PREPARATION PROGRAM
MISSION STATEMENT**

The Angelo State University faculty prepares professional education leaders to have the knowledge, skills, and dispositions to meet changing societal needs in diverse school and community settings. The Educator Preparation Program at Angelo State University develops reflective candidates who embrace student-centered learning in successful partnerships with diverse families, schools, and communities.

The Educator Preparation Program is developing

“A New Generation of Educators Leading Others”

toward life-long learning.

EDUCATOR PREPARATION INFORMATION CENTER (EPI CENTER)

The EPI Center provides academic advising services to undergraduate and graduate students in the College of Education, as well as certification advising for students on certification degree plans across the Angelo State University campus. The EPI Center advising staff works closely with faculty and other support services to provide academic and career path advising.

Mission Statement

The mission of the EPI Center is to provide quality information, guidance, and support services to educator preparation candidates as they work towards their academic and professional goals. The EPI Center team will provide the foundation and comprehensive knowledge for our candidates to achieve educator certification.

Goals

- To foster the academic, professional, and personal growth of candidates.
- To promote meaningful relationships among candidates, faculty, and staff.
- To effectively communicate educator preparation information in a timely and accurate manner.
- To increase recruiting and retention efforts through various activities, media outlets, and public forums.
- To monitor and assist academically at-risk candidates to ensure requirements are met for educator certification.
- To keep informed and abide by federal, state, and university regulations and policies in order to maintain accreditation.

Please stop by and visit our beautiful new center. We welcome your suggestions and comments!

Sincerely,

Wendy Storms

Director Educator Preparation Information Center

CONTACT INFORMATION

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<ul style="list-style-type: none"> • Student Teaching Information & Placement 	Mrs. Tia Agan Field Experiences Advisor (325) 486-6609 tia.agan@angelo.edu
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<ul style="list-style-type: none"> • Director of EPI Center Staff & Operations • Data Reporting 	Ms. Wendy Storms Director of Educator Support Services (325) 942-2209 wendy.storms@angelo.edu
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<ul style="list-style-type: none"> • Education Administration Principal Superintendent 	Dr. Blake Hightower Program Manager Blake.hightower@angelo.edu
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**INITIAL TEACHER CERTIFICATIONS
AVAILABLE THROUGH ANGELO STATE UNIVERSITY**

The following teacher certifications are available for Candidates that already have a Bachelor degree. Candidates should contact the EPI Center in the College of Education for further information.

Certificate
Agriculture Science & Technology (Grades 6-12)
Art (Grades EC-12)
Chemistry (Grades 7-12)
Computer Science (Grades 7-12)
English Language Arts and Reading (Grades 4-8)
English Language Arts and Reading (Grades 7-12)
Generalist (Grades EC-6)
Generalist (Grades 4-8)
History (Grades 7-12)
Journalism (Grades 7-12)
Life Sciences (Grades 7-12)
LOTE: French (Grades EC-12)
LOTE: German (Grades EC-12)
LOTE: Spanish (Grades EC-12)
Mathematics (Grades 4-8)
Mathematics (Grades 7-12)
Music (Grades EC-12)
Physical Sciences (Grades 7-12)
Science (Grades 4-8)
Social Studies (Grades 4-8)
Social Studies (Grades 7-12)
Special Education (Grades EC-12)
Speech (Grades 7-12)
Theatre (Grades EC-12)

**PROFESSIONAL CERTIFICATIONS
AVAILABLE THROUGH ANGELO STATE UNIVERSITY**

The following professional certifications are available for Candidates that already have a Bachelor and/or Masters degree. Candidates have the option of completing a Masters with Professional Certification degree plan; while Post-Masters Candidates can apply for a certification only plan. Candidates should contact the EPI Center in the College of Education for further information.

Principal (Grades EC-12)
School Counselor (Grades EC-12)
Superintendent (Grades EC-12)

INITIAL TEACHER CERTIFICATION REQUIREMENTS

In order to be recommended for an initial teaching certificate, a candidate must have met the following requirements:

Angelo State University requirements:

- Complete all course and grade requirements for the certificate being sought
- Complete the ASU Educator Preparation Program
- Satisfactorily complete student teaching or internship

Texas Education Agency (TEA) requirements:

- Possess a Baccalaureate degree
- Have an overall, undergraduate GPA of at least 2.5
- Have 24 SCH (12 lower/12 upper level) in content area being sought OR
- Pass Pre-Admission Content Test (PACT)
- Pass all certification exams associated with the certificate being sought
- Pass a national criminal background check through a fingerprinting process with TEA

Additional Costs

Besides university tuition and fees, there are additional costs associated with obtaining teacher certification:

- Taskstream Account – required for most undergraduate and graduate Professional Education courses to create an online portfolio. Membership varies dependent on length and type of account purchased.
- TExES Certification Exams – two are required for initial teacher certification (PACT & pedagogy); one is required for professional certification \$120 is the current fee for each test each time it is taken.
- TEA Probationary Application Fee (if applicable) \$52 is the current fee.
- TEA Certification Application Fee. \$77 is the current application fee.
- TEA Fingerprinting (if applicable). \$39 is the current fee with \$10 vendor fee.

EDUCATOR PREPARATION PROGRAM

Admission

The Educator Preparation Program (EPP) is a requirement of the state for any certification. EPP is simply the designated set of certification courses that prepare a Candidate for the certification exam and success as a future Educator. Completion of the Educator Preparation Program (EPP) is a requirement for teacher certification. Initial teacher certification candidates are admitted when all requirements are met. Professional certification candidates are admitted upon admission to the program.

EPP Eligibility for Initial Teacher Certification

To be eligible for the Educator Preparation Program (EPP), the following requirements must be met prior to enrollment:

1. Possess a Bachelor degree
2. Have an overall, undergraduate GPA of at least 2.5
3. Completed at least 24 SCH (12 lower/12 upper level) in the teaching field (not applicable for Professional Certifications) OR
4. Pass Pre-Admission Content Test (PACT)
5. Completed the coursework to demonstrate proficiency in reading, writing, mathematics, and communication.
6. Have met the requirements of the Texas Success Initiative (TSI). The TSI skill requirements are normally met at the time of admission to the university or through required coursework. For more information about the TSI, visit the Angelo State University TSI website (www.angelo.edu/dept/admissions/tsi.html).
7. Angelo State University's candidates must demonstrate acceptable and effective teacher behavior. Candidates will be evaluated on these behaviors through the assessment of teacher dispositions. At the point of admission to the Educator Preparation Program, candidates are required to review and accept the unit's dispositions.

EPP Eligibility for Professional Certification

To be eligible for the Educator Preparation Program (EPP), the following requirements must be met prior to enrollment:

1. Possess a Bachelor degree
2. Have an overall, undergraduate GPA of at least 2.5

Candidate's Statement of Commitment Regarding Dispositions for Initial Teachers

The Educator Preparation Program is responsible for preparing candidates who have the required knowledge, skills, and dispositions to become effective teachers. Therefore, your certification program will prepare you to demonstrate the knowledge, skills, and *dispositions* expected of beginning teachers. Faculty and school personnel will evaluate your demonstration of these dispositions and provide you with feedback about your progress.

Dispositions are defined as the value, commitments, and professional ethics that influence behavior toward students, families, colleagues, and communities and affect student learning, motivation, and development as well as the educator's own professional growth. Dispositions are guided by beliefs and attitudes related to value such as caring, fairness, honesty, responsibility, and social justice (NCATE, 2001). The dispositions listed below are expected of ASU teacher education candidates in the university classroom and in the schools.

DISPOSITION OF EFFECTIVE TEACHERS

As reflective practitioners, candidates will demonstrate commitment to and performance of professional dispositions, appropriately applied in all aspects of personal and educational endeavors.

Specifically, candidates at Angelo State University demonstrate these proficiencies:

Professionalism

- **Timeliness** is consistent in class, clinical experiences, group work, appointments, and completion of assignments.
- **Attendance** is consistent in class, clinical experiences, group meetings, appointments, student teaching and internships.
- **Appearance and dress** matches schools' dress standards and expectations when candidates are present in the schools.
- **Demeanor** reflects proactive planning, preparation, and engagement in classes and in the schools.
- **Initiative** is demonstrated by offering ideas and suggestions to others, setting goals for self-improvement, seeking advice and feedback, and independently searching for, creating, or modifying plans and materials.
- **Ethics** are demonstrated by not being in direct violation of federal and state statutes *such as* maintaining confidentiality about EC-12 students and their families. Candidates will follow the Code of Ethics for Texas Educators, disclosing any unlawful activity upon application to and during the teacher education program that might adversely affect ability to obtain a teaching license, as well as passing criminal background checks and drug screening required by the school systems.

Teaching Qualities

- **Demonstrates an understanding that all children can learn** through differentiated lesson plans, materials, and teaching strategies.
- **Demonstrates organization** through student-centered planning, selection/preparation of materials, time management.
- **Demonstrates flexibility** in modifying ideas, materials, plans, lesson implementation, and course assignments.
- **Values diversity and demonstrates fairness** through inclusive non-discriminatory materials, lessons, and assessments by creating caring classroom environments that are inviting for diverse students' participation, learning, and equitable access to instruction.

- **Promotes success for all students** through best practices, informative assessments, and inclusive environments.

Relationships with Others

- **Cooperates** with instructors/school personnel; resolves differences or misunderstandings respectfully and reflectively.
- **Responds productively and respectfully to feedback** from instructors, classroom teachers, mentors, and principals.
- **Establishes rapport** with EC-12 students and their families.
- **Collaborates** with peers, instructors, school personnel and parents; shares responsibilities, ideas, materials.
- **Affirms** perspective and contributions of diverse students, teachers, families, instructors, and peers.

Professional Development

- **Engages in reflection** by using various forms of feedback about candidates' teaching effectiveness, including assessment data showing impact on EC-12 students' learning.
- **Understands the need for life-long learning** through additional reading, classroom observations, and participating in professional development opportunities and organizations.
- **Demonstrates involvement** with parents, families, school personnel, and community agencies on behalf of students.

Dismissal from the Educator Preparation Program

(Based in part upon Title 19, Part 7, Chapter 249 of the Texas Administrative Code)

The grounds for dismissal from the Educator Preparation Program (EPP) shall be based upon the following purposes as presented in T19:P.7:C249:SubA:Rule249.5:

1. To protect the safety and welfare of Texas schoolchildren and school personnel.
2. To ensure educators and applicants are morally fit and worthy to instruct or to supervise the youth of the state.
3. To regulate and to enforce the standards of conduct of educators and applicants.
4. To enforce an educators' code of ethics.

Each candidate in the Educator Preparation Program will be of good moral character as defined in Chapter 249. Good moral character is defined as “the virtues of a person as evidenced, at a minimum, by his or her not having committed crimes relating directly to the duties and responsibilities of the education profession or acts of moral turpitude.” Acts for which an individual will be dismissed from the Educator Preparation Program of Angelo State University will include, but not be limited to, the following as related to “good moral character.”

1. Reported criminal history.
 - a. Felony criminal offense;
 - b. Indecent exposure;
 - c. Public lewdness;
 - d. Child abuse and/or neglect;

- e. Possession of a weapon on school property;
 - f. Drug offenses occurring on school property;
 - g. Sale to or making alcohol or other drugs available to a student or minor;
 - h. Sale, distribution, or display of harmful material to a student or minor.
 - i. Certificate fraud;
 - j. Serious testing violations;
 - k. Deadly conduct.
2. Solicited or engaged in sexual conduct or a romantic relationship with a student or minor
 3. Sexually or physically abused a student or minor or engaged in any other illegal conduct with a student or minor.
 4. Possessed, transferred, sold, or distributed a controlled substance.
 5. Illegally transferred, appropriated, or expended school property or funds.
 6. Attempted by fraudulent or unauthorized means to obtain or to alter any certificate or permit that would entitle the individual to be employed in a position requiring such certificate or permit or to receive additional compensation associated with a position.
 7. Committed a crime, any part of such crime having occurred on school property of school – sponsored event.
 8. Violation of the Texas Teacher Code of ethics.
 9. Inability to comply with the Angelo State University Educator Preparation Program disposition statements.
10. Violation of the Angelo State University student code of conduct.
 11. Inability to place a candidate in a field based setting due to actions within a school district.

Process

1. Violations addressed in the Dismissal policy will be forwarded to the Admission, Dismissal, and Retention Committee.
2. The violation will be documented in writing.
3. The documented violations will be sent to the Director of Field Experiences. The Director will notify the candidate of the complaint.
4. Within 10 working days, the information will be given to the Chair of the Admission, Dismissal, and Retention Committee.
5. The Chair of the ADR Committee will convene a meeting within 10 days of receiving the information.
6. A decision of the committee will be presented to the Chair of the Teacher Education Council within 40 working days of the original complaint.
7. The committee can request that the candidate present information.
8. The committee can recommend:
 - a. Permanent dismissal from the program. (Automatic dismissal for Violations 1 to 7)
 - b. Suspension from the program for a determined period of time.
 - c. Other sanctions deemed appropriate by the committee.
9. The committee's decision is final.

OBSERVATIONS

Observations for Initial Teacher Certification

Candidates seeking initial teacher certification must complete 30 clock hours of observations. Observations must be completed prior to Student Teaching or Internship. Please do not wait until the last minute. It is difficult to find classes to observe during the summer term.

It is the sole responsibility of the student to set-up observations with a campus of their choice. Observations should be made in a classroom that matches the level of certification the student is seeking. For example, if a student is seeking 7-12 Math certification then observations should be made in grades 7-12. To set up an observation, first meet with the Principal of the campus you wish to observe in order to explain your purpose, obtain permission and create a mutually agreeable schedule.

The purpose of observations is providing the Candidate an opportunity to work with children and observe how schools function. If asked by the teacher, Candidates are encouraged to actively participate when the chance arises. The Candidate will be able to observe characteristics of physical, social, emotional, and cognitive development; learning styles; motivational and behavior management techniques; classroom organization and management skills; and needs of special learners.

Students must complete and submit a log of their observations to the Certification Advisor. The log may be found at http://www.angelo.edu/dept/education/documents/post_masters/Graduate_Field_Experience_Log.pdf

Observations for Professional Certifications

Observations are not required for professional certification.

STUDENT TEACHING FOR INITIAL TEACHER CERTIFICATION

Student teaching is the most important field-based experience for Candidates seeking initial teacher certification. It is a requirement for all Candidates unless a Candidate chooses to participate in an internship instead (see next section for further information). For the Candidates benefit, best preparation and to have a solid pedagogical foundation, student teaching should be ones of the last courses completed.

If you are seeking an internship, but have not secured one by the mandatory meetings, please attend the application meeting and submit an application. It is easier to cancel a placement than find one at the last minute before the new school year begins.

During the full-time student teaching semester, experiences are developed, implemented, and evaluated by the student teaching “team” comprised of the university supervisor, the public school cooperating teacher and the student teacher. The “team” works cooperatively in order to develop a positive and effective student teaching experience.

Eligibility Requirements

- ✓ Met all EPP requirements
- ✓ Enrolled in program
- ✓ Completed and submitted observation log
(http://www.angelo.edu/dept/ceducation/documents/post_masters/Graduate_Field_Experience_Log.pdf)
- ✓ Passed Pre-Admission Content Test (PACT) (see PACT section for further information)

When to Apply

Candidates must apply the long semester before they are scheduled to student teach.

Semester Scheduled for Student Teaching	Application Semester
Fall	Previous Spring
Spring	Previous Fall

For information on application deadlines and **mandatory Student Teaching Application meetings**, visit the Student Teaching website at <http://www.angelo.edu/dept/ceducation/studentteaching.html>.

Application Process

All student teaching candidates must attend a **MANDATORY Student Teaching Application meeting**. Meetings are held during each long semester. Dates and times for the meetings are on the Student Teaching website (<http://www.angelo.edu/dept/ceducation/stdates.html>) or from the Field Experience Advisor in the EPI Center. *Candidates must attend the meeting even if they have applied for student teaching in a previous semester.* Candidates not attending an application meeting must petition the Field Experience Advisor for approval before an application will be accepted for review.

Candidates applying for the Student Teaching Program must submit the following to the Field Experience Advisor in the EPI Center:

1. An application for student teaching. Candidates will receive application materials and instructions at the mandatory Student Teaching Application meeting.
2. General degree evaluation if an undergraduate student (available through student records at <https://rams.angelo.edu>).
3. Two faculty recommendations, one recommendation from upper level content coursework and one recommendation from pedagogy coursework.
4. A copy of an updated post-baccalaureate certification plan if the candidate already has a degree.
5. Biographical Data / Philosophy of Teaching
6. Criminal Background Check (Any felony conviction or probation could prevent a candidate from passing a criminal background check.)
7. Email confirmation of application to the Student Teaching Program.
8. If previously employed by a school district, official copy of district service record to prove one year or more of service in order to substitute for 9 hours of student teaching. (Note: The corresponding block class (ED 4315 or 4323) must still be taken and the 9 SCH must be substituted with other coursework.)

The Field Experience Advisor must approve all applications. Candidates applying after the deadline date for the student teaching semester must petition the Field Advisor for approval before an application will be accepted for review.

All applicants must possess sound physical health, sound mental health, and acceptable moral character. The Admission, Retention, & Dismissal Subcommittee may require the candidate to undergo physical and/or psychiatric evaluation.

Appeals Process

Candidates who are denied admission to the Student Teaching Program have a right to appeal the decision.

To appeal:

1. Contact the Field Experience Advisor to start the appeals process.
2. Write a letter to the Admission, Retention and Dismissal Committee.
3. Identify what you are appealing - GPA, missing coursework, etc.
4. State why you believe that an exception should be granted.
5. Submit the letter within 5 days of receiving the denial.

The candidate should be available if the Admission, Retention and Dismissal Committee wish a personal appearance and statement. Contact the Field Experience Advisor at 325-486-6603 if you need further information on the appeals process.

TASKSTREAM ONLINE PORTFOLIO

Candidates are required to submit online lesson plans and portfolios in some Education courses, including student teaching. The online portfolio program used by Angelo State University's College of Education is TaskStream. TaskStream is an online portfolio program that is accessible anywhere there is an internet connection. Lesson plan and portfolio development is facilitated by pre-designed forms, rubrics and linkable TEKS (Texas Essential Knowledge and Skills).

TaskStream is a subscription service and candidates will be responsible for the cost as they are for regular course textbooks. Course instructors will advise candidates of subscription requirements and costs. For more information on TaskStream, visit <http://www.taskstream.com>.

PRACTICUM FOR PRINCIPAL, SCHOOL COUNSELOR OR SUPERINTENDENT

Practicum is the most important field-based experience for Candidates seeking professional certification. It is a requirement for all Candidates unless a Candidate chooses to participate in an internship instead (see next section for further information). For the Candidates benefit, best preparation and to have a solid foundation, practicum should be one of the last courses completed.

If you are seeking an internship, but have not secured one by the mandatory meetings, please attend the application meeting and submit an application. It is easier to cancel a placement than find one at the last minute before the new school year begins.

During the full-time practicum semester, experiences are developed, implemented, and evaluated by a “team” comprised of the university supervisor, the public school mentor and the candidate. The “team” works cooperatively in order to develop a positive and effective student teaching experience.

Eligibility Requirements

- ✓ Met all EPP requirements
- ✓ Notified and submitted completed documentation to Graduate Advisor
 - Application
<https://www.angelo.edu/dept/ci/documents/Graduate%20Internship%20Application.pdf>
 - Letter of Intent from Cooperating District
 - Proof of Liability Insurance or membership (for School Counselor only)
- ✓ Enrolled in program, specifically designated Internship course

When to Apply

Candidates must apply the long semester before they are scheduled for practicum.

Semester Scheduled for Practicum	Application Semester
Fall	Previous Spring
Spring	Previous Fall

INTERNSHIP FOR INITIAL TEACHER CERTIFICATION

Candidates may wish to participate in a teaching internship instead of student teaching. During the full-time, paid, internship, Candidates are hired by a cooperating District under a one-year Probationary Certification. As the teacher of record, experiences are developed, implemented, and evaluated by a “team” comprised of the university supervisor, an assigned public school mentor teacher and the probationary teacher. The “team” works cooperatively in order to develop a positive and effective first year teaching experience. Internships may be sought anytime time during the program while completing other required courses.

If you are seeking an internship, but have not secured one by the mandatory meetings, please attend the application meeting and submit an application (see previous section). It is easier to cancel a placement than find one at the last minute before the new school year begins.

Eligibility Requirements

- ✓ Met all EPP requirements
- ✓ Passed Pre-Admission Content Test (PACT) (see PACT section for further information) The PACT level and content **MUST** match the level and content of the position the Candidate is being hired to teach.
- ✓ Secured a position with a Hiring District
- ✓ Notified and submitted completed documentation to Certification Advisor
 - Observation Log (see form in Student Teaching section)
 - Teaching Internship Eligibility Form (see form following this section)
- ✓ Applied for Probationary Certification and fingerprinting and paid fees through TEA (see instructions in TEA section)
- ✓ Enrolled in program, specifically designated Internship course

When to Apply

Candidates should notify the Certification Advisor when they are seeking an internship. The Certification Advisor will provide the necessary forms and guidance to complete the Probationary Certification in an efficient and timely manner. Once all requirements have been met and the Dean has approved, the Certification Advisor will recommend the Probationary Certification application for final processing by TEA.

Teaching Internship Eligibility

THIS IS NEITHER A CERTIFICATE NOR A PERMIT. This document verifies that the teacher candidate has been admitted to an approved educator preparation program leading to certification in Texas. This form must be returned to the educator preparation program. The preparation program will then recommend the teacher candidate for a probationary certificate, which must be issued to provide the employing school district assignment coverage during the internship year.

Teacher Candidate's Name _____ TEA ID # _____
 Address _____ City _____ State _____ Zip _____
 Teacher Candidate's Email _____ Phone _____
 Teacher Candidate Certification Field _____ Grade Levels _____
 Educator Preparation Program Name _____
 Address _____ City _____ State _____ Zip _____
 Educator Preparation Program Email _____ Phone _____

# of Required Ed Prep Coursework Hours Completed prior to internship (min. 80 required)	# of Required Field Observation Hours Completed prior to internship (min. 30 required)	Passed TEXES Content Exam for Correct Certification		Passed Pedagogy and Professional Responsibilities Exam	
		Yes	No	Yes	No
		Date: _____		Date: _____	

The Teacher Candidate Has Completed the Following Requirements for Texas Teacher Certification:

Educator Preparation Program Director _____

Signature

Date

The educator preparation program will assign a field supervisor to observe, coach, and evaluate the Intern each year he or she is on a probationary certificate for internship. The field supervisor will conduct a minimum of three observations of the intern on campus for 45 minutes each or longer each year and provide written feedback. Written documentation of this feedback is required to go to the campus principal as well as the educator preparation program. The Intern may be required to attend educator preparation seminars after the school day in addition to full teaching duties as assigned.

To be completed by the Employing School District

Campus Name _____ County/District # _____
 Address _____ City _____ State _____ Zip _____
 Campus Phone _____ Campus Website _____
 Authorized School Representative _____ Email _____
 Intern Teaching Assignment _____ Grade Level _____
 Date of Hire _____ First Day on Campus _____
 Mentor Teaching Assignment _____ Grade Level _____
 Mentor Name _____ Mentor Email _____

The campus or district shall assign an experienced mentor teacher to the intern teacher each year he or she is on a probationary certificate to observe, coach and model professional behavior for the intern. The campus administrator shall complete an annual electronic survey on the quality of teacher preparation regarding each intern in his or her school and submit it to the Texas Education Agency.

Campus Administrator _____

Signature

Date

INTERNSHIP FOR SCHOOL COUNSELOR CERTIFICATION

Candidates may wish to participate in a School Counselor internship instead of practicum. During the full-time, paid, internship, Candidates are hired by a cooperating District under a one-year Probationary Certification.

As the School Counselor of record, experiences are developed, implemented, and evaluated by a “team” comprised of the university supervisor, an assigned public school mentor and the probationary School Counselor. The “team” works cooperatively in order to develop a positive and effective first year experience.

If you are seeking an internship, but have not secured one by the application deadlines, please submit an application. It is easier to cancel a placement than find one at the last minute before the new school year begins.

Eligibility Requirements

- ✓ Met all EPP requirements
- ✓ Completed 12 SCH of applicable graduate coursework
- ✓ Secured a position with a Hiring District
- ✓ Notified and submitted completed documentation to Certification Advisor
 - Professional Internship Eligibility Form (see form following section)
 - Probationary Contract (see form following section)
 - Service Record verifying two creditable years of classroom teaching experience (request copy be sent from District Human Resource office to Certification Advisor)
 - Letter of Intent from Hiring District on letterhead stating beginning date of candidate’s employment with the name and qualifications of the mentor assigned by the school district.
 - Proof of Liability Insurance or membership to Texas
- ✓ Applied for Probationary Certification and fingerprinting and paid fees through TEA (see instructions in TEA section)
- ✓ Enrolled in program, specifically designated Internship course

When to Apply

Candidates should notify the Certification Advisor when they are seeking an internship. The Certification Advisor will provide the necessary forms and guidance to complete the Probationary Certification in an efficient and timely manner. Once all requirements have been met and the Dean has approved, the Certification Advisor will recommend the Probationary Certification application for final processing by TEA.

Professional Internship Eligibility For the Probationary Certificate

THIS IS NEITHER A CERTIFICATE NOR A PERMIT. This document verifies that the professional certification candidate has been admitted to an approved educator preparation program leading to professional certification in Texas. This form must be returned to the educator preparation program. The preparation program will then recommend the candidate for a probationary certificate, which must be issued to provide the employing school district assignment coverage during the internship year.

Professional Candidate's Name _____ TEA ID # _____
 Address _____ City _____ State _____ Zip _____
 Professional Candidate's Email _____ Phone _____
 Professional Candidate Certification Class _____ Grade Levels _____
 Educator Preparation Program Name _____
 Address _____ City _____ State _____ Zip _____
 Educator Preparation Program Email _____ Phone _____

The Professional Candidate Has Completed the Following Requirements for Texas Professional Certification:

Class of Certification Principal Superintendent School Counselor School Librarian Ed. Diagnostician Master Teacher Reading Specialist	# of Required Professional Preparation Coursework Hours Completed	Passed TEXES Content Exam for Correct Certification		Holds a Standard Teaching Certificate in : Date of Expiration: Years of Teaching Experience:
		Yes	No	
		Date:		

Educator Preparation Program Director

Signature

Date

The educator preparation program will assign a field supervisor to observe, coach, and evaluate the Intern each year he or she is on a probationary certificate for internship. The field supervisor will conduct a minimum of three observations of the intern on campus for 45 minutes each or longer each year and provide written feedback. Written documentation of this feedback is required to go to the campus principal as well as the educator preparation program. The Intern may be required to attend educator preparation seminars after the school day in addition to full educator duties as assigned.

To be completed by the Employing School District

Campus Name _____ County/District # _____
 Address _____ City _____ State _____ Zip _____
 Campus Phone _____ Campus Website _____
 Authorized Campus Representative _____ Email _____
 Intern Assignment _____ Grade Level _____
 Date of Hire _____ First Day on Campus _____
 Mentor Position _____ Mentor Campus _____
 Mentor Name _____ Mentor Email _____

The campus or district shall assign an experienced mentor to the intern each year he or she is on a probationary certificate to observe, coach and model professional behavior for the intern.

Campus Administrator

Signature

Date

School Counselor Probationary Certification Contract

In order to be recommended for Probationary Certification as a School Counselor through Angelo State University, the Hiring District and School Counselor candidate must agree to the following requirements and submit all documents to the Certification Advisor:

Candidate's Initials	Requirement
	Hold a valid Texas Teacher Certification.
	Submit an official Teacher Service Record showing a minimum of two years classroom teaching.
	Provide proof of Liability Insurance or Membership to Texas Counseling Association.
	Be currently enrolled in ASU's School Counselor Program.
	Have completed at least 12 SCH of Degree Plan Coursework. Submit a letter from the Hiring District stating the beginning date of the candidate's employment with the name and qualifications of the mentor assigned by the school district.
	Enroll in approved course for supervision purposes for each instructional unit the candidate is on Probationary Certification. Apply and pay fee for School Counselor Probationary Certification with the Texas Education Agency (TEA) at www.tea.state.tx.us .

Candidate _____ Date _____

District Representative _____ Date _____

Angelo State University Certification Officer _____ Date _____

INTERNSHIP FOR PRINCIPAL CERTIFICATION

Candidates may wish to participate in a Principal internship instead of practicum. During the full-time, paid, internship, Candidates are hired by a cooperating District under a one-year Probationary Certification.

As the School Counselor of record, experiences are developed, implemented, and evaluated by a “team” comprised of the university supervisor, an assigned public school mentor and the probationary School Counselor. The “team” works cooperatively in order to develop a positive and effective first year experience.

If you are seeking an internship, but have not secured one by the application deadlines, please submit an application. It is easier to cancel a placement than find one at the last minute before the new school year begins.

Eligibility Requirements

- ✓ Met all EPP requirements
- ✓ Completed 12 SCH of applicable graduate coursework
- ✓ Secured a position with a Hiring District
- ✓ Notified and submitted completed documentation to Certification Advisor
 - Professional Internship Eligibility Form (see form following section)
 - Probationary Contract (see form following section)
 - Service Record verifying two creditable years of classroom teaching experience (request copy be sent from District Human Resource office to Certification Advisor)
 - Letter of Intent from Hiring District on letterhead stating beginning date of candidate’s employment with the name and qualifications of the mentor assigned by the school district.
- ✓ Applied for Probationary Certification and fingerprinting and paid fees through TEA (see instructions in TEA section)
- ✓ Enrolled in program, specifically designated Internship course

When to Apply

Candidates should notify the Certification Advisor when they are seeking an internship. The Certification Advisor will provide the necessary forms and guidance to complete the Probationary Certification in an efficient and timely manner. Once all requirements have been met and the Dean has approved, the Certification Advisor will recommend the Probationary Certification application for final processing by TEA.

Professional Internship Eligibility For the Probationary Certificate

THIS IS NEITHER A CERTIFICATE NOR A PERMIT. This document verifies that the professional certification candidate has been admitted to an approved educator preparation program leading to professional certification in Texas. This form must be returned to the educator preparation program. The preparation program will then recommend the candidate for a probationary certificate, which must be issued to provide the employing school district assignment coverage during the internship year.

Professional Candidate's Name _____ TEA ID # _____
 Address _____ City _____ State _____ Zip _____
 Professional Candidate's Email _____ Phone _____
 Professional Candidate Certification Class _____ Grade Levels _____
 Educator Preparation Program Name _____
 Address _____ City _____ State _____ Zip _____
 Educator Preparation Program Email _____ Phone _____

The Professional Candidate Has Completed the Following Requirements for Texas Professional Certification:

Class of Certification	# of Required Professional Preparation Coursework Hours Completed	Passed TEXES Content Exam for Correct Certification	Holds a Standard Teaching Certificate in :
Principal		Yes No	Date of Expiration:
Superintendent			Years of Teaching Experience:
School Counselor			
School Librarian			
Ed. Diagnostician			
Master Teacher			
Reading Specialist			

Educator Preparation Program Director

Signature

Date

The educator preparation program will assign a field supervisor to observe, coach, and evaluate the Intern each year he or she is on a probationary certificate for internship. The field supervisor will conduct a minimum of three observations of the intern on campus for 45 minutes each or longer each year and provide written feedback. Written documentation of this feedback is required to go to the campus principal as well as the educator preparation program. The Intern may be required to attend educator preparation seminars after the school day in addition to full educator duties as assigned.

To be completed by the Employing School District

Campus Name _____ County/District # _____
 Address _____ City _____ State _____ Zip _____
 Campus Phone _____ Campus Website _____
 Authorized Campus Representative _____ Email _____
 Intern Assignment _____ Grade Level _____
 Date of Hire _____ First Day on Campus _____
 Mentor Position _____ Mentor Campus _____
 Mentor Name _____ Mentor Email _____

The campus or district shall assign an experienced mentor to the intern each year he or she is on a probationary certificate to observe, coach and model professional behavior for the intern.

Campus Administrator

Signature

Date

School Counselor Probationary Certification Contract

In order to be recommended for Probationary Certification as a School Counselor through Angelo State University, the Hiring District and School Counselor candidate must agree to the following requirements and submit all documents to the Certification Advisor:

Candidate's Initials	Requirement
	Hold a valid Texas Teacher Certification.
	Submit an official Teacher Service Record showing a minimum of two years classroom teaching.
	Provide proof of Liability Insurance or Membership to Texas Counseling Association.
	Be currently enrolled in ASU's School Counselor Program.
	Have completed at least 12 SCH of Degree Plan Coursework. Submit a letter from the Hiring District stating the beginning date of the candidate's employment with the name and qualifications of the mentor assigned by the school district.
	Enroll in approved course for supervision purposes for each instructional unit the candidate is on Probationary Certification. Apply and pay fee for School Counselor Probationary Certification with the Texas Education Agency (TEA) at www.tea.state.tx.us .

Candidate Date

District Representative Date

Angelo State University Certification Officer Date

Principal Probationary Certification Contract

In order to be recommended for Probationary Certification as a Principal through Angelo State University, the Hiring District and Principal candidate must agree to the following requirements:

Candidate's Initials	Requirement
	Hold a valid Texas Teacher Certification.
	Submit an official Teacher Service Record showing a minimum of two years classroom teaching experience to the Angelo State University Certification Advisor.
	Be currently enrolled in ASU's Principal Program.
	Have completed at least 12 SCH of Degree Plan Coursework. Submit a letter to the Certification Advisor from the Hiring District stating the beginning date of the candidate's employment with the name and qualifications of the mentor assigned by the school district.
	Enroll in approved internship course for supervision purposes for each instructional unit the candidate is on Probationary Certification. Apply for Principal Probationary Certification with the Texas Education Agency (TEA) at www.tea.state.tx.us .

Candidate _____ Date _____

District Representative _____ Date _____

Angelo State University Certification Officer _____ Date _____

TEXAS EDUCATION AGENCY

The Texas Education Agency (TEA) purpose is to oversee all aspects of the preparation, certification, and standards of conduct of public school educators. There is much valuable information on the TEA website, www.tea.state.tx.us. We recommend that candidates spend considerable time exploring this website and learning about the various aspects of teacher certification.

Routes to Certification

Angelo State University offers two routes to certification – university undergraduate initial and university post-baccalaureate. “University undergraduate initial” is the standard certification route for degree-seeking undergraduate candidates. “University post-baccalaureate” is the certification route for candidates who already have a degree and are taking coursework to complete the requirements for certification.

Establishing a TEAL/TEA Account for All Certification Candidates

Candidates seeking initial teacher certification must establish an account with TEAL/TEA before registering for Pedagogy (PPR) exam or applying for initial teacher certification. Candidates should not establish an account until they receive approval to register for the Pedagogy exam.

Most professional certification Candidates should have a TEA Account/ID due to their previous certification(s). However, if it has been a while since a Candidate has logged into the account, a TEAL account will need to be created and merged with the original TEA account to allow the creation of an ETS account and test registration.

To create a TEAL secure application and TEA account, candidates should go to www.tea.state.tx.us and click on Educator Login/Account set-up then follow the detailed, two-part instructions provided by TEA.

After establishing both accounts, candidates will be able to view their TEA ID number then click on [Educator](#) to access their TEA account. The TEA ID number is required to establish an online account with the certification examination company, Educational Testing Services www.texas.ets.org.

Applying for a Standard Teaching or Professional Certificate

It is not necessary for candidates to apply for their certificate when they initially register with TEA because certificates cannot be issued until Candidates have completed all university and TEA requirements. It is recommended that candidates apply for their certificate once they have passed all required exams.

To apply for any Standard Certificate, the instructions are as follows:

1. Login to TEAL application then click on [Educator](#) to get to TEA account
2. Click on Application
3. Click on Standard Certificate Texas Program
4. Answer the questions
5. The recommending entity is Angelo State University (University Based)

6. Enter the content or professional area and grade level (i.e. 4-8 Generalist or Principal EC-12) of the certificate you are seeking in the "Subject Applying for" field
7. Our candidates are considered "Candidates completing an Educator Preparation Program."
8. Complete an Exit Survey regarding the EPP
9. Candidates will be prompted to apply for fingerprinting, if necessary, at this point.

Applying for a Probationary Teaching or Professional Certificate

To apply for any Probationary Certificate, the instructions are as follows:

1. Go to the [TEA website](http://www.tea.state.tx.us) (www.tea.state.tx.us)
2. Click on Educator Setup/Account Set up
3. Follow the provided instructions to create your TEAL Account
4. Once your TEAL Account is set up, click on [Educator](#), which should take you to a blue & white screen
5. Choose Probationary Certificate Texas Program from the left side
6. Apply for Certification
7. Complete the Affidavit questions
8. Choose from the drop down box: Angelo State University (Post-Baccalaureate)
9. Enter Subject: this will be the Teacher Certification you are applying for (I.E., Principal)
10. Check that you understand Certifications are no longer mailed
11. Check that you have verified your addresses
12. Apply
13. Verify Angelo State University (Post-Baccalaureate)
14. Pay your application fee – currently \$52
15. Apply for fingerprinting and pay fee if initial teaching certification seeker.
Professional certification seekers should already have fingerprints on file.

Fingerprinting for Initial Teacher Certification

TEA uses fingerprints to perform national criminal background checks through the Texas Department of Public Safety and the Federal Bureau of Investigation. Candidates must pay online for fingerprint processing, which is made available when you have completed the certification application.

When applying for fingerprinting with TEA, candidates will select an electronic option for taking their fingerprints. The electronic option is known as Fingerprint Applicant Services of Texas (FAST). After selecting and paying for this option, candidates will receive an email with directions on how to schedule the fingerprint appointment. There is an additional fee for the vendor payable at the time of fingerprinting.

Due to higher readability rates and quicker processing, TEA only offers the FAST electronic process instead of ink-prints. For special circumstances where the electronic prints cannot be successfully obtained, the candidate must contact TEA to get permission for ink-prints.

Preliminary Criminal History Evaluation for Initial Teacher Certification

A Request for Preliminary Criminal History Evaluation is a non-mandatory, non-binding evaluation of an individual's self-reported criminal history, by the agency's educator investigations staff. The evaluation is a service provided to the requestor for a non-refundable fee made by credit card. The fee is currently \$150.

The requestor will receive a preliminary criminal history evaluation letter by email from the agency advising the requestor of a determination of potential ineligibility for educator certification. The evaluation is based solely on the information that is provided by the requestor. Participation in the evaluation will not preclude you from being required to submit to a national criminal history review at the time you apply for your educator certification. This means you will be required to be fingerprinted and to pay the applicable fees at that time. Your criminal history will be reviewed at that time and you may be subject to an investigation based on that criminal history, including any relevant information regarding the criminal history evaluated that you failed to submit for evaluation. For further information or to request this service, please visit the TEA website at www.tea.state.tx.us.

Please do not ask the Advisors in the EPI Center to evaluate criminal history issues. If there is an issue, it is a completely confidential matter between the Candidate and TEA. It is also completely the decision of TEA to determine if a Candidate is eligible for a certificate based on information obtained through the Federal background check.

Fingerprinting for Professional Certification

Typically, Candidates that are seeking professional certification have already submitted fingerprints, passed a Federal background check, and have a valid teacher certificate. In this case, the Candidate should skip the application for fingerprinting if prompted. If a Candidate is prompted to apply for fingerprinting, but ink fingerprints were submitted many years ago, TEA may require electronic fingerprint submission to up date your account.

Recommendation for Initial Standard Teacher Certification

All candidates who have applied for their teaching certificate through the TEA website are reviewed for the completion of their certification requirements. Candidates who have satisfied the following requirements will be recommended to TEA by ASU:

1. Completed the EPP, which includes all university coursework including student teaching or internship
2. Possess a Bachelor degree
3. Passed all applicable certification examinations including a PACT and a PPR

If the fingerprinting process has been completed, all application fees paid and the background check was satisfactory, TEA will then certify the candidate.

Principal and School Counselor Certification Recommendation

All candidates who have applied for their Principal or School Counselor certificate through the TEA website are reviewed for the completion of their certification requirements. Candidates who have satisfied the following requirements will be recommended to TEA by ASU:

1. Completed the EPP, which includes all university coursework and practicum

2. Possess a Master's degree
3. Submitted a Teacher Service Record that verifies two creditable years of classroom teaching experience
4. Passed the applicable certification examination

Recommendation for Superintendent Certification

All candidates who have applied for their professional certificate through the TEA website are reviewed for the completion of their certification requirements. Candidates who have satisfied the following requirements will be recommended to TEA by ASU:

1. Completed the EPP, which includes all university coursework and practicum
2. Possess a Master's degree
3. Have a valid Principal certification
4. Passed the applicable certification examination

Adding Certification Fields to an Initial Teacher Certification

Once initial teacher candidates become certified, additional teaching fields may be added to an initial teaching certificate by challenging the certification examination in any teaching field or content area. Certified teachers can register to take additional content or supplemental exams by logging into the ETS account at <http://www.texas.ets.org>. This route to certification is called "Cert by Exam." After passing the exam, teachers must apply online at <http://www.tea.state.tx.us> by logging into their TEA account, clicking on Applications then Additional Certification by Examination.

CERTIFICATION EXAMINATIONS

TEExES for Initial Teacher Certification

Candidates seeking teacher certification must pass at least two certification examinations – Pre-Admission Content Test (content or teaching field) and one covering best teaching practices (Pedagogy & Professional Responsibilities (PPR)). The Texas Examination of Educator Standards (TEExES) tests are based on the Texas Education Agency’s approved educator standards. The tests are published by Educational Testing Service (ETS). ETS’s website address is <http://www.texas.ets.org>.

Pre-Admission Content Test (PACT) for Initial Teacher Certification

All candidates must pass a Pre-Admission Content Test (PACT) for the content they are seeking initial certification to teach prior to student teaching or internship. Approval and a TEA account/ID are not required for this test. To be eligible to register for a PACT, a Candidate must not have been admitted to any EPP or have an account with TEA.

Instructions for registration are as follows:

1. Go to ETS at www.texas.ets.org
2. Choose Educator Preparation Programs (EPPs)
3. Choose Pre-Admission Content Tests (PACT)
4. Choose How to Register
5. Choose online registration system
6. Scroll to the very bottom to click New User
7. Click on no TEA ID
8. Scroll to the bottom to ‘You are seeking admission to an EPP by taking a content test’ and click on pre-admission content tests (PACT)
9. Complete the information requested
10. Click next to verify information and to certify that you hold a bachelor’s degree
11. Follow the prompts to complete the test registration necessary

Pedagogy & Professional Responsibilities (PPR) Approval for Initial Teacher Certification

Candidates will be approved to take the PPR test upon admission to student teaching or internship. A TEAL/TEA Account ETS account must be created to register for this test.

TEExES for Professional Certification

Candidates seeking professional certification must pass the certification exam applicable to their professional field. Approval to register for the test is granted by the Program Manager upon successful completion of designated coursework.

Most professional certification Candidates should have a TEA Account/ID due to their previous certification(s). However, if it has been a while since a Candidate has logged into the account, a TEAL account will need to be created and merged with the original TEA account to allow the creation of an ETS account and test registration.

Registration Information

It is the candidate's responsibility to read the online registration bulletin at <http://www.texas.ets.org>. The bulletin includes information about test dates, score reports, testing site admission requirements and much more. Candidates who do not read the bulletin may be turned away from the test site due to improper preparation (i.e. incorrect identification, cell phones, etc.).

Registration Instructions

The certification examination registration process requires three steps: establishing an account with TEAL/TEA, establishing an account with ETS and registering for the test.

Step One

Establish an account with TEAL/TEA <http://www.tea.state.tx.us>. Please refer to the section "Establishing an Account with TEAL/TEA" in the TEA section. TEA will then send the account information and test approval to ETS electronically.

Step Two

Establish an account with ETS. Go to <http://www.texas.ets.org> and click on the link "Your Account" located at the top of the webpage. Click on "New User" and complete all required fields. The personal data entered here must match the data entered on TEA's website. The username and password you select for this site will be needed to login when registering for a test.

Step Three

Once an account has been established with ETS, login (if not already logged in) and click on the link "Register for a Test." Follow the instructions and complete the information. Print an admission ticket to gain admission to the test.

Preparation Manuals

Preparation manuals can be downloaded from the ETS website <http://www.texas.ets.org>. Commercial preparation materials are available for purchase from various authors. Information and reviews on commercial preparation materials may be obtained through an online search.

Exam Availability and Score Reporting

Pencil-based Tests (PBT)

PBTs are now available only twice per year. To view pencil-based dates, click on the link Test Dates on the ETS <http://www.texas.ets.org> homepage. Pencil-based scores are available approximately 30 business days from the test date.

Computer Administered Tests (CAT)

CATs are available throughout Texas at various test center locations. Each test center set their test schedule, therefore, there is not one calendar to view available test dates. To view test dates, begin the registration process, choose the location and the dates for that location will drop down to view. Scores are available within 3-5 business days from the test date.

Candidates will choose to be notified by email and/or text. When the notification is received, the score report will be available for review. Candidates should not contact the EPI Center for scores. ASU personnel may not discuss scores due to Family Educational Rights and Privacy Act (FERPA) regulations.

Alternative / Nonstandard Testing Accommodations

A candidate requiring alternative or nonstandard testing accommodations must follow the registration instructions available online at <http://www.texas.ets.org/alternativeTesting/>. This is a lengthy, detailed process. Please allow at least 6-10 weeks for processing

**CERTIFICATION CHECKLIST
FOR INITIAL TEACHER**

	Enroll in Program (p.11)
	Complete observations and submit log to Certification Advisor (p.15)
	Pass PACT (p.31)
	Attend Student Teaching Application Meeting (p. 16)
	Apply for Student Teaching or Internship (p. 16 or p. 20)
	Register for TExES Pedagogy & Professional Responsibilities (PPR) (p. 23 and 31)
	Apply for teaching certificate and fingerprinting with TEA (p. 23)

CERTIFICATION CHECKLIST FOR PROFESSIONAL

	Enroll in Program (p. 11)
	Apply for Practicum or Internship (p. 19 or p. 22)
	Submit Teacher Service Record (if applicable)
	Register for applicable certification test (p. 23 and p.31)
	Apply for certificate (p. 23)

CERTIFICATION TERMS AND ACRONYMS

CAT	Computer Administered Test (TExES)
EC or ECH	Early Childhood
EPP	Educator Preparation Program
ETS	Educational Testing Service (TExES testing company)
PACT	Pre-Admission Content Test
PBT	Pencil-Based Test
PPR	Pedagogy and Professional Responsibilities
SBEC	State Board for Educator Certification
STAAR	State of Texas Assessment of Academic Readiness (formerly TAKS)
TAKS	Texas Assessment of Knowledge and Skills (changing to STAAR)
TEA	Texas Education Agency
TEKS	Texas Essential Knowledge and Skills
TExES	Texas Examination of Educator Standards
TxBESS	Texas Beginning Educator Support System

Texas Teacher Organizations:

ATPE	Association of Texas Professional Educators
TCTA	Texas Classroom Teachers Association
TSTA	Texas State Teachers Association

Candidate Services

Educator Preparation Information Center (EPI Center)

The EPI Center provides academic advising services to undergraduate and graduate students in the College of Education, as well as certification and field experience advising for students on certification degree plans across the Angelo State University campus.

Hours:

- 8 a.m. – 5 p.m. Monday through Friday.

Contact Information:

EPI Center: (325) 942-2209

Graduate Advising: (325) 486-6603

Field Experience Advising- (325) 486-6603

Certification Advising- (325) 486-6601

Health Services

No appointments or referrals are necessary for medical care. Students are seen on a first-come first-served basis.

Hours:

- 8 a.m. – 5 p.m. Monday through Friday.
- The first Wednesday of each month the clinic opens at 9 a.m.
1 p.m. – 5 p.m. Weekends, breaks between semesters and holidays (except Thanksgiving and Christmas)

Contact Information: (325) 942-2171

Counseling Services

Attending college can be both exciting and a little unsettling. The Center for Counseling Services is available to help students take advantage of opportunities and deal with the challenges of college life. Students should call ahead for an appointment with a counselor unless it is an emergency.

Hours:

8 a.m. – 5 p.m. Monday through Friday (Call ahead for appointment except in case of emergency)

Contact Information: (325) 942-2171