

**Post Baccalaureate Certification Plan Application
Standard Initial & Professional**

Please read the instructions and information carefully before completing this application.

General Information**How to Apply:**

Post Baccalaureate students who wish to pursue initial Texas teacher certification, initial teacher certification with a Master's degree or a professional certification may obtain a certification plan by completing this application. The certification plan application is **NOT** an application for admission to the University of Houston. You must be admitted to the university as a Post Baccalaureate (PB) or a Graduate (GR) student to begin our program. If you are a former UH student pursuing an initial teacher certification, and have not been continually enrolled in the last 13 months at the time of this application, you will need to re-apply through the UH admissions office.

For information on UH admissions:

- Visit <http://www.uh.edu/admissions/apply/additional-applicant/Post-Baccalaureate/> or;
- Contact admissions at 713-743-1010 or;
- Stop by the UH Welcome Center, entrance #1

Requirements:

- All course work is evaluated based on the requirements necessary to receive an initial Texas Teacher or Professional certificate in the area of your choice.
- At least a Bachelor's Degree (deemed equivalent to a U.S. Bachelor's degree through UH admissions office). Transcripts from other schools attended must be submitted if they have not been previously submitted for admissions to the university.
- A 2.50 GPA over the last 60 hours of coursework for initial certificates only. If your GPA is lower, see an advisor before submitting this application. All others must meet graduate admission requirements.
- Foreign Transcripts must be evaluated on a semester basis by an outside agency. Please review "Addresses of Organizations that Evaluate Foreign Transcripts" at the end of this document for more information.
- A copy of your teaching certificate must be submitted with this application if you are applying for a professional certificate area.
- A teaching service record with 2+ years teaching experience must be submitted with this application if you applying for a professional certification area (obtained through the HR department at your school district).

Certification Plans:

- Certification plans are processed in the order received. Once we receive payment we will forward your completed plan.
- It will take approximately 2 weeks to receive your plan by mail. Please allow the allotted maximum time to pass before checking on the status of your plan.
- Email is our primary communication vehicle in the College of Education, and all official college email will be sent to your UH email account, if you have one. For students not yet enrolled, please provide an accurate email address.
- After receiving your initial teacher certification plan our QUEST advisors can assist you by providing general requirements and deadlines for the QUEST program. Those students on professional certification plans should see the Certification Officer after meeting with their faculty advisor, if there are any questions.

Reciprocity

If you hold a teaching certificate from another state or country, contact the Texas Education Agency (TEA) in Austin, TX at 512-936-5880 or visit <http://www.tea.state.tx.us/> before submitting this application. You may not need a certification plan.

THESE WRITTEN INSTRUCTIONS OVERRIDE ANY VERBAL COMMUNICATIONS FROM ANY SOURCE.

Checklist:

Do not submit application without required attachments.

	To complete the application make sure you have:
	Fee submitted: (checks or money orders only made payable to <i>University of Houston</i>) <ul style="list-style-type: none"> • \$50 for UH students; • \$75 for non-UH student.
	Non-UH students or former UH Students that have attended other universities or colleges since their last enrollment at UH must submit original transcripts or copies from ALL schools attended (No faxes, grade reports, computer printouts or electronic transcripts). <ul style="list-style-type: none"> • Must show degree(s) posted • Copies must be clear, legible, and unmarked
	Foreign Transcript Evaluation by semester <ul style="list-style-type: none"> • Please review "Addresses of Organizations that Evaluate Foreign Transcripts" at the end of this document for more information.
	Copy of Texas teaching certificate (if you hold one)
	Teaching Service Record if you are applying for a professional certificate OR if you are substituting 2 years of teaching experience for student teaching.
<p>I understand that without a 2.5 GPA in the last 60 hours I will not receive a certification plan. I understand there is no refund and that I have attached all the required documents, including the appropriate fee and have kept copies of all materials. I understand materials submitted with this application become the property of the University of Houston and are not subject to reproduction or return.</p> <p>Signature _____ Date _____(mm/dd/yyyy)</p>	

The Chart below is for informational purposes to calculate your GPA (Grade Point Average). You may also visit <http://www.coe.uh.edu/gpa/gpa.cfm> to use the online GPA Calculator.

GPA Calculation Chart (for Student's Reference Only)				
Letter Grade	Total # of letter grades received	Grade Value	Points	Totals
A	_____	X 4.00	= _____	To find your Grade Point Average (GPA), please divide your total grade points by total hours.
A-	_____	x 3.67	= _____	
B+	_____	x 3.33	= _____	
B	_____	x 3.00	= _____	
B-	_____	x 2.67	= _____	
C+	_____	x 2.33	= _____	
C	_____	x 2.00	= _____	
C-	_____	x 1.67	= _____	
D+	_____	x 1.33	= _____	
D	_____	x 1.00	= _____	
D-	_____	x 0.67	= _____	
F	_____	x 0.00	= _____	
Total Hours:		Total Grade Points:		Total Grade Points/Total Hours =
<i>Example</i>				
A	<u>15</u>	X 4.00	= <u>60</u>	141.35/38= 3.72
A-	<u>14</u>	x 3.67	= <u>51.38</u>	
B+	<u>9</u>	x 3.33	= <u>29.97</u>	
Total Hours: 38		Total Grade Points: 141.35		Total Grade Points/Total Hours = 3.72 GPA

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General Information:				
First Name:	Last Name:	myUH (PeopleSoft) ID# or Last 4 digits of SS#:	Date of Birth (mm/dd/yyyy):	
Mailing Address:		City:	State:	Zip:
Home/Cell Phone Number:	Work Phone Number:	E-mail address:		
Gender:	Are you Hispanic or Latino?	What is your race/ethnicity?	Are you a U.S. Citizen?	
Highest Degree Earned:		Degree in Subject:		
Type(s) of Texas Certificate(s) held:				
College(s) attended/Degrees received:				
Have you ever applied for a certification plan with the University of Houston?				
Choose ONE Certification Plan:				
I. Early Childhood to Sixth Grade (Grades EC-6)				
II. FOURTH GRADE TO EIGHTH GRADE (Grades 4-8)				
III. EIGHTH GRADE TO TWELFTH GRADE (Grades 8-12)				
IV. ALL-LEVEL CERTIFICATIONS (Grades EC-12) * = Certification plan requires a 3.0 GPA in the last 60 hrs. Contact an advisor for more information.				
V. PROFESSIONAL CERTIFICATIONS				
I understand that without a 2.5 GPA in the last 60 hours I will not receive a certification plan.				
Signature _____ Date _____				

You may mail required documents to: University of Houston, College of Education
Curriculum and Instruction Office
256 Farish Hall
Houston, TX 77204-5027

FOR OFFICE USE ONLY			
Check #:	Amount:	Receipt:	
Returned:	Transcripts:	Degree:	GPA:
Received on:	By:	Forwarded	Date:
Tentative:			

ADDRESSES OF ORGANIZATIONS THAT EVALUATE FOREIGN TRANSCRIPTS

Global Credential Evaluators, Inc

P.O. Box 13006
College Station, TX 77841-6006
USA
(409) 696-8912

International Consultants of Delaware, Inc.

109 Barksdale Professional Center
Newark, DE 19711-3258
USA

International Education Research Foundation, Inc.

Credentials Evaluation Service
P.O. Box 66940
Los Angeles, CA 90066

SPANTRAN Educational Services

7211 Regency Square Blvd.
P.O. Box 35404
Houston, TX 77235
(713) 266-8805

World Educational Services, Inc.

P.O. Box 745
Old Chelsea Station
New York, NY 10011

NOTE: Please be sure to have a course by course (upper and lower division) evaluation with grade equivalents (A, B, C, D, F, etc.) prepared semester by semester.