

# Office of Educator Certification and Academic Services

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The Office of Educator Certification and Academic Services is a staff support department in the College of Education and Human Services. The purpose of the Educator Certification Office is to assist applicants, students, faculty, and staff in educator certification programs at East Texas A&M University. The office maintains accurate data reporting to the Texas Education Agency for educator certificate programs and provides academic departments at the university with technical assistance related to state certification requirements. All individuals completing an educator certification program at East Texas A&M are required to apply for admission to the Educator Certification Office, submit all required documentation in accordance with academic program directives, and comply with the Texas Educator's Code of Ethics.

## Admission To Educator Certification Programs

Application to an initial teacher certification (e.g., Alternative Teacher Certification Programs) or professional certification program should be made online to the Educator Certification Office. Formal admission into the Graduate School and Educator Certification Office is required prior to enrolling in coursework leading to an educator certificate. Program completion is required before East Texas A&M University can recommend any initial certificate be issued. Information regarding all educator certification programs may be viewed at <https://www.etamu.edu/educator-certification-academic-services/>.

## Post-Baccalaureate/Alternative Teacher Certification Program or Alternative Certification Only (Standard Teacher Certification)

### (Admission)

1. Passing score on Pre-Admission Content Test (TX PACT) prior to submission of applications for admission.
2. Earn admission into the Graduate School to pursue one of the following:
  - a. A Master of Education degree in Curriculum and Instruction (CINS), or Master of Science in Special Education (SPED). There will be a question at the end of the application asking if you want to pursue a teaching certification - check yes.
  - b. To apply for teacher certification only without a master's degree, apply to the Graduate School and select Educator Certification.
  - c. Graduate School application can be made at ApplyTexas.org (<https://www.applytexas.org/>) which includes a \$50 non-refundable application fee.
3. Applicants must have completed their Bachelor of Science or equivalent degree with a minimum 2.75 overall GPA or a completed master's degree with a minimum 3.0 overall GPA. All transcripts must be submitted to the Graduate School.
4. Earn admission to the Alternative Teacher Certification Program located at <https://www.etamu.edu/programs/alternative-teacher-certification/> which includes a \$50 non-refundable application fee.
5. Meet admission requirements for specific certificate and program area (see website for details).
6. Sign and return the admission decision letter from the Certification Office.
7. Educators who apply for certification are required to demonstrate English language proficiency by fulfilling one of the following requirements:
  - a. Completion of an undergraduate or graduate degree at an accredited institution of higher education in the United States, or one of its territories; or
  - b. Completion of an undergraduate or graduate degree earned at an institution of higher education in a country outside of the United States approved by the State Board for Educator Certification (SBEC); or
  - c. A standard certificate issued by the department of education in another state where examinations for the certificate were taken and passed; or
  - d. A passing score on the Test of English as a Foreign Language Internet-Based Test (TOEFL-IBT) exam must be submitted. The score earned for each section of the exam must be within the High-Intermediate level.
8. Foreign Transcripts, if applicable.
9. If you received a Bachelor's degree from outside of the United States then a Foreign Credential Evaluation with a Course-by-Course summary will be required. This is to remain in compliance with TEA to verify a bachelor's degree and to compute a core GPA.
10. East Texas A&M Graduate School also requires original, official transcripts unless you use WES-ICAP or a full Spantran evaluation.
11. Please use one off the list of approved TEA agencies unless your degree is from Nigeria or China, then you must use WES or TEC. ETAMU Graduate School also requires original, official transcripts unless you use WES-ICAP or a full TEC evaluation.

### (Program Requirements)

1. Meet admission requirements.
2. Complete 50 hours of field-based experience in a Texas Education Agency accredited classroom prior to teaching assignment.

3. Complete the 6 graduate level online certification courses earning no grade lower than B, maintaining a 3.0 GPA. Four of the six courses must be completed prior to teaching assignment.
4. Pay the \$35 non-refundable TEA Assessment Fee.
5. Once you have started taking your alternative certification classes, you may seek approval for your TExES content exam. A passing score on the TExES content exam is required before you can begin your teaching assignment.
6. Teacher candidates seeking certification in EC-6 Core, 4-8 Core, ELAR 4-8 and ELAR/SS 4-8 will be required to pass a "Science of Teaching Reading" exam in addition to their TExES content exam. A passing score on the STR exam is required before you can begin your teaching assignment if you are teaching one of the previously listed areas.
7. Once you have completed the four (4) minimum required classes, you may seek approval for the TExES Pedagogy and Professional Responsibilities (PPR) exam. A passing score on the PPR is required before you can obtain a Texas Teaching Certificate.
8. Complete a successful supervised teaching assignment in a Texas Education Agency accredited public or charter school or a TEPSAC accredited private school through one of two options: Option 1 - One year paid internship as the teacher of record or Option 2 - one semester (490 hours) as an unpaid clinical/student teacher. If at any time the student resigns or is dismissed from employment, the student will be dismissed from the program. Pay required field supervision fees based on type of teaching assignment.
9. Comply with the Texas Teacher Code of Conduct, The Code of Ethics, and exhibit professional behavior at all times.
10. If seeking a master's degree, complete remaining courses and any degree requirements for completion of the degree, including the corresponding comprehensive exam. If not seeking a master's degree but have remaining certification courses, finish all course work.
11. Comply with all practices, policies, and requirements outlined by the program.

After completion of all certification program requirements, students must apply for their Standard Certificate with the Texas Education Agency in a timely manner. Filing for certification is an online process.

## Graduate Level Certifications

The department offers the following certificates, specializations and/or degrees.

- The master's degrees can provide courses leading to EC-6, 4-8, 7-12, 8-12, 6-12, or All-Level Certification (see Post-Baccalaureate/Alternative Teacher Certification Program for all approved areas)
- Teacher certification without seeking a master's degree can also be obtained. (See Post-Baccalaureate/Alternative Teacher Certification Program)

## Degree and Certification Requirements

The following undergraduate prerequisites for graduate majors and minors are currently in force:

**Graduate Majors:** Only candidates holding at least a provisional or standard teaching certificate or whose graduate program includes courses for meeting requirements of an official certification plan may be admitted for an advanced degree.

**Graduate Minors:** The head of the Department of Curriculum and Instruction through his/her standing committee on admissions will determine whether the minimum number of courses required by the catalog for a minor in curriculum and instruction will enable the candidate to function effectively in the field. This will be based upon each individual's professional preparation and experience.

## Post-Baccalaureate/Alternative Teacher Certification Program

Students pursuing teacher certification as a graduate student should contact the Center for Educator Certification and Academic Services at 903-886-5671 for admission requirements. Some of the graduate-level courses may be counted toward a master's degree. Visit <https://www.etamu.edu/educator-certification-academic-services/> for more information.

## Alternative Teacher Certification - Traditional

This program is uniquely designed for those who have previously earned their bachelor's degree and now seek to make a career transition into the teaching profession. This is a non-degree seeking program for those wishing to obtain a Texas teacher certification without obtaining a master's degree. The program requires 18 hours of online coursework along with field-based work and a teaching assignment. To see program: Alternative Teacher Certification - Traditional (<https://coursecatalog.tamuc.edu/grad/colleges-and-departments/education-human-services/curriculum-instruction/alternative-teacher-certification-traditional-cert/>)

## Alternative Teacher Certification – Graduate Level, Competency Based Education

The competency-based alternative certification program provides coursework preparing post-baccalaureate or graduate students for initial teacher education certification. The courses prepare students to be teacher leaders in a modern classroom and in their district by helping provide the knowledge and skills needed to be an effective teacher in their respective field. The 18-semester credit hour program will focus on evidenced-based learning, curricular and instructional design, and pedagogy for teaching in K-12 schools. Through rigorous and applicable curriculum, students will be supported to achieve the objective of earning teacher certification. This program provides opportunities for students to work at their own pace toward completion of their degree, and — because it is fully online — students can plan their study schedule around other responsibilities to complete the coursework. To

see program: Alternative Teacher Certification - Graduate Level, Competency Based Education (<https://coursecatalog.tamuc.edu/grad/colleges-and-departments/college-of-innovation-design/alternative-teacher-certification-graduate-level-competency-based-education/>)

### **Professional Certificate Programs**

(Superintendent, Principal, School Counselor School Librarian, Educational Diagnostician, Reading Specialist)

- **Superintendent** (<https://coursecatalog.tamuc.edu/grad/colleges-and-departments/education-human-services/educational-leadership/superintendent-certificate/>)
- **Principal** (<https://coursecatalog.tamuc.edu/grad/colleges-and-departments/education-human-services/educational-leadership/principal-certificate/>)
- **School Counselor** (<https://coursecatalog.tamuc.edu/grad/colleges-and-departments/education-human-services/counseling/school-counseling-graduate-certificate/>)
- **School Librarian** (<https://coursecatalog.tamuc.edu/grad/colleges-and-departments/education-human-services/higher-education-and-learning-technologies/educational-technology-library-science-ms-med/school-librarian-certificate/>)
- **Educational Diagnostician** (<https://coursecatalog.tamuc.edu/grad/colleges-and-departments/education-human-services/psychology-special-education/special-education-ms-med/educational-diagnostician-certification-only/>)
- **Reading Specialist** (<https://coursecatalog.tamuc.edu/grad/colleges-and-departments/education-human-services/curriculum-instruction/reading-specialist-program-certification-only/>)

### **(Admission)**

1. Completion of Bachelor's Degree. For certification only programs, applicants must have completed their Master's degree.
2. Completion of the Graduate School application at ApplyTexas.org (<https://www.applytexas.org/>).
3. Payment of application fee, a \$50 non-refundable Graduate School application fee.
4. Submit official copy of all graduate/undergraduate transcripts conferring master's degree (if applicable).
5. Letters of Professional Recommendation are required by some, but not all, programs for admission. For additional details, please contact the academic department and/or graduate school.
6. A current copy of the applicant's Texas teaching certificate and service record indicating years of creditable teaching experience. Required teaching experience for admission ranges from 0 to 3 years depending on the certification program being pursued. The superintendent certification program requires a minimum of three years managerial experience and principal certification (or TEA verified equivalence) at the time of admission. The school counseling certification program does not require a teaching certificate and no years of teaching experience are required.
7. Minimum GPAs for admission vary by program. Contact the graduate school and/or the appropriate academic department for additional details. Links to program webpages with admission criteria can be found on the Certification Office webpage: <https://www.etamu.edu/educator-certification-academic-services/>.
8. Completion of Application for Admission to the Professional Certification Program: Please see program admissions webpage for each program for the most up to date Certification Application links. The application includes a \$50 non-refundable application fee and a \$35 non-refundable TEA Assessment Fee.
9. Screening as required by appropriate academic department. These may include interviews, essays, written questions, video responses or other items and vary based on the certification program. For most programs, these are completed as part of departmental review within your Graduate School admissions process. If additional items are required when applying to the Certification Office, you will be given additional information.
10. Meet admission requirements for specific and program (see website for details).
11. Sign, date, and return the admission letter for the certification program.
12. Earn admission to the Graduate School.

### **(Program Requirements)**

In order to successfully complete the Professional Certification Program, the following are required:

1. Continued admission and retention in the Professional Certification Program. Due to state requirements for maintaining accurate enrollment records, individuals who are inactive (no course enrollment or completion) for two consecutive long semesters (fall/spring or spring/fall) will be administratively removed from the educator certification program and required to reapply to the Certification Office for admission.
2. Successful completion of all departmental requirements, required GPAs, and appropriate state certification exams.

After completion of all professional certification program requirements, students must apply for their certificate with the Texas Education Agency in a timely manner. Filing for certification is an online process. Contact the Educator Certification Office if you are unsure about your eligibility or the steps to apply for your standard certificate.