

The Teacher Education Program at Tarleton State University

Students must have at least 60 earned hours to take **EDUC 3320** – Foundations of Teaching: Elementary (EC-6) Classrooms or **EDUC 3321** - Foundations of Teaching: Middle and Secondary Classrooms. There are no exceptions. The 60 hours must be visible on your unofficial transcript at Tarleton. (myGateway)

In order to take EDUC 3330 – Models of Instruction or EDSP 4361 - Teaching Strategies for Adolescent Students with Learning Disabilities , or any other Education course, the student must be admitted into the Teacher Education Program.

Applications are normally completed while the student is enrolled in EDUC 3320/3321. If the student believes they will be admitted, they should go ahead and enroll in EDUC 3330/EDSP 4361 as soon as they are able. Although final decisions will not be made by the Educator Preparation Council until the Friday before the next semester begins, students who are being denied will have already been notified by this time.

****If you believe you may need special accommodations when taking the TExES certification exam, please contact the Certification Testing Coordinator at 254-968-1908 at your earliest convenience since it can be a lengthy process.**

Important Contact Information:

VACANT, Director of Teacher Education/Certification Officer, 254-968-9817

Allison Andrews, Certification Program Specialist, 254-968-9815, andrews@tarleton.edu

Chelsea Lanier, Field Experiences Program Specialist, 254-968-1988, clanier@tarleton.edu

Stephanie Schinnerer, Coordinator of Field Experiences, 254-968-9811, schinnerer@tarleton.edu

Brenda Strong, Certification Testing, 254-968-1908, strong@tarleton.edu

Educator Preparation Services Website: www.tarleton.edu/EPS

Application Due Dates:

- Applications are due by 5:00 pm on **the due date, which is February 15, July 1, or October 15.**
- **Summer 2019 Important Dates:**
 - **Submit applications beginning on June 3, 2019**
 - **All Applications due in Math 101 by 5:00 pm – July 1, 2019**
 - **Last day to submit departmental screening verification – August 9, 2019**
 - **Last day to submit transfer grades, grade changes, or any other requirement – August 16, 2019**
 - **Council will vote and admission emails/letters will be mailed out – August 23, 2019**

*****Check with advisor for any departmental deadlines that may occur earlier.*****

The following is a summary of major requirements that must be completed by the end of application semester. There may be additional requirements that are department specific.

- 3 English courses with a C or better (change for Fall 2016)
- Speech with a B or better (COMM 1311, 1315, or 2302)
- PSYC 3303 or 2308 or CHFS/FACS 3300 with a C or better
- EDUC 3320/3321 with a C or better (block GPA must be a 2.75)
- Completion of at least 12 hours in Certification Area; 15 hours if Math or Science
- No grade lower than C in your Certification Area or in Professional Development
- GPA of at least 2.75 in each Cert Block, Professional Development, and all coursework on Certificate Plan
- GPA of at least 2.75 at the end of semester overall on transcript or on last 60 hours
- All students must be screened by their departments
- Application fee of \$35 paid in TexanBillPay (will show up in account 1 week after due date)
- If admitted, TEA ASEP Technology Fee of \$35 paid (will show up in account 1 week after admission date)
- Any additional departmental requirements

**** If you are denied admission into the Teacher Education Program, you will need to reapply with new paperwork and a new application fee by the next due date.****

Instructions to Apply to the Teacher Education Program Secondary/All Level - (6-12, 7-12, 8-12, or All Level Art, Music, PE, Spanish)

1. Make an appointment with your advisor and make any necessary arrangements to complete the departmental screening.
2. Fill out the application packet online and print it out.
3. Print out your unofficial transcript or degree evaluation from myGateway and use it to complete your certificate plan. Make sure all prior coursework is showing.
4. When you meet with your advisor, make sure your advisor signs your checklist and certificate plan, completes the verification of successful completion of departmental screening form or makes arrangements to complete it at a later date, and completes any necessary substitution forms.
5. Bring your completed application and signed certificate plan, to Room 101 of the Math Building. Applications will not be accepted late.
6. Within one week following the application deadline, your account at Tarleton will be billed \$35 for the application fee. Log into myGateway, then navigate to Texan Bill Pay. You will be able to pay the application fee using a credit or debit card or electronic check. Payment can also be made in person at the Cashier's office.
7. If you meet the admission requirements, you will be sent an offer of admission by email. You must reply to that email either accepting or rejecting the offer. If the offer is accepted, you will be billed \$35 for an ASEP Technology Fee charged by TEA.

Application Packet consists of:

- Application
 - SEC 1 – name/address – Name should match license/ID and what you have entered in TEAL account
 - SEC 2 – certification designation
 - SEC 3 – checklist
 - SEC 4 – TEP Application Concurrent Enrollment form
 - SEC 5 -- GPA statement
 - SEC 6 – departmental screening form (only this form may be submitted late) plus any supporting documentation attached.
- Certificate Plan
- Copy of any **New** Substitution/Exception Forms (if needed) (route original for signatures; only include a copy with student and advisor signature in file)

Advisor signatures are required on:

- Checklist
- Certificate Plan
- Departmental Screening Form
- Substitution Form (if needed)

Instructions to Apply to the Teacher Education Program (TEP) Interdisciplinary Studies - EC-6, 4-8, or All Level Special Education

1. Contact your advisor to set up an appointment to complete your application.
2. Stephenville based students - watch for signs in the Education Building with instructions on how to sign up for the departmental screening.
Fort Worth and Waco based students – contact your advisors to obtain the information as to how to sign up for the departmental screening.
3. Make sure all transfer work is showing on your Tarleton transcript.
4. Complete the rest of the pages, including the checklist, in the application.
5. When you meet with your advisor, make sure your advisor signs your checklist, acknowledgements form, and the Curriculum & Instruction Departmental Checklist.
6. Save your Curriculum & Instruction Departmental Checklist to turn in at your screening interview.
7. Bring the rest of the application to Room 101 of the Math Building or if you are at the Fort Worth or Waco location, please check with your advisor for instructions on where to submit early to have them mailed to the Stephenville campus before the deadline. Applications will not be accepted late.
8. Approximately one week after the application deadline, your account at Tarleton will be billed \$35 for the application fee. Log into myGateway, then navigate to Texan Bill Pay. You will be able to pay the application fee using a credit or debit card or electronic check. Payment can also be made in person at the Cashier's office.
9. If you meet the admission requirements, you will be sent an offer of admission by email. You must reply to that email either accepting or rejecting the offer. If the offer is accepted, you will be billed \$35 for an ASEP Technology Fee charged by TEA.

Turn into Math 101 by the TEP due date:

- ELEM 1 - Application - Name should match license/ID and what you have entered in TEAL account
- ELEM 2 - Checklist
- ELEM 3 – TEP Application Concurrent Enrollment Form
- ELEM 4 – Acknowledgements

Turn in Curriculum & Instruction Departmental Checklist at Departmental Screening Interview.