

Request to Change Certification Area after being admitted into the Teacher Education Program

Name:	
TSU UID:	TEA ID:
Email address:	
Certification Area as admitted:	
New Certification Area requested:	

Requirements

- No changes will be made after a student has been placed for PD III/block/clinical teaching.*
- Student must meet all teacher education program requirements in the new certification area.
- Student must meet with an academic advisor to discuss any degree plan changes.
- If changing departments, a new departmental screening will have to be passed. Attach a copy of the Verification of Successful Completion of Departmental Screening form that can be found in the Secondary/All-Level Teacher Education Program application.

Sign below indicating that you have met the requirements listed above in order to request to change certification areas.

Student Signature:	Date:
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Please have an academic advisor sign confirming the student listed on this page has met with them and made any necessary degree or certification changes within the department.

Advisor Signature:	Date:
Advisor Email:	

Submission Instructions

Email this signed request (and departmental screening verification if required) to Allison Musick at amusick@tarleton.edu.

Upon verification that the student meets all the requirements to change certification areas, an email will be sent to the student confirming the change has been made.

* Bilingual can be changed to ESL up until the point when the student submits the Test Approval Request Form to take the bilingual supplemental exam.