

# The Teacher Education Program at Tarleton State University

**Students must have at least 60 earned hours and be a junior to take BLOCK 1** (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 BLOCK 2** (EDUC 3331 – Methodology Field Implementation or EDSP 4361 - Teaching Strategies for Adolescent Students with Learning Disabilities) **or any other Education/Block course, students must be admitted into the Teacher Education Program.**

Applications are normally completed while the student is enrolled in Block 1. If the student believes they will be admitted, they should go ahead and enroll in Block 2 as soon as they are able. Although final decisions will not be made by the Educator Preparation Council until right 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:

Dr. Josh Jones, Director of Educator Preparation Services, 254-968-9817, [jjones1@tarleton.edu](mailto:jjones1@tarleton.edu)  
Allison Musick, Certification Officer, 254-968-9815, [amusick@tarleton.edu](mailto:amusick@tarleton.edu)  
Chelsea Lanier, Field Experiences Program Specialist, 254-968-1988, [clanier@tarleton.edu](mailto:clanier@tarleton.edu)  
Brenda Strong, Certification Testing, 254-968-1908, [strong@tarleton.edu](mailto:strong@tarleton.edu)  
Educator Preparation Services Website: [www.tarleton.edu/EPS](http://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.**
- **Fall 2023 Important Dates:**
  - **Submit applications beginning on Aug 24, 2023**
  - **All Applications due by 5:00 pm – Oct 16, 2023**
  - **Last day to submit departmental screening verification – Dec 15, 2023**
  - **Last day to submit transfer grades, grade changes, or any other requirement – Dec 22, 2023**
  - **Council will vote and offers of admission sent out by email – Jan 9, 2024**

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

### TEP Admission Requirements:

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 (ENGL prefix required)
- PSYC 3303 or 2308 or CHFS 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
- Any additional departmental requirements

**\*\* If you are denied admission into the Teacher Education Program, you will need to reapply with all new paperwork by the next due date. A new application fee will be applied.\*\***

Additional Requirements – no specific due date, but will affect registration:

- Application fee of \$35 paid in TexanBillPay (will show up in account approximately 1 week after due date.)
- **If admitted**, TEA ASEP Technology Fee of \$35 paid (will show up in account approximately 1 week after deadline to accept admission.)

## **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. Communicate with your advisor/mentor to determine a method to meet and review the application (face-to-face or virtual) and make any necessary arrangements to complete the departmental screening.
2. Fill in the application packet online and save or print out and fill in legibly. Be prepared to submit via email. **Make sure your TSU ID and TEA ID numbers are correct.**
3. Use your unofficial transcript or degree evaluation from myGateway to complete your certificate plan. Make sure all prior coursework is showing. (You do not need to print your transcript or evaluation.)
4. If meeting virtually, email your application and certificate plan to your advisor/mentor prior to your meeting time. Your advisor/mentor will need to sign your checklist and certificate plan, complete the verification of successful completion of departmental screening form or make arrangements to complete it at a later date.
5. Submit your completed application by email to [amusick@tarleton.edu](mailto:amusick@tarleton.edu) or submit in person in office 101C of the Math Building. Applications will not be accepted late. If the application is submitted electronically, verification that it has been received and can be opened successfully will be sent by email to the submitter and to the applicant (if different). If you do not get an email within 2 business days of submission, please contact Allison Musick at [amusick@tarleton.edu](mailto:amusick@tarleton.edu). No confirmation will be sent to those who deliver in person.
6. Approximately 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 by the date listed in the email. 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 and acknowledgements
  - SEC 3 – checklist
  - SEC 4 – TEP Application Concurrent Enrollment form
  - SEC 5 – departmental screening form (only this form may be submitted late) plus any supporting documentation attached.
- Certificate Plan

### **Departmental Advisor/ mentor signatures are required on:**

- Checklist
- Certificate Plan
- Departmental Screening Form

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

1. Get in contact with your departmental mentor/advisor to set up an appointment to complete your application and to find out details on how to complete your departmental screening.
2. Make sure all transfer work is showing on your Tarleton transcript. If not, request those transcripts get sent to Tarleton.
3. If meeting virtually, email your application to your advisor/mentor prior to your meeting time. Your advisor/mentor will need to sign your checklist and acknowledgements form.
4. Submit your completed application by email to [amusick@tarleton.edu](mailto:amusick@tarleton.edu) or submit in person in office 101C of the Math Building. Applications will not be accepted late. If the application is submitted electronically, verification that it has been received and can be opened successfully will be sent by email to the submitter and to the applicant (if different). If you do not get an email within 2 business days of submission, please contact Allison Musick at [amusick@tarleton.edu](mailto:amusick@tarleton.edu). No confirmation will be sent to those who deliver in person.
5. 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.
6. 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 by the date listed in the email. If the offer is accepted, you will be billed \$35 for an ASEP Technology Fee charged by TEA.

### **Submit to Math 101 or by email:**

- 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