



TEXAS TECH UNIVERSITY
College of Education™

NCATE Accredited

College of Education
Texas Tech University
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Lubbock, Tx 79409

Office of Student Services

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www.educ.ttu.edu/certification

Handbook for Professional Certification

How to obtain your professional certificate through Texas Tech University

What's inside:

- Certification office contact information
- Guidelines for completing state requirements for your certificate
- Advice on navigating the road to your goal

February 2009



Welcome from our Dean!

On behalf of the faculty, staff, and students, we heartily welcome you and invite you to get to know about us and what we have to offer you as a prospective student, staff or faculty member.

Texas Tech and the College of Education work in tandem to provide access for all. Access TECH, a disability support program, ensures accessibility to students with disabilities on an individual basis. The College of Education is housed in our beautiful 85,000 square foot building; indeed, an institutional showcase!

Texas Tech's College of Education is accredited by the National Council for Accreditation of Teacher Education (NCATE), the State Board for Educator Certification (SBEC), and the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

The COE offers a full range of programs, including seven doctoral degrees, twelve master's degrees, and two bachelor's degrees leading to careers in public or private education as teachers, professors, administrators, counselors, and diagnosticians. The Master of Education degree is offered via distance delivery in Instructional Technology, five specialties in Special Education, and to the Texas Hill Country in Educational Leadership.

Our college houses the nationally recognized Virginia Murray Sowell Center for Research and Education in Visual Impairment, the Sitton-Burkhart Literature Collection and Reading Room, the Howard Hughes Medical Institute's Science Education Fellowship Program, Center for the Study of Autism, the Center for the Integration of Science Education and Research (CISER), the Journal of Thought: A Journal of Critical Reflection on Educational Issues, and The Bilingual Research Journal, among other wonderful centers, programs, and projects.

We invite you to browse our website to get to know more about our outstanding faculty and programs. Please let me know if I can be of assistance.

Dr. Sheryl Linda Santos,
Dean and Professor, College of Education

Our Mission Statement

The College of Education at Texas Tech University prepares professional educators and specialists for a diverse society. Our comprehensive programs integrate scholarship, research, and practice in collaboration with individuals, communities, educational institutions, and agencies.

Approved by College of Education Faculty and Staff on May 4, 2004

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Handbook for Professional Certification Prepared by certification office staff

The mission of the certification office is to empower professional educator candidates to achieve their career goals of educator certification and enable further professional development through up-to-date information with efficient procedures in a supportive and caring environment.

Please Note

The information enclosed is accurate at the time of printing; however, policies are subject to change based on state guidelines. Check with an advisor before making a major decision based on the contents of this handbook. E-mail is always the best way to make first contact with an advisor. This handbook is meant to offer advice; final decisions about your program of study are yours. The Certification Office is here to guide you through the program to complete your teacher certification.

Send suggestions and comments about this handbook to pam.tipton@ttu.edu. Thanks.

Our website address is www.educ.ttu.edu/certification. Check it for the latest information.

Overview

The purpose of this handbook is to inform both prospective and current students about how one obtains a professional educator certification through Texas Tech University. It discusses admission process, certification testing, and recommendation for certification.

Texas Tech offers professional certification in the following areas:

School Counselor	Educator Diagnostician
Master Reading Teacher	Master Technology Teacher
Professional Reading Specialist	Principal
Superintendent	

A professional certificate requires a master's degree and at least two years of classroom teaching experience. In most cases, a candidate would take coursework that applies to both the certificate and the master's degree. Some candidates, however, already have a master's degree and are only working toward certification. In either case, the candidate must be admitted to the program first and then complete a certification plan with the certification office.

The Student Services Educator Certification Office is required to maintain a certification file on all candidates seeking educator certification from the State Board for Educator Certification. Our office will issue you a barcode to take the certification exam as well as recommend you for certification once you have met all requirements.

Certification applicants for most professional programs must be accepted by faculty members of the program **as well as** by the Graduate School at Texas Tech University. You must, therefore, submit **two** applications: (1) to the Graduate School, Texas Tech University and (2) to the appropriate professional program. The program application form may be found in the online handbook at <http://www.educ.ttu.edu/docs/handbooks.htm>.

A list of the professional certification programs and their corresponding academic graduate programs may be found below:

School Counseling: Master's in Counselor Education
Master Technology Teacher: Master's in Educational/Instruction Technology
Principal: Master's in Educational Leadership
Superintendent: Superintendent Handbook
Reading Specialist: Master's in Language and Literacy
Educational Diagnostician: Master's in Special Education with a specialization in Educational Diagnostician

Exception: Master Reading Teacher may apply through the PostBac teacher certification program.

When you are accepted into the program, please inform Dr. Pam Tipton, our certification officer, so that a certification file can be created for you.

When planning your program of study, here are some principles you can keep in mind to help you.

- **Establish and keep a valid email address.** Make sure your eRaider account is activated. We will use this email address to send you important messages and notices. NOTE: If using a different email address, please have your eRaider mail forwarded to your main email address.
- **Stay aware of important deadlines and dates.**
- **Always be preparing for your certifying examination, the TExES.** The Certification Office offers workshops and practice tests on the exams two or three week prior to a TExES administration. If you do not hear about a session, ask!
- The combination of completing a state-approved course of study, having classroom teaching experience, having a master's degree, and passing your certification examination will allow the certification office to recommend you for a professional certificate.

Certification Checklist

_____ Apply online to the graduate school (<http://www.depts.ttu.edu/gradschool/>) whether you are working toward an advanced degree or taking classes for certification only. The Graduate School will forward your application to the College of Education. A Bachelor's Degree from Texas Tech University or any other university does not guarantee admission to the certification program. The standards for admission to the certification program go beyond those for admission to the Graduate School. Once accepted, you will be notified by your program advisor about your acceptance. See a certification advisor in the College of Education for questions regarding certification.

_____ See <http://www.educ.ttu.edu/student/admissions.html> for more information about the admission process to the Graduate School. Professional program candidates must also make a full application to the program faculty for admission.

_____ Upon acceptance to the Graduate School, contact the appropriate certification advisor to set up a certification file which includes a certification plan, a copy of your service record documenting your years of classroom teaching experience, and, for principal candidates ONLY, a copy of your ILD and PDAS workshop certificates.

_____ Update your SBEC Profile On-Line (<https://secure.sbec.state.tx.us/SBECOnline/>) to complete the following: 1) update your educator profile by changing/verifying your address, email, phone, etc., 2) retrieve your TEA ID number, 3) check for the accuracy of the tests for which you have been approved to test, and 4) take particular note of the certification ROUTE you have been assigned. Details for accomplishing this step are found on page 13. Note and save your TEA ID number.

_____ Plan on taking the TExES exam toward the end of your program. Each program faculty have different requirements for taking the TExES. Ask for clarification. Register for the exam online at www.texas.ets.org by using your TEA/SBEC ID number to obtain an account.

_____ After you have completed all certification requirements, apply online (<http://www.sbec.state.tx.us/SBECOnline>) for your teaching certificate and pay the required application fee (currently \$77.00). Make sure you choose "Texas Tech University – University Based" as the recommending entity. After you have applied, submit a "Request for SBEC Recommendation" to the certification office. Information (forms are available at www.educ.ttu.edu/certification). SBEC will mail you the certificate when all the processes are completed.

Advanced Certification Programs

(Note: An initial teaching certificate is required for these programs)

Supplemental Certificates

Bilingual
English as a Second Language
Generic Special Education
Orientation and Mobility
Visual Impairment

Professional Certificates (requires an initial teaching certificate plus teaching experience)

School Counselor*
Educational Diagnostician*
Master Reading Teacher
Master Technology Teacher*
Principal*
Reading Specialist*
Superintendent*

* Candidates must apply to the program for admission

Certification Tests

064 Superintendent TExES	068 Principal TExES
085 Master Reading Teacher MRT	086 Master Technology Teacher TExMaT
102 Bilingual Education Supplemental EC-4	112 Bilingual Education Supplemental 4-8
142 Technology Applications EC-12	151 Reading Specialist TExES
152 School Counselor TExES	153 Educational Diagnostician TExES
154 ESL Supplemental	161 Special Education EC-12
162 Gifted and Talented supplemental	163 Special Education supplemental
181 Deaf and Hard of Hearing EC-12	182 Visually Impaired EC-12
183 Braille	184 American Sign Language

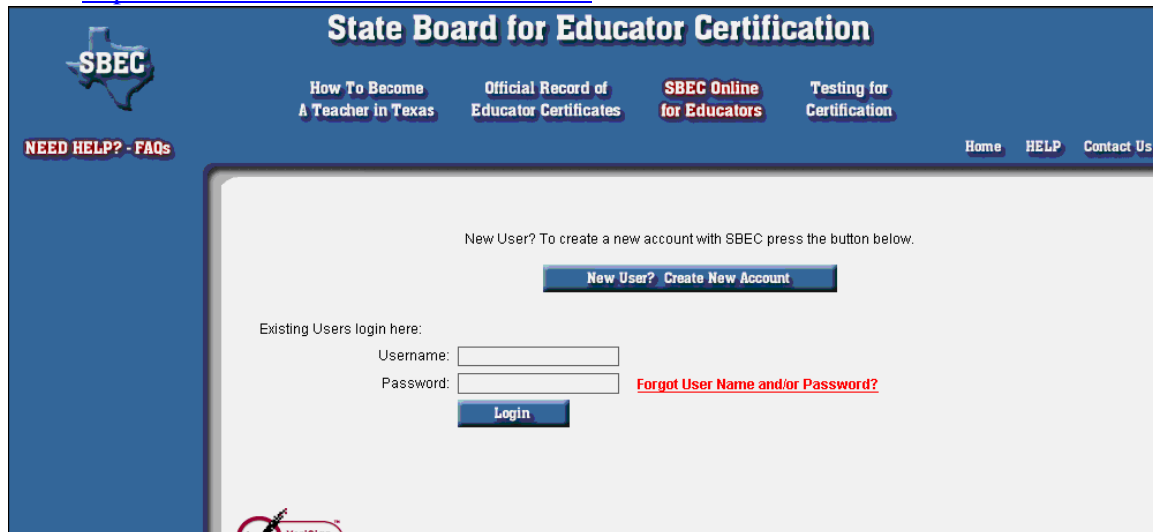
Please note that this list will change as SBEC creates new exams. Contact your advisor if you have questions.

Certification Testing Information

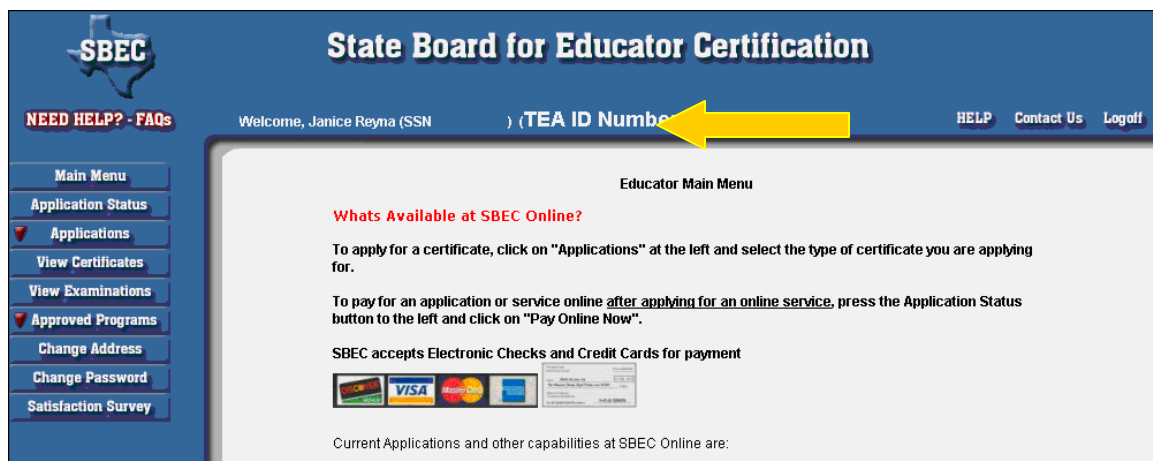
Certification exams (TE_xES/ExCET/TOPT) are required for each certification area. Double check your certification plan to see which tests are required for your certification. Verify that you have been approved to take the correct exam through the following process:

Students will login at the SBEC Online system site and either create a new account or update their educator profile by changing/verifying their address, email, phone etc. This information must exactly match the information entered into the ETS registration site.

Go to <https://secure.sbex.state.tx.us/SBECOnline/>



Students must retrieve their TEA ID number, update/create their personal information such as address, phone and email address etc. All information entered in the SBEC Online Web site must match what is entered on the ETS registration site or the system will not allow registration.



Students should click on “View Examinations” to confirm approved tests and past examinations.

- Students will be able to view past examinations (if applicable) and confirm the correct route to certification. All personal information and route to certification will be verified during the registration process. If the route or the personal information is not correct, students will not be allowed to register.

SBEC State Board for Educator Certification

NEED HELP? - FAQs Welcome, Janice Reyna (SSN) (TEA ID Number: HELP Contact Us Logoff

Main Menu

- Application Status
- Applications
- View Certificates
- View Examinations
- Approved Programs
- Change Address
- Change Password
- Satisfaction Survey

Educator Main Menu

Whats Available at SBEC Online?

To apply for a certificate, click on "Applications" at the left and select the type of certificate you are applying for.

To pay for an application or service online after applying for an online service, press the Application Status button to the left and click on "Pay Online Now".

SBEC accepts Electronic Checks and Credit Cards for payment

Current Applications and other capabilities at SBEC Online are:

Review of examinations taken previously (not required for registration).

Examinations for

Type	Code	Description	Admin Date	Result	Score	Read	Write	Institution	Cert Rt
EXCET	028	History (Secondary)	10/17/1992	Pass or Fail	Score			Any University	01 University Based Initial
EXCET	003	Professional Development (Secondary)	10/17/1992	Pass or Fail	Score			Any University	01 University Based Initial

AND on the same page....

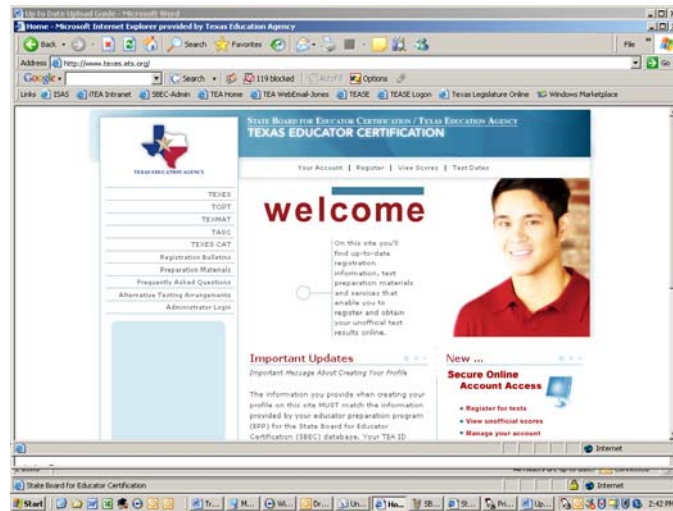
IMPORTANT: Students must check and verify approved examinations and certification routes for registering for examinations. If students select the incorrect route, they will not be allowed to register.

Approved Tests for

Test Code	Test Description	Route to Certification
101	Generalist EC-4	University Initial
102	Bilingual Education Supplemental EC-4	University Initial

[Close Window](#)

After candidates have created or verified all information in their educator profile at the SBEC Online website, they may register for examinations at www.texas.ets.org



Candidates should review the quick start materials on the front page of the ETS site for step-by-step instructions about registering for tests. Trouble shooting materials are available on the certification website: www.educ.ttu.edu/certification and from your advisor in case you have difficulty registering for your exam.

Test Preparation and Practice Information

The TExES preparation manuals can be found at the Texas Examination of Educator Standards website: www.texas.ets.org (Click on “Preparation Materials”)

This will take you to a page where you can selection the Preparation Manual needed as noted below. We advise you to review the Preparation Manual before signing up for the exam.

The College of Education offers practice tests (usually before each test administration) and PPR workshops (usually twice a year) for the cost of administering the programs. Workshops and practice tests information is available on the certification website (www.educ.ttu.edu/certification) or contact the certification office for more information.



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Office for Student Services

Request for SBEC Recommendation

You must meet the following requirements in order to apply for your certificate:

- All coursework must be completed and grades posted.
- Degree must be awarded and posted on your transcript.
- All required TExES/ExCET exams must be passed.
- This form and all required documentation should be submitted.

Please remember:

- The application process may take 3-4 weeks from the time that you apply online.
- SBEC will process your application only after (a) your \$77 payment has been received; (b) you have submitted your SBEC-initiated digital fingerprints with the \$47 fee and SBEC has completed a national criminal background check; and (c) TTU has confirmed to SBEC that you have completed all requirements of its approved program.

Step 1: Student Information

Date: _____ SSN: _____

Name: _____ Email: _____

Permanent Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work or Cell Phone: _____

Certification Information: Advisor's Name _____

Highest Degree Earned: ___ Bachelors ___ Masters ___ Doctorate Date awarded (mm/dd/yy): _____

University/College where above degree was awarded: _____

Are you applying for your **initial** certificate? ___ Yes ___ No

Write the name of the certificate for which you are applying (i.e., EC-4 Special Ed/Bilingual/ESL/Early Childhood, PostBac EC-4, 4-8 Mathematics, 8-12 English/Lang Arts, All-level PE, Principal, Bilingual supplement, etc.):

Step 2: Submit Service Record, if appropriate (The service record should be signed by the district personnel department and reflect grade level, subject area, and year(s) taught.)

Please submit a service record only if:

- You have completed a one-year internship or two years on an Emergency Permit/Deficiency Plan in lieu of student teaching.
- You are applying for a Professional certificate that requires experience (i.e., Principal, Counselor, Reading Specialist, Diagnostician, etc.)

Step 3: Apply for your certification with SBEC

- a) Go online to <http://www.sbec.state.tx.us/SBECOnline> and click on "Apply for my Certification." You must create an account with SBEC if you do not already have one.
- b) Make sure you choose "Texas Tech University – University Based" as the recommending entity.
- c) Submit this form (with service record attached, if applicable) to Donna Perry, College of Education, Box 41071, Lubbock, TX 79409 or fax it to Certification Officer, 806-742-2179

Contact Information

General Information and to Make an Appointment

Contact Lucee Salas

Certification Office Phone: 742-1998 x 444

The best way to contact advisors is by email.

Dr. Pam Tipton
(*Certification Officer,
Professional Certificates*)
ED 106b
742-1998 x 451
Pam.tipton@ttu.edu

Donna Perry
(*Administrative Assistant*)
ED 106
742-1998 x 435
Donna.perry@ttu.edu

Earnestine Frazier
(*PostBac EC-6 Certification*)
ED 107
742-1998 x 439
Earnestine.frazier@ttu.edu

Lissa Goebel
(*Assistant Advisor*)
742-1998 x 512
Lissa.goebel@ttu.edu

Jerry Perez
(*EC-6 Undergraduate Advisor*)
ED 109
742-1998 x 442
Jerry.j.perez@ttu.edu

Dr. Rosita Moore
(*4-8 Advisor,
Supplemental Certificate*)
ED 108
742-1998 x 441
Rosita.moore@ttu.edu

Mickie Martin
(*8-12/All-level Certification
Advisor*)
ED 107a
742-1998 x 432
Mickie.martin@ttu.edu

Office of Clinical and Field Experiences

Jana Packard
(*PostBac Internships and
Field-Based Placements*)
ED 106a
742-1998 x 460
Jana.packard@ttu.edu

Natalie Sparks
(*Student Teaching*)
ED 106a
742-1998 x 511
Natalie.sparks@ttu.edu

Graduate Program Advising

Contact the program coordinator for your program of interest:

Curriculum and Instruction

Dr. Doug Simpson

Doug.simpson@ttu.edu

Bilingual/Multicultural Education

Dr. Sally McMillan

Sally.mcmillan@ttu.edu

Educational Diagnostician

Dr. Juan Munoz

Juan.munoz@ttu.edu

Elementary Education

Dr. Robin Lock

Robin.lock@ttu.edu

Middle Level Education

Dr. Peggy Johnson

peggy.johnson@ttu.edu

Math and Science

Dr. Pat Watson

Patricia.watson@ttu.edu

Language Literacy

Dr. Jennifer Wilhelm

Jennifer.wilhelm@ttu.edu

Secondary Education

Dr. Katie Button

Kathryn.button@ttu.edu

Counselor Education

Dr. Doug Hamman

Doug.hamman@ttu.edu

Ed. and Instructional Technology

Dr. Loretta Bradley

Loretta.bradley@ttu.edu

Ed. Leadership – principalship

Dr. Steven Crooks

steven.crooks@ttu.edu

Ed. Leadership – superintendent

Dr. Joe Claudet

Joe.claudet@ttu.edu

Higher Education

Dr. Clint Carpenter

Clint.carpenter@ttu.edu

Dr. Roy Rodriguez

Roy.rodriquez@ttu.edu