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College of Education™

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# Undergraduate Handbook for Teacher Certification

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## How to become certified to teach 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

Fall 2009



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## **Undergraduate Handbook for Teacher Certification Prepared by certification office staff**

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

### *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*

### **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](mailto:pam.tipton@ttu.edu). Thanks.

**Our website address is [www.educ.ttu.edu/certification](http://www.educ.ttu.edu/certification). Check it for the latest information.**

## *Advice for Future Teachers*

The purpose of this handbook is to inform both prospective and current students about how one becomes a certified teacher through Texas Tech University. It discusses guidelines for admission, student teaching, and recommendation for certification.

It is important that you learn from the information enclosed. The certification process is complex, involving state and federal regulations, multiple colleges within the university, certification examinations, and at least one state agency, the State Board for Educator Certification (SBEC). Currently, the certification office and seven TTU Colleges are working hard to streamline this process as much as possible.

What you get out of the program is based on what you put into it. Resolve now to develop your own program of study in your content area and in how to be an effective teacher. Read, read, and read more. Your goal is to shape yourself into the best, most effective teacher you can be.

### **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: It is not longer possible to forward your eRaider mail to another account; you will need to check your eRaider more often.
- **Stay aware of important deadlines and dates.** See the next page for more information.
- **Keep your file information in the advisor's office up-to-date.** Don't leave your advisor's office without a copy of your certification plan. (Note: These plans can also be accessed on the website)
- **Keep up your GPA.** The minimum GPAs for certification are 2.7 for EC-6 and 2.5 for all other teaching certificates. The GPA requirement is for both your cumulative grades and grades in your teaching area. You may earn no grades below C in your content courses or in your education courses.
- **Always be preparing for your certifying examinations.** The exam for most programs is named TExES. The combination of completing a state-approved course of study with the right GPA, having had a successful student teaching experience, having a college degree and passing your certification examinations will allow Texas Tech to recommend you for a teaching certificate. Here are some other things about the certifying examinations that you should understand:
  - **You may take the exams as often as you like and when you like if you have been accepted to the Teacher Education Program. We recommend that you take the exams the semester prior to student teaching**
  - **The Certification Office offers workshops and practice tests on the exams two or three weeks prior to a TExES administration. If you do not hear about a session, ask!**
- **Go to all advising sessions.** State rules and regulations change frequently. Plan to attend group advisements sessions and/or participate in online advising (<https://educdata.educ.ttu.edu/advising>).
- **Attend the mandatory student teaching application meeting the semester before you are scheduled to student teach.** Information about the meetings will be sent to you via email and posted in several locations in the Education Building.
- **Be savvy.** See advisors during off-peak times. If you come to the office during registration, the first week of classes, or on the day of a deadline, expect long lines and expect to wait, so . . .
- **Be patient.** Be assured, we want to help you reach your goals.

## *Certification Checklist*

- \_\_\_\_\_ 1. Apply online to the teacher education program at [www.educ.ttu.edu/certification](http://www.educ.ttu.edu/certification). Note that you must have an eRaider username to apply for the teacher education program. Please be sure to see a certification advisor in the College of Education for questions regarding teacher certification.
- \_\_\_\_\_ 2. After admission into the teacher education program, attend the mass advisement meeting and file a **certification plan** with an advisor in the College of Education. File a **degree plan** with an advisor from your **major College**. Be sure to obtain copies for yourself.
- \_\_\_\_\_ 3. Start education block classes. Note: These courses must be taken in sequence and are not offered during the summer. Note: Field experience is required as part of your coursework; the local school districts will conduct criminal background checks before your placement is approved.
- \_\_\_\_\_ 4. When prompted by email, **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 12. Note and save your TEA ID number.
- \_\_\_\_\_ 5. **Obtain a subscription to *TaskStream*, an online resource tool, and begin developing your portfolio with your assignments in your professional courses. Take the online TaskStream workshop during block I. See detailed TaskStream information on page 8.**
- \_\_\_\_\_ 6. Keep your advisor aware of your current address, latest phone number and active email account by updating current information in TechSIS. Name changes must be turned in to your advisor in addition to the University.
- \_\_\_\_\_ 7. Attend advising meetings (physical meetings and online meetings). Those who fail to participate in advising meetings will have advance registration blocked. They will have to attend advising meetings after advance registration has ended.
- \_\_\_\_\_ 8. Attend a student teaching application meeting during the semester prior to student teaching. These meeting times will be posted on the College of Education website and in the Education building. Plan on having all of your course work finished prior to student teaching. Do this by planning backwards from student teaching to the point where you are now.
- \_\_\_\_\_ 9. Plan on taking the TExES exams during your block classes. We recommend taking the tests the semester before student teaching. Your scores do not count until you have completed your program.
- \_\_\_\_\_ 10. Initiate your credential file with the Career Center at [www.careercenter.ttu.edu](http://www.careercenter.ttu.edu).
- \_\_\_\_\_ 11. After your degree is posted, apply online for your teaching certificate, pay the required application fee (currently \$77.00), and initiate your criminal background check through the fingerprinting process (currently has a \$47.00 fee) at [www.sbec.state.tx.us](http://www.sbec.state.tx.us). Teacher Certification is not complete without the application, the fee, and the fingerprinting being processed. After you have applied, submit a "Request for SBEC Recommendation" to the certification office. Information and forms are available at [www.educ.ttu.edu/certification](http://www.educ.ttu.edu/certification). SBEC will mail your certificate to you after all processes have been completed and your criminal background check has cleared.

## Requirements for Educator Certification

1. Demonstrate content and professional knowledge through the completion of **coursework** (content and professional education) with satisfactory GPA and graduate.
2. Demonstrate content and professional skills and dispositions through the completion of **field experience** (including student teaching).
3. Demonstrate content and professional knowledge, skills, and dispositions through passing **state certification exams**.

## *Important Deadlines*

Being aware of important deadlines can make getting a teaching certificate much more pleasant.

<b>Deadlines for Admission to the Teacher Education Program Apply online at <a href="http://www.educ.ttu.edu/certification/online_apps.html">www.educ.ttu.edu/certification/online_apps.html</a></b>		
<b>Programs</b>	<b>Fall Admission</b>	<b>Spring Admission</b>
Elementary Generalists: EC-6/Early Childhood EC-6/Bilingual EC-6/ESL EC-6/Math/Science  (All EC-6 Generalists except for Special Education EC-12 Specialization)	February 1	September 20
Middle Level (4-8) EC-6/Special Education EC-12	February 1	No spring admission at this time
Secondary (8-12) / All-level	February 1	September 20

**Note:** Acceptance decisions will be made after the application deadline. You will be notified by email and by letter of the decision.

<b>Student Teaching Deadline</b> <b>Nov 1 for Spring</b> <b>March 1 for Fall</b>	Attend an application meeting and apply online one semester prior to student teaching. Check with your advisor on your eligibility to student teach.
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<b>Intent to Graduate Deadline</b>	One year prior to your graduation date -- filed with your major <u>college</u> (will be the College of Education for <b>only</b> EC-6 and 4-8 Multidisciplinary Studies majors or 8-12 Multidisciplinary Science majors).
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Note that teacher certification at Texas Tech University is a shared responsibility among seven colleges. Therefore, you could have more than one advisor. One advisor will help you prepare your degree plan, the program of study you must follow in order to get your bachelor's degree. Your certification advisor in the College of Education will help you prepare a program of study that leads to a teaching certificate.

## Collaborative Colleges

Teacher Certification at Texas Tech University is a shared responsibility among seven colleges.

### College of Agricultural Sciences and Natural Resources

[www.depts.ttu.edu/aged](http://www.depts.ttu.edu/aged) (806) 742-2816  
6-12: Agricultural Science and Technology

### College of Arts and Sciences

[www.as.ttu.edu](http://www.as.ttu.edu) (806) 742-3831  
8-12: Chemistry, Composite Science, English, History, Life Science, Mathematics,  
Physical Science, Social Studies, Speech,  
EC-12: All Level French, German, Latin, Spanish, Physical Education

### College of Education

[www.educ.ttu.edu](http://www.educ.ttu.edu) (806) 742-1998  
EC-6: Elementary Generalist / Bilingual Education specialization  
Elementary Generalist / English as a 2<sup>nd</sup> Language specialization  
Elementary Generalist / math-science specialization  
Elementary Generalist / Special Education EC-12  
4-8: English / Language Arts / Reading  
English / Language Arts / Reading / Social Studies  
Mathematics / Science  
8-12: Multidisciplinary Science (composite science and math/physics certification)

### College of Engineering

[www.coe.ttu.edu](http://www.coe.ttu.edu) (806) 742-3451  
8-12: Computer Science

### College of Human Sciences

[www.hs.ttu.edu](http://www.hs.ttu.edu) (806) 742-1180  
EC-6: Elementary Generalist / Early Childhood specialization  
6-12: Family and Consumer Sciences—Composite  
8-12: Hospitality, Nutrition and Food Sciences

### College of Mass Communications

[www.mcom.ttu.edu](http://www.mcom.ttu.edu) (806) 742-6500  
8-12: Journalism

### College of Visual and Performing Arts

[www.vpa.ttu.edu](http://www.vpa.ttu.edu) (806) 742-0700  
8-12: Dance  
EC-12: Art, Music, Theatre

# *Teacher Certification Guidelines*

## **Admission Requirements**

Admission to the Teacher Education Program is competitive and based on grade point average and other factors, such as college level skills in reading, oral and written communication, critical thinking and mathematics. Candidates must also possess such personal and social qualities, and physical and mental health to indicate a fitness for the education profession.

**Application:** Apply online at [www.educ.ttu.edu/certification](http://www.educ.ttu.edu/certification). See application deadlines on page 5.

Individuals should have a minimum of 60 hours of coursework toward their degree which includes transfer work and work currently in progress to apply for admission (Music, Art, and ESS majors should apply with 75-90 hours completed). Admission to the program should be planned so that no coursework remain to be completed during or after student teaching.

**GPA:** Elementary majors must have a 2.7 overall cumulative GPA. All others must have a 2.5 GPA. Since the program is competitive, meeting the minimum GPA requirement is no guarantee that you will be admitted.

### GPA Requirements for Admission

Elementary (EC-6)	2.7
Middle Level (4-8)	2.5
Secondary (8-12) / All-level	2.5

Individuals with GPAs below the minimum due to one or more of the following categories may use the application process to request special consideration from the Admissions Committee:

1) low GPA due to extenuating circumstances 2) involvement in community programs 3) knowledge of languages other than English 4) being a first generation college student 5) coming from an under-represented population. These GPA standards are the same for admission to student teaching, except that you must also have a 2.7/2.5 in your academic content area for student teaching and for certification recommendation.

**Academic Skills:** Students must demonstrate competencies in reading, math, oral and written communication and critical thinking. THEA scores will be considered as evidence of math, reading and writing skills. Individuals who are THEA exempt must check with the Teacher Certification Office to make sure the exemption applies toward teacher certification. A grade of “C” or better in a speech course will be considered evidence of oral communication skills.

## **Sequence of Courses**

Once individuals have been admitted to the teacher education program, all upper division education courses are structured in a three-semester sequence for secondary certification, or four-semester sequence for middle level and early childhood certification. These are called “blocks.” The sequence of coursework cannot be altered, and these education courses are not offered during summer sessions. If you need to delay a block after you start the program, please petition the faculty to delay the block. Petitions are available in the certification reception area.

## Requirements for Student Teaching

Students seeking admission to student teaching **MUST** complete ALL coursework and take their content area TExES exam prior to student teaching. We hope you will pass the exam during your initial attempt ... but we only require you to take, not pass, the exam prior to student teaching.

In order to receive a student teaching placement, you must attend a student teaching application meeting the semester before you student teach. You can find information about student teaching in EDUC Room 106a or online at [www.educ.ttu.edu/clinicalexperiences](http://www.educ.ttu.edu/clinicalexperiences). During the student teaching application meeting, you will provide the student teaching coordinator with the personal and professional information he/she needs to make your student teaching placements (including any special requests). All placement requests must be made by November 1st (for spring) or March 1 (for fall).

Student teaching is a full-time experience. We do not recommend that you work or take additional classes during the student teaching semester.

Teacher education programs provide that candidates systematically reflect upon and engage in professional practice with diverse students/clients (e.g., ethnicity, race, socioeconomic status, gender, exceptionalities, and language) and in a variety of settings, as relevant to the specific areas of professional expertise. Placements will be assigned to provide that diversity of experiences.

## *TaskStream Information*

TaskStream is a web-based subscription service that offers an interactive desktop featuring a suite of tools for creating, organizing, tracking, and sharing standards-based lessons, units, electronic portfolios, and web pages. Students taking education courses in the College of Education will utilize TaskStream to produce lesson plans and electronic portfolios. A final portfolio will be required to demonstrate your competencies for certification. Candidates must take an online TaskStream workshop (outside of classes) during the first semester of education coursework (usually block 1).

Subscriptions can be obtained through the TaskStream website ([www.taskstream.com](http://www.taskstream.com)). You will need to use a credit card (not Discover). Subscription directions:

1. Log onto [www.taskstream.com](http://www.taskstream.com)
2. Click on "Subscribe Today."
3. Choose "Create a new Taskstream account" if this is your first time to use TaskStream. (or "Renew my Taskstream account" if you have used it before but your subscription expired).
4. Choose Option 1 (credit card purchase). Click Continue.
5. Click the small button beside "I am participating in a **COLLEGE/UNIVERSITY** program that requires TaskStream." Click Continue.
6. On the next screen, you will select Texas; College/University; and Texas Tech University. Then click Continue.
7. On the next screen, select the Group "Students." Next select your Subscription Rate. And then fill in your General Information. You will enter your social security number when asked to enter your Student ID number.

8. Just below the General Information section, you will see "Select Tool Packs (optional)". You must select the Teacher Productivity Tool Pack! (It's free.) Click "Yes." (If you don't select this, you won't be able to create lesson plans in Taskstream.)
9. Scroll down and complete the Other User Information.
10. Click "I accept the End-User Agreement." Then click Continue. The following screens will be self-explanatory for making your payment.

Anytime you have problems using Taskstream, call 1-800-311-5656. They have very good telephone support. Ask for "Mentoring Services" for help.

## *Career Center Information*

Initiate your credential file with the Texas Tech University Career Center before the student teaching semester. The Career Center is a valuable resource in your job search, and it is often the first stop for many employers. Your student teaching evaluations will be sent to the Career Center and will be placed in your file.

- **Step 1**  
Call the Center at 742-2210 or email at [cpp@ttu.edu](mailto:cpp@ttu.edu) with your social security number and full name to obtain access. You will receive your ID and PIN number.
- **Step 2**  
Go to [www.careercenter.ttu.edu](http://www.careercenter.ttu.edu) and complete the online registration.
- **Step 3**  
You will be required to submit 10 copies of your most current transcript.

**NOTE:** The Certification Office will no longer provide "completion letters" to employers. An employer's best source of information about you will be your Career Center credential file.

## *Recommendation for Certification*

After you have finished your coursework, passed student teaching, passed the certification examinations, submitted an electronic portfolio based on Texas educator standards, and your degree is posted, you are ready to be recommended for a teaching certificate. Before we can recommend you, you must apply at [www.sbec.state.tx.us](http://www.sbec.state.tx.us).

The following GPA requirements apply to the student teaching semester and to recommendation for certification:

- 2.5 GPA in the professional education courses and a 2.5 GPA in the specialization/teaching field(s). Grades of Ds, F, or Is (incompletes) are not acceptable in the professional education courses or in the teaching field(s).
- An acceptable cumulative GPA is required: 2.7 for Elementary majors and 2.5 for Multidisciplinary Studies (Middle School, 4-8 ) and Multidisciplinary Science majors (8-12) and those seeking secondary (8-12) or all-level (EC-12) certification .

### **Other Requirements:**

- Successful completion of student teaching.
- All other degree requirements must be fulfilled, including completion of appropriate coursework and attaining the total number of hours stipulated for the degree.
- Degree posted
- Successful completion of your certification exams
- Electronic portfolio based on Texas educator standards (TaskStream)

### **TExES Examinations**

To be recommended for a teaching certificate, you are required to pass the appropriate TExES exam.+ Additional information is available in the certification office (Reception area outside room 106 Education Building).

+TExES: The Texas Examinations of Educator Standards is the comprehensive exam required for a teaching certificate in the State of Texas. An older exam was the ExCET, Examination for the Certification of Educators in Texas..

### **Criminal Records Checks**

Please note that the State of Texas implements national criminal background checks conducted by the Texas Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) on all applicants for initial teaching certificates. Upon completing the SBEC Online certification application, an educator candidate will be emailed information about obtaining digital fingerprinting (a document, FAST pass, which allows the candidate to use the vendor's digital services and information on how to make an appointment for the service). The current SBEC fee for the background check is \$47.00 and the vendor fee is \$9.95 for the fingerprinting service.

### **\*\*\*Undergraduate Catalog and Certification Changes\*\*\***

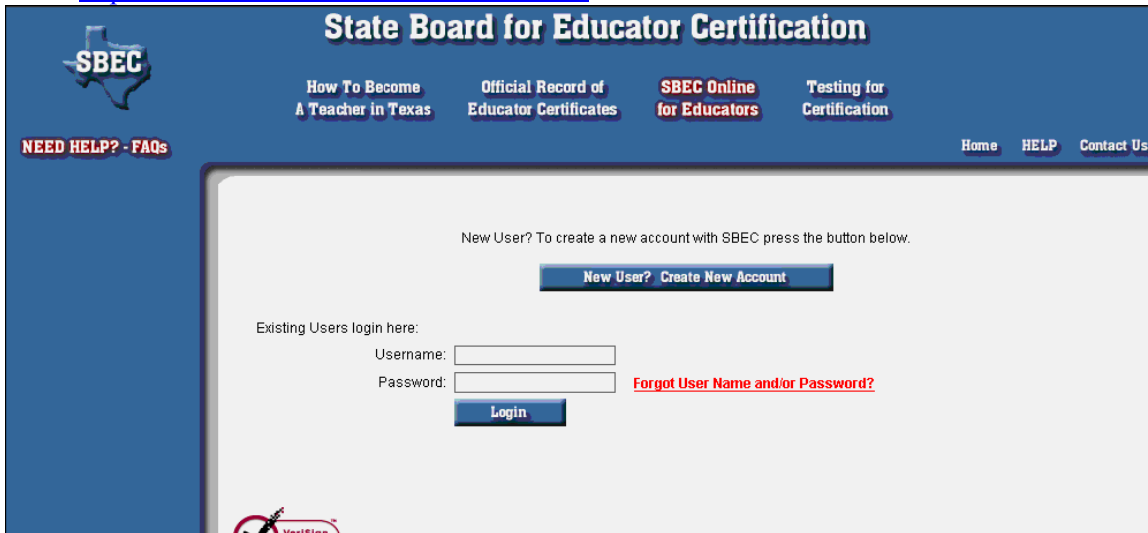
Students seeking certification must meet all requirements stated in the appropriate undergraduate catalog, as well as any change in requirements mandated by state law or rule. Our office will keep you informed of any changes via email, the COE website, bulletin boards, etc.

## Certification Testing Information

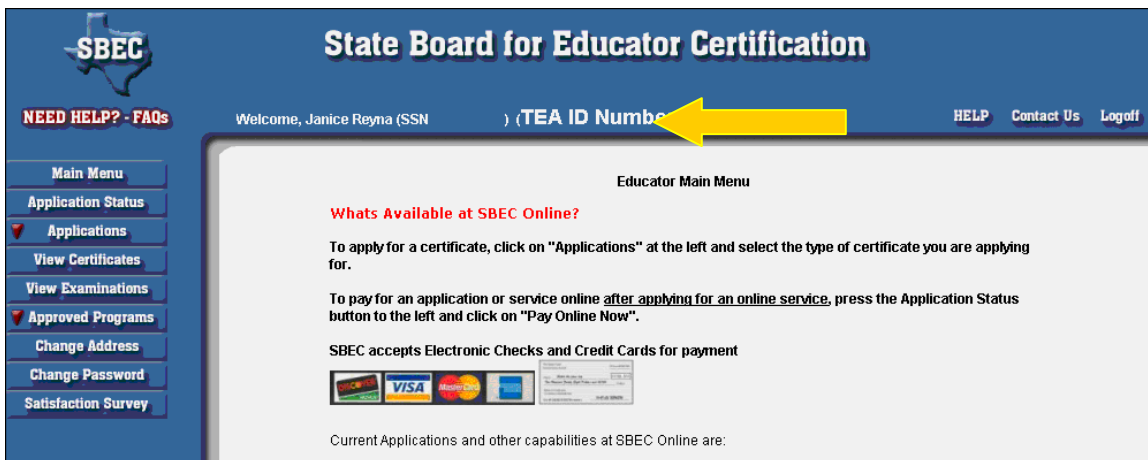
Certification exams (TEXES) are required for each certification area. Double check your certification plan to see which tests are required for your certification. Verify that you have been approved to take the correct exam through the following process:

Step 1: 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.sbec.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....

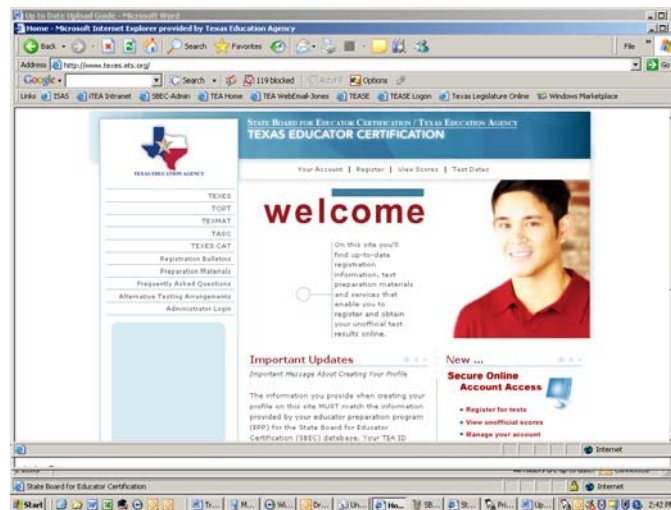
**IMPORTANT:** Students must check and verify approved examinations and certification routes for registering for examinations.

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

**Step 2:** After candidates have created or verified all information in their educator profile at the SBEC Online website (we recommend the semester before student teaching), they may register for examinations at [www.texas.ets.org](http://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](http://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](http://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](http://www.educ.ttu.edu/certification)) then click on “Certification Testing Information”) or contact the certification office for more information. Other study resources are also available on our website.

### **TEExES Certification Exams 2009**

- 100 Pedagogy and Professional Responsibilities EC-4 (will expire October 2010)
- 194 Pedagogy and Professional Responsibilities EC-6 (1<sup>st</sup> admin Summer 2009)
- 101 Generalist EC-4 (will expire October 2010)
- 191 Generalist EC-6 (1<sup>st</sup> admin Summer 2009)
- 102 Bilingual Education Supplemental EC-4 (will expire October 2010)
- 103 Bilingual Generalist EC-4 (take 101 **and** 102 instead of 103)
- 104 ESL Generalist EC-6 (take 101 **and** 154 instead of 104)
- 110 Pedagogy and Professional Responsibilities 4-8
- 112 Bilingual Education Supplemental 4-8
- 113 English Language Arts and Reading/Social Studies 4-8
- 114 Mathematics/Science 4-8
- 115 Mathematics 4-8
- 116 Science 4-8
- 117 English Language Arts and Reading 4-8
- 118 Social Studies 4-8
- 130 Pedagogy and Prof Responsibilities 8-12
- 131 English Language Arts and Reading 8-12
- 132 Social Studies 8-12
- 133 History 8-12
- 135 Mathematics 8-12
- 136 Science 8-12
- 137 Physical Science 8-12
- 138 Life Science 8-12
- 140 Chemistry
- 142 Technology Applications EC-12
- 143 Mathematics/Physics 8-12
- 154 ESL Supplemental
- 155 Speech 8-12
- 156 Journalism 8-12
- 157 Health Education 6-12
- 158 Physical Education EC-12
- 160 Pedagogy and Prof. Responsibilities EC-12
- 161 Special Education EC-12
- 162 Gifted and Talented supplemental
- 163 Special Education supplemental
- 172 Agricultural Sciences and Technology 6-12
- 177 Music EC-12
- 178 Art EC-12
- 179 Dance 8-12
- 180 Theatre EC-12
- 190 Bilingual Target Language Proficiency Test – Spanish (1<sup>st</sup> admin Summer 2009 will replace TOPT Spanish for bilingual candidates)
- 200 Family and Consumer Sciences
- 610 LOTE French EC-12
- 611 LOTE German EC-12
- 613 LTOE Spanish EC-12

### **ExCET Certification Exams 2007-2008 (will expire October 2011)**

- 047 Spanish 6-12
- 048 French 6-12
- 049 German 6-12
- 050 Latin 6-12

### **TOPT Certification Exams 2007-2008 (will expire October 2011)**

- 080 French
- 081 Spanish

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

### **TEExES Computer-Administered Tests**

Certain TExES tests may also be taken on computer at specially equipped computer test centers.

The TExES Computer-Administered Tests (TExES CAT) are offered multiple times per month and you will receive your scores sooner than with the Paper Based Tests (PBT).

## *Certification Programs*

**Note: Certification plans may be found online at <http://www.educ.ttu.edu/certification>. The asterisk (\*) denotes high needs areas, as defined by TEA.**

### Elementary Generalist (EC-6 changing to EC-6 in 2009-10)

- Early Childhood Specialization (College of Human Sciences)
- \*Academic Content with a Math/Science Specialization (College of Education)
- \*Bilingual Specialization (College of Education)
- \*English as a Second Language Specialization (College of Education)
- \*Special Education Specialization (College of Education)

### 4<sup>th</sup> – 8<sup>th</sup> Grade

- English Language Arts Reading and Social Studies (College of Education)
- \*Mathematics and Science (College of Education)

### 8<sup>th</sup> – 12<sup>th</sup> Grade Secondary (\*\* denotes 6<sup>th</sup> – 12<sup>th</sup> grade programs)

- Agricultural Sciences and Technology\*\* (College of Agricultural Sciences)
- Computer Science (College of Engineering)
- Dance (College of Visual and Performing Arts)
- English Language Arts Reading (College of Arts and Sciences)
- Family Consumer Sciences (College of Human Sciences)
  - Family and Consumer Sciences – Composite\*
  - Family and Consumer Sciences -- Hospitality, Nutrition and Food Sciences
- History (College of Arts and Sciences)
- Journalism (College of Mass Communications)
- \*Mathematics (College of Arts and Sciences)
- \*Science:
  - Chemistry (College of Arts and Sciences)
  - Life Science (College of Arts and Sciences)
  - Physical Science (College of Arts and Sciences)
  - Composite Science (College of Arts and Sciences)
  - Composite Science (College of Education)
  - Math/Physics (College of Education)
- Social Studies (College of Arts and Sciences)
- Speech (College of Arts and Sciences)

### All Level Programs (Pre-K – 12<sup>th</sup> Grade)

- Art (College of Visual and Performing Arts)
- Languages Other Than English (College of Arts and Sciences)
  - French
  - German
  - Spanish
- Music (College of Visual and Performing Arts)
- Physical Education (College of Arts and Sciences)
- Special Education (College of Education)
- Theatre (College of Visual and Performing Arts)

# *Frequently Asked Questions*

## **Registration Questions**

**Q: How can I get a permit/override into a closed section of an education course?**

A: You must get permission from the Curriculum and Instruction Office for the permit. See Teresa Neal (742-1998 x430) in office EDUC 104.

**Q: Do I need an advisor to approve an add/drop of a class?**

A: If you are adding or dropping a course on your degree plan for another course on your degree plan (that is not an education course in the teacher education program), you do not need advisor approval. You can add/drop your course online at [techsis.admin.ttu.edu/student/](http://techsis.admin.ttu.edu/student/). If you need to add/drop an education course, you must see an advisor.

**Q: May I take a correspondence course?**

A: Undergraduates may take up to 18 hours of correspondence courses that apply to a degree plan. You must get advisor approval before registering for any correspondence course. Registration is also available online at [www.dce.ttu.edu](http://www.dce.ttu.edu). Note: Correspondence course completion may interfere with your graduation date if you do not plan ahead.

## **Transfer Questions**

**Q: How many hours may I transfer?**

A: Sixty-six (66) hours of transfer work may be applied to a degree plan at TTU. If you have more than 66 hours transferred to TTU, your major advisor will determine whether they can be applied to your degree. If you have over 66 hours applied to a degree plan, you should be aware that graduating with honors will not be possible. Graduating with honors requires that at least half of your course work be completed at TTU.

**Q: How can I find out if my classes will transfer for credit on my degree plan?**

A: You can check transferability by going online to <http://www.depts.ttu.edu/registrar/teo/>. If you cannot find the class you want at this website, you need to contact an advisor in the appropriate TTU College.

**Q: Can an advisor tell me if a class I take at TTU will transfer to another college or university?**

A: You will need to check with the university to which you are transferring for verification.

**Q: Who do I see if I want to transfer into the College of Education?**

A: If you are interested in teaching bilingual, special education, grades 4-8th (math, science, English, social studies, English/social Studies) or 6-12 composite science, you must see an academic advisor. Advisors will complete an Academic Transfer form and set you up on a degree plan. Call the College of Education for more information or stop by the Education Building Room 106.

## **Certification Questions**

**Q: What do I do if I want to teach *Elementary School*?**

A: You must major in Early Childhood Education through the College of Human Sciences ([www.hs.ttu.edu](http://www.hs.ttu.edu)) if your specialization will be Early Childhood. If your specialization will be Bilingual Education, English as a Second Language, Math/Science emphasis or Special Education, you will major in Multidisciplinary Studies in the College of Education. Either way, you will work on teacher *certification* through the College of Education, but you may earn your *degree* from the College of Human Sciences.

**Q: What do I do if I want to teach grades 4-8?**

**A:** You will be a Multidisciplinary Studies major in the College of Education. See an advisor in the College of Education. You can get more information at [www.educ.ttu.edu](http://www.educ.ttu.edu).

**Q: What do I do if I want to teach high school (8-12) or all-level (EC-12)?**

**A:** You should major in the subject you wish to teach, which requires you to complete a degree plan through the College of Arts and Sciences, the College of Visual and Performing Arts, the College of Human Sciences, the College of Mass Communications, the College of Engineering, the College of Education (for certain science areas), or the College of Agriculture. You will work on teacher certification through the College of Education, but remain a major in your college.

### **Certification Exams**

**Q: When may I sign up for the TExES exam?**

**A:** You may apply once you have started the Teacher Education Program. We RECOMMEND you take the exams the semester before you student teach.

**Q: How do I sign up for TExES exams?**

**A:** Register with the Educational Testing Service (ETS) at the TExES website, [www.texas.ets.org](http://www.texas.ets.org). You must have a TEA/SBEC ID number to register for an exam (go to [www.sbec.state.tx.us](http://www.sbec.state.tx.us) to verify your number).

**Q: Where can I get study guides?**

**A:** [www.texas.ets.org](http://www.texas.ets.org) ► Click on Preparation Materials  
[www.educ.ttu.edu/certification](http://www.educ.ttu.edu/certification) ► Click on “Certification Testing Information” and see test preparation resources

The Certification Office also sponsors practice tests and workshops on a regular basis. Check our website, [www.educ.ttu.edu/certification](http://www.educ.ttu.edu/certification) and click on “Certification Testing Information” for more information.

**Q: I have passed my ExCET/TEExES/TOPT exams; now what do I do?**

**A:** After your degree has been posted and your student teaching semester completed, apply for your teaching certificate at [www.sbec.state.tx.us](http://www.sbec.state.tx.us).

### **Application for Teacher Certificate**

**Q: How long will it take for my teaching certificate to be issued?**

**A:** After you apply to SBEC, an advisor in the College of Education will complete your recommendation online. You will be required to undergo a national criminal background check by submitting fingerprints to SBEC. You will receive your fingerprint information upon applying for your teaching certificate. Your teaching certificate will be issued by SBEC when all requirements are completed.

**Q: I am applying at several school districts that are asking for a letter of completion. How do I get one?**

**A:** We no longer supply students with letters of completion. You may wish to provide districts with copies of your exam scores and your unofficial transcript so they understand your status. Once you complete the requirement for certification and are recommended for certification by TTU, SBEC will immediately email you a note indicating that TTU has recommended you for certification. We encourage you to provide the school district with copies of your transcript, your TExES results, and the SBEC email so they understand your progress toward certification.

## Graduation

### Q: When do I turn in my Intent to Graduate?

A: Intent to Graduate Forms must be submitted **one year** before graduation. Your intent to graduate must be submitted to the TTU College from which you will receive your degree.

## Financial Resources

### Q: What are some of the financial resources available?

A: Three resources include the Veteran Benefits, the Loan Forgiveness Program, and Teach for Texas Loan Repayment Assistance Program.

#### **Veteran Benefits**

Veterans who have remaining GI Bill Education Benefits are entitled to a reimbursement of their testing fees when they have completed teacher certification examinations (ExCET or TExES). If this applies to you, you may want to find out more information by calling the Texas Troops to Teachers Office at 1-800-810-5484.

#### **Loan Forgiveness**

Teachers with certain types of student loans may qualify for partial loan forgiveness, deferment, or cancellation benefits. Eligibility for these benefits depends on the type of loan the teacher has, the date of his/her first loan, and whether the teacher serves in a designated low-income school or subject-matter teacher shortage area. For more information, see <http://ritter.tea.state.tx.us/edex/loanforgive.html>.

#### **Teach for Texas**

Teachers in high needs areas may apply for an annual repayment of loans (up to \$5000/year for 5 years or \$20,000 maximum). More information on this program is available online at <http://www.hhloans.com/borrowers/TFTLRAPFactSheet.cfm>.

#### **TEACH (Teacher Education Assistance for College and Higher Education)**

Teacher candidates (undergraduate and PostBac) in high needs areas (Bilingual and ESL, Foreign Language, Mathematics, Reading Specialist, Science, and Special Education) with a cumulative GPA of 3.25 may be eligible for grants up to \$4000/year. This program is administered through the TTU Financial Aid Office. More information is available online at [www.FederalStudentAid.ed.gov](http://www.FederalStudentAid.ed.gov).

**Other financial resource programs are available at [www.collegefortexans.com](http://www.collegefortexans.com).**

### Q: What are some helpful websites?

A:

- State Board for Educator Certification [www.sbec.state.tx.us](http://www.sbec.state.tx.us)
- Certification exam (TExES) information [www.texas.ets.org](http://www.texas.ets.org)
- TTU College of Education [www.educ.ttu.edu](http://www.educ.ttu.edu)
- TTU Student Information Systems [techsis.admin.ttu.edu/student](http://techsis.admin.ttu.edu/student)
- TTU Homepage [www.ttu.edu](http://www.ttu.edu)
- TTU Extended Learning [www.dce.ttu.edu](http://www.dce.ttu.edu)
- TTU Admissions and Records [www.srel.ttu.edu](http://www.srel.ttu.edu)
- TTU Financial Aid Office [www.fina.ttu.edu](http://www.fina.ttu.edu)
- South Plains College [www.southplainscollege.edu](http://www.southplainscollege.edu)
- Region 17 Education Service Center [www.escl7.net](http://www.escl7.net)
- Lubbock Independent School District [www.lubbock.k12.tx.us/lbb](http://www.lubbock.k12.tx.us/lbb)
- TTU Career Center [www.careercenter.ttu.edu](http://www.careercenter.ttu.edu)
- Texas Education Agency [www.tea.state.tx.us](http://www.tea.state.tx.us)
- TTU Student Teaching Office [www.educ.ttu.edu/clinicalexperiences](http://www.educ.ttu.edu/clinicalexperiences)

## *Contact Information*

### **General Information and to Make an Appointment**

**Contact Judy Sims**

**Certification Office Phone: 742-1998 x 444**

*The best way to contact advisors is by email.*

Dr. Pam Tipton  
(*Certification Officer*)  
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Mickie Martin  
(*8-12/All-level Undergraduate and PostBac Advisor*)  
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Dr. Rosita Moore  
(*4-8 Undergraduate and PostBac Advisor, Supplemental Certificates*)  
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Jerry Perez  
(*EC-6 Undergraduate Advisor for Bilingual, ESL, math/science, and Special Education EC-12 specialists [CoEd]*)  
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### **Office of Clinical and Field Experiences**

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