
TEACHER CERTIFICATION HANDBOOK



**Angelo State University
College of Education**

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WELCOME FROM THE DEAN

The College of Education at Angelo State University wishes to provide you with assistance that will enable you to become a certified teacher in Texas. The information provided in this document will facilitate your smooth transition through the Educator Preparation Program at Angelo State University.

We are pleased that you wish to become an educator and we are here to help you reach that goal. You will have specific content, pedagogy, and field experience requirements throughout the program. These requirements will enable you to be successful during your teaching career.

The basic competencies necessary to be a successful beginning educator are represented by the Texas Beginning Educator Support System. The established competencies form the evaluation of the beginning teacher at the end of the Educator Preparation Program and are the basis for mentoring new teachers by many school districts in Texas.

As you progress through the Educator Preparation Program you will be introduced to the elements that meet the National Council for the Accreditation of Teacher Education (NCATE) standards. These national accountability-standards ensure that you are participating in a quality program of educator preparation. The foundation for our program is stated in the Conceptual Framework found within this document and at the web pages of the Educator Preparation Program. You will also be required to demonstrate a set of disposition behaviors that are demonstrated by highly effective teachers.

We align all work within the Educator Preparation Program with the requirements set out by the Texas State Board for Educator Certification. We ensure that beginning educators have the knowledge and skills to begin classroom instruction from their first day in the classroom. Our students not only are well prepared to pass their state licensure examinations but they are well prepared to work with all students through their field-experiences throughout the program.

Thank you for choosing Angelo State University's Educator Preparation Program. We will strive to provide you with quality experiences that prepare you to teach in today's public schools.

John J. Miazga, Ed. D.
Dean
College of Education

**ANGELO STATE UNIVERSITY'S
EDUCATOR PREPARATION PROGRAM
MISSION STATEMENT**

The Angelo State University faculty prepares professional education leaders to have the knowledge, skills, and dispositions to meet changing societal needs in diverse school and community settings. The Educator Preparation Program at Angelo State University develops reflective candidates who embrace student-centered learning in successful partnerships with diverse families, schools, and communities.

The Educator Preparation Program is developing
“**A** **N**ew **G**eneration of **E**ducators **L**earning **O**thers”
toward life-long learning.

CONTACT INFORMATION

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CERTIFICATION PROGRAMS AT ANGELO STATE UNIVERSITY

The following certification programs are offered at an undergraduate or post-baccalaureate level. Students who are degree-seeking undergraduates should contact the ASU Department listed in the table to obtain degree information. Students who already have a degree (post-baccalaureate students) should contact the Certification Office in the College of Education to obtain information about non-degree certification plans.

Certificate	ASU Department
Art (Grades EC-12)	Art & Music
Bilingual Education Supplement -Spanish	Modern Languages
Chemistry (Grades 8-12)	Chemistry & Biochemistry
Computer Science (Grades 8-12)	Computer Science
English Language Arts and Reading (Grades 4-8)	Teacher Education
English Language Arts and Reading (Grades 8-12)	English
French (Grades 6-12)	Modern Languages
Generalist (Grades EC-6)	Teacher Education
Generalist (Grades 4-8)	Teacher Education
German (Grades 6-12)	Modern Languages
History (Grades 8-12)	History
Journalism (Grades 8-12)	Communications, Drama & Journalism
Life Sciences (Grades 8-12)	Biology
Mathematics (Grades 4-8)	Curriculum & Instruction
Mathematics (Grades 8-12)	Mathematics
Mathematics/Physics (Grades 8-12)	Mathematics or Physics
Music (Grades EC-12)	Art & Music
Physical Education (Grades EC-12)	Kinesiology
Physical Sciences (Grades 8-12)	Physics
Science (Grades 4-8)	Curriculum & Instruction
Social Studies (Grades 4-8)	Curriculum & Instruction
Social Studies (Grades 8-12)	History
Spanish (Grades 6-12)	Modern Languages
Special Education (Grades EC-12 & Supplemental)	Teacher Education
Speech (Grades 8-12)	Communications, Drama & Journalism
Theatre (Grades EC-12)	Communications, Drama & Journalism

GRADUATE LEVEL INITIAL TEACHER CERTIFICATION PROGRAM

The Master of Arts in Curriculum & Instruction is a degree program with an option to apply to the Educator Preparation Program for Teacher Certification. The certification program is designed for those who have a bachelor's degree and are interested in teaching. You must have a bachelor's degree with 24 hours in Texas public school teaching field to begin the process. For more information about this program, please contact the Department of Curriculum & Instruction.

GRADUATE LEVEL PROFESSIONAL CERTIFICATION PROGRAMS

The following certificate programs are offered at a graduate or post-graduate level. They require initial certification as a classroom teacher and at least two years of teaching experience depending on the certificate. Students who are seeking graduate degrees should contact the College of Graduate Studies and the ASU Department listed in the table to obtain degree information. Students who already have a Master's degree (post-Master's students) should contact the Certification Office in the College of Education to obtain information about non-degree certification plans.

Educational Diagnostician (Grades EC-12)	Teacher Education
Master Reading Teacher (Grades EC-12)	Teacher Education
Principal (Grades EC-12)	Curriculum & Instruction
Reading Specialist (Grades EC-12)	Teacher Education
School Counselor (Grades EC-12)	Curriculum & Instruction
Superintendent (Grades EC-12)	Curriculum & Instruction

CERTIFICATION REQUIREMENTS

In order to be recommended for an initial teaching certificate, a student must have met the following requirements:

Angelo State University requirements:

- Complete all course and grade requirements for the certificate being sought.
- Complete the ASU Educator Preparation Program.
- Satisfactorily complete student teaching.
- Meet GPA requirements of 2.50 in the following areas: overall, in content area coursework, and in professional education coursework.

State Board of Educator Certification (SBEC) requirements:

- Possess a baccalaureate degree.
- Pass a national criminal background check through a fingerprinting process with SBEC.
- Pass all certification exams associated with the certificate being sought.
- Complete an online application.

Additional Costs

Besides university tuition and fees, there are additional costs associated with obtaining teacher certification:

- TExES Certification Exams - Students are required to take at least two exams.
- SBEC Certification Application Fee
- SBEC Fingerprinting Fee - There is an additional charge by the vendor who performs the fingerprinting.

EDUCATOR PREPARATION PROGRAM

Admissions Requirements

Candidates apply for admission to the Educator Preparation Program (EPP) when they have completed 60 semester credit hours. Instructions for applying to the EPP are available on the College of Education Website

(www.angelo.edu/dept/ceducation/onlineapplications.html).

At the time of application to the Educator Preparation Program, all applicants must demonstrate that they have:

1. Completed 60 SCH with a minimum cumulative grade point average of 2.50.
2. Completed at least 12 SCH in the major/teaching field coursework with no grade lower than a C and a GPA greater than 2.50.
3. Completed the coursework to demonstrate proficiency in reading, writing, mathematics, and communication. To demonstrate proficiency, the candidate must complete the following with a grade of C or better:
 - a. Reading - History 1301 and 1302, OR Government 2301 and 2302
 - b. Writing - English 1301 and 1302

- c. Mathematics - Mathematics 1302 or equivalent course
- d. Oral Communication - Communication 2301 or 2331
- 4. Have met the requirements of the Texas Success Initiative (TSI). The TSI skill requirements are normally met at the time of admission to the university or through required coursework. For more information about the TSI, visit the Angelo State University TSI website (<https://www.angelo.edu/services/tsi/>).
- 5. Angelo State University's candidates demonstrate acceptable teacher behavior. Candidates will be evaluated on these behaviors through the assessment of teacher dispositions. At the point of admission to the Educator Preparation Program, students are required to review and accept the unit's dispositions.

Candidate's Statement of Commitment Regarding Dispositions

The Educator Preparation Program is responsible for preparing candidates who have the required knowledge, skills, and dispositions to become effective teachers. Therefore, your certification program will prepare you to demonstrate the knowledge, skills, and *dispositions* expected of beginning teachers. Faculty and school personnel will evaluate your demonstration of these dispositions and provide you with feedback about your progress.

Dispositions are defined as the value, commitments, and professional ethics that influence behavior toward students, families, colleagues, and communities and affect student learning, motivation, and development as well as the educator's own professional growth. Dispositions are guided by beliefs and attitudes related to value such as caring, fairness, honesty, responsibility, and social justice (NCATE, 2001). The dispositions listed below are expected of ASU teacher education candidates in the university classroom and in the schools.

Professionalism

- ***Timeliness*** is consistent in class, clinicals, and group work, appointments, completion of assignments.
- ***Attendance*** is consistent at class, clinicals, group meetings, appointments, student teaching and internships.
- ***Appearance and dress*** matches schools' dress standards and expectations when candidate are present in the schools.
- ***Poise/attitude*** reflects proactive planning, preparation, and engagement in classes and in the schools.
- ***Initiative*** is demonstrated by offering ideas and suggestions to others, setting goals for self-improvement, seeking advice and feedback, and independently searching for, creating, or modifying plans and materials.
- ***Ethics*** is demonstrated by maintaining confidentiality about EC-12 students and their families, following the Code of Ethics for Texas Educators Integrity, disclosing any unlawful activity upon application to and during the teacher education program that might adversely affect ability to obtain a teaching license, as well as passing criminal background checks and drug screening required by the school systems.

Teaching Qualities

- ***Demonstrates organization*** through student-centered planning, selection/preparation of materials, time management.
- ***Demonstrates flexibility*** in modifying ideas, materials, plans, lesson implementation, course assignments.
- ***Values diversity*** through choosing and creating inclusive materials, lessons, assessments, and creating classroom environments that are inviting for diverse students' participation and learning; and that provide equitable access to instruction.

Relationships with Others

- ***Cooperates*** with instructors/school personnel; resolves differences or misunderstandings respectfully and reflectively.
- ***Responds productively and respectfully to feedback*** from instructors, classroom teachers, mentors, and principals.
- ***Establishes rapport*** with EC-12 students and their families.
- ***Collaborates*** with peers, instructors, schools personnel and parents; shares responsibilities, ideas, materials.
- ***Provides leadership*** to peers, instructors, school personnel and parents; initiates, suggests, contributes.
- ***Affirms*** perspective and contributions of diverse students, teachers, families, instructors, and peers.

Professional Development

- ***Engages in reflection*** by using various forms of feedback about candidates' teaching effectiveness, including assessment data showing impact on EC-12 students' learning.
- ***Engages in life-long learning*** through reading, observing, assessing, and participating in organizations.
- ***Promotes success for all students*** through best practices, informative assessments, and inclusive environments.
- ***Demonstrates involvement*** with parents, families, school personnel, and community agencies on behalf of students.

When to Apply

It is the student's responsibility to apply for admission to the Educator Preparation Program the semester prior to enrollment in upper level education courses, as admission is a prerequisite for enrolling in those courses. Students on post-baccalaureate certification plans must apply for admission when the certification plan is approved.

Online Application

To submit an online application, visit the College of Education website (<http://www.angelo.edu/dept/ceducation/>) for instructions.

Appeals Process

Students who do not meet the requirements for admission to the Educator Preparation Program will not be allowed to register for upper level education classes. Students wanting to appeal the admission decision may contact the Director of Field Experiences at 325-942-2520 to begin the process.

PRE-STUDENT TEACHING FIELD EXPERIENCES

Students seeking teacher certification will be required to participate in field experiences on EC-12 campuses in this area. Field experiences provide our students an opportunity to work with children and observe how schools function. Assignments vary from pure observation to actual teaching. The education student will be able to observe characteristics of physical, social, emotional, and cognitive development; learning styles; motivational and behavior management techniques; and needs of special learners.

The expected outcomes for each assignment will be defined and graded by the course instructor requiring the field experience. Field experience placements will be made by the course instructor or the Office of Field Experiences. *Do not approach teachers to request placements unless specifically directed by the course instructor.* Students may not select their own placements unless approved by the instructor.

A MANDATORY meeting with the principal must occur prior to the beginning of the field experience. Dates and times for these meetings will be provided by the course instructor or the Office of Field Experiences.

Guidelines for Field Experiences

1. If the course instructor does not have a set time for field experience visits, schedule times with the teacher.
2. Meet the requirements of the assigned district prior to beginning the field experience. Some districts require background checks and training. If the district provides a name badge, it must be worn at all times while on a campus.
3. Always sign in at the campus office before going to the assigned classroom. Return to the office and sign out before leaving the campus.
4. Obtain campus and teacher contact information in case of emergency absence. Notify the school, assigned teacher, and course instructor as soon as possible.
5. Dress and act professionally at all times.
6. Field experience hours must be completed during the regular school day. However, requirements vary among courses and may require attendance at after school functions.

Online Application for Field Experience Placements

The link for the online application for field experience placements is located at <http://www.angelo.edu/dept/ceducation/onlineapplications.html>. The instructions and deadlines for applying can be found on the same website.

STUDENT TEACHING

Student teaching (ED 4971, 4972, 4973, 4974, or 4975) is the most important field-based experience for the future professional educator. During the full-time student teaching semester, experiences are developed, implemented, and evaluated by the student teaching “team” comprised of the university supervisor, the public school cooperating teacher and the student teacher. The “team” works cooperatively in order to develop a positive and effective student teaching experience. Some academic departments with secondary teacher certification degrees will also request specific assessments of student teacher skills from the public school teacher.

The concurrent student teaching block class (ED 4315 or 4323) provides a final review of best pedagogical practices including classroom management, legal issues and public school organization.

Admission Requirements

All students must meet the requirements and be admitted to the Educator Preparation Program before they can apply for student teaching.

Early Childhood Education to Grade 4 (EC-4) and Grades 4 to 8 (4-8)

Students pursuing Early Childhood to Grade 4 and Grades 4 to 8 certification must complete the following to be eligible to student teach:

1. Students pursuing EC-4 certification must complete all courses in the Interdisciplinary major in order to be eligible to student teach (Internship II). All students are required to complete Internship I (ED 4309, ED 4311, ED 4314, and RDG 4602) as a block prior to Internship II (student teaching) when part of a degree plan.
2. Students pursuing 4-8 certification in English Language Arts and Reading, Mathematics and Reading, Mathematics and Science, Science and Reading, Social Studies, English Language Arts and Social Studies, and 4-8 Generalist, must complete all courses in the interdisciplinary major in order to be eligible to student teach (Internship II). Students are required to complete Internship I (ED 4309, ED 4311, ED 4314, and RDG 4602) as a block prior to Internship II (student teaching).
3. All courses in the Interdisciplinary major and in Pedagogy and Professional Responsibility must be completed with grade point averages of 2.500 with no grade lower than a C in order to be eligible to student teach.

Students pursuing EC-4 and 4-8 certification must have completed all required advanced Education courses with grade point averages of 2.50 (cumulative and in residence) with no grade lower than a C in order to be eligible to student teach.

Grades 8 to 12 or All-Level (EC-12)

Students pursuing grades 8 to 12 or all-level certification in an area where the

semester hour requirement for the major is:

1. 30-42 semester hours: must have grade point averages in the major of 2.500 (cumulative and in residence) with no grade lower than a C in all required courses completed and must have completed a minimum 24 semester hours (including 9 advanced hours) in order to be eligible to student teach.
2. More than 42 semester hours: must have grade point averages in the major of 2.500 (cumulative and in residence) with no grade lower than a C in all required courses completed and must have completed a minimum of 48 semester hours (including 18 advanced) in order to be eligible to student teach. Music majors must also satisfy music proficiency requirements.
3. Students must have completed all required advanced Pedagogy and Professional Responsibilities courses (ED 4321, ED 4322, EPSY 3311 (Kinesiology 3357 for all level physical education) and RDG 4320 with grade point averages of 2.500 (cumulative and in residence) with no grade lower than a C in order to be eligible to student teach.

Students seeking additional certification areas must meet the same requirements as listed above.

When to Apply

Students must apply the long semester before they are scheduled to student teach.

Semester Scheduled for Student Teaching	Application Semester
Fall	Previous Spring
Spring	Previous Fall

For information on application deadlines and **mandatory Student Teaching Application meetings**, visit the Student Teaching website at <http://www.angelo.edu/dept/ceducation/studentteaching.html>.

Application Process

All student teaching candidates must attend a **MANDATORY Student Teaching Application meeting**. Meetings are held during each long semester. Dates and times for the meetings are on the Student Teaching website (<http://www.angelo.edu/dept/ceducation/stdates.html>) or from the Office of Field Experiences. *Students must attend the meeting even if they have applied for student teaching in a previous semester.* Students not attending an application meeting must petition the Director of Field Experiences for approval before an application will be accepted for review.

Students applying for the Student Teaching Program must submit the following to the Office of Field Experiences:

1. An application for student teaching. Students will receive application materials and instructions at the mandatory Student Teaching Application meeting.
- *****2. General degree evaluation if an undergraduate student (available through student records at <http://rams.angelo.edu>).
- *****3. A copy of an updated post-baccalaureate certification plan if the student already has a degree.
4. Biographical Data / Philosophy of Teaching
- *****5. Criminal Background Check (Any felony conviction or probation could prevent a student from passing a criminal background check.)
6. Email confirmation of application to the Student Teaching Program.
- *****7. If previously employed by a school district, official copy of district service record to prove one year or more of service in order to substitute for 9 hours of student teaching. (Note: The corresponding block class (ED 4315 or 4323) must still be taken and the 9 SCH must be substituted with other coursework.)
- ""
- ""

The Director of Field Experiences must approve all applications. Students applying after the deadline date for the student teaching semester must petition the Director of Field Experiences for approval before an application will be accepted for review.

All applicants must possess sound physical health, sound mental health, and acceptable moral character. The Admission, Retention, & Dismissal Subcommittee may require the student to undergo physical and/or psychiatric evaluation.

Appeals Process

Students who are denied admission to the Student Teaching Program have a right to appeal the decision.

To appeal:

1. Contact the Director of Field Experiences to start the appeal process.
2. Write a letter to the Admission, Retention and Dismissal Committee.
3. Identify what you are appealing - GPA, missing coursework, etc.
4. State why you believe that an exception should be granted.
- "" 5. Submit the letter within 5 days of receiving the denial.
- ""

The candidate should be available if the Admission, Retention and Dismissal Committee wish a personal appearance and statement. Contact the Director of Field Experiences (325-942-2520) if you need further information on the appeals process.

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EXPECTED LEARNER OUTCOMES

All students will be evaluated against the Interstate New Teacher Assessment and Support Consortium (INTASC) standards and Texas Beginning Educator Support System (TxBESS) standards. During the student teaching semester students will prepare an electronic portfolio using TaskStream to document acceptable performance for each of the principles.

The INTASC Standards

(http://www.ccsso.org/Documents/2011/InTASC_Model_Core_Teaching_Standards_2011.pdf)

1. Content Pedagogy

The teacher understands the central concepts, tools of inquiry, and structures of the discipline he or she teaches and can create learning experiences that make these aspects of subject matter meaningful for students.

2. Student Development

The teacher understands how children learn and develop, and can provide learning opportunities that support a child's intellectual, social, and personal development.

3. Diverse Learners

The teacher understands how students differ in their approaches to learning and creates instructional opportunities that are adapted to diverse learners.

4. Multiple Instructional Strategies

The teacher understands and uses a variety of instructional strategies to encourage student development of critical thinking, problem solving, and performance skills.

5. Motivation and Management

The teacher uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self motivation.

6. Communication and Technology

The teacher uses knowledge of effective verbal, nonverbal, and media communication techniques to foster active inquiry, collaboration, and supportive interaction in the classroom.

7. Planning

The teacher plans instruction based upon knowledge of subject matter, students, the community, and curriculum goals.

8. Assessment

The teacher understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the learner.

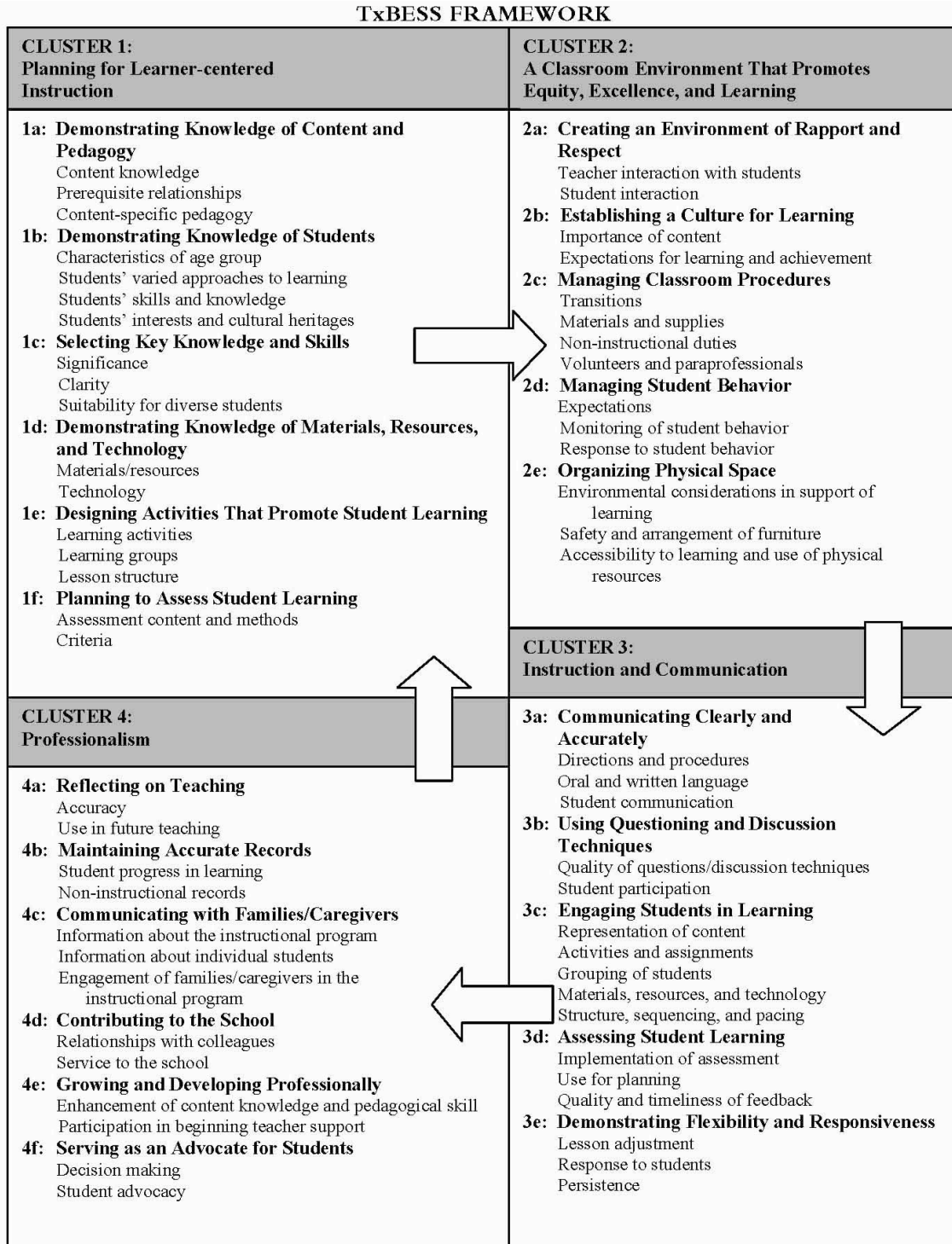
9. Reflective Practice: Professional Growth

The teacher is a reflective practitioner who continually evaluates the effects of his or her choices and actions on others (students, parents, and other professionals in the learning community) and who actively seeks out opportunities to grow professionally.

10. School and Community Involvement

The teacher fosters relationships with school colleagues, parents, and agencies in the larger community to support students' learning and well-being.

Texas Beginning Educator Support System (TxBESS) Standards



TASKSTREAM ONLINE PORTFOLIO

Students are required to submit online lesson plans and portfolios in some Education courses, including student teaching. The online portfolio program used by Angelo State University's College of Education is TaskStream. TaskStream is an online portfolio program that is accessible anywhere there is an internet connection. Lesson plan and portfolio development is facilitated by pre-designed forms, rubrics and linkable TEKS (Texas Essential Knowledge and Skills).

TaskStream is a subscription service and students will be responsible for the cost as they are for regular course textbooks. Course instructors will advise students of subscription requirements and costs. For more information on TaskStream, visit <http://www.taskstream.com>.

STATE BOARD FOR EDUCATOR CERTIFICATION

The State Board for Educator Certification (SBEC) is a division of the Texas Education Agency (TEA) whose purpose is to oversee all aspects of the preparation, certification, and standards of conduct of public school educators.

There is much valuable information on the SBEC website, <https://secure.sbec.state.tx.us/sbeconline/virtcert.asp>. We recommend that students spend considerable time exploring this website and learning about the various aspects of teacher certification.

Routes to Certification

Angelo State University offers three routes to certification – university initial and university post-baccalaureate. “University initial” is the standard certification route for degree-seeking undergraduate students. “University post-baccalaureate” is the certification route for students who already have a degree and are taking coursework to complete the requirements for certification.

Establishing an Account

Students seeking teacher certification must establish an account with SBEC before they can register for certification examinations or apply for their teaching certificate. You will not be able to establish an account until after you have been approved to take your first certification examination.

To register, students should go to <https://secure.sbec.state.tx.us/sbeconline/virtcert.asp> and click on “New User” under Educator Login. Students will be asked to select a username and password for future logins. Please be sure to remember this information as you will be required to use it each time you login to SBEC. Students are required by law to keep all contact information updated with SBEC.

After completing all the required fields, students will be assigned a TEA ID number. The TEA ID number is required to establish an online account with the certification examination company, Educational Testing Services (<http://www.texas.ets.org>).

Applying for a Teaching Certificate

It is not necessary for students to apply for their teaching certificate when they initially register with SBEC because teaching certificates cannot be issued until students have completed all university and SBEC requirements. It is recommended that students apply for their certificate during their student teaching semester.

To apply, students should login to SBEC using the username and password that was assigned when they initially established their account. After logging in, students should click on the link “Application” to see a list of applications available. Students should click on “Standard Certificate Texas Program” and follow the application steps. The entity you are being recommended by is Angelo State University (University Based). Enter the content area and grade level of the certificate you are seeking in the "Subject

Applying for" field. Our students are considered "Candidates completing an Educator Preparation Program."

Fingerprinting

SBEC uses fingerprints to perform national criminal background checks through the Texas Department of Public Safety and the Federal Bureau of Investigation. Students must pay online for fingerprint processing. When applying for fingerprinting with SBEC, students will select an option for taking their fingerprints – electronic or ink-based. The electronic option is known as Fingerprint Applicant Services of Texas (FAST).

Due to higher readability rates and quicker processing, SBEC recommends the FAST electronic process. When you select this option, you will receive an email with directions on how to schedule your fingerprint appointment. There is an additional fee for the vendor payable at the time of fingerprinting.

Certification Recommendation

All candidates who have applied for their teaching certificate through the SBEC website are reviewed for the completion of their certification requirements several times throughout the semester. Candidates who have satisfactorily completed all university coursework, possess a degree, and have passed all certification examinations will be recommended for certification by Angelo State University. If the fingerprinting process has been completed and all application fees paid, SBEC will then certify the candidate.

Adding Certification Fields

Once students become certified, additional teaching fields may be added to their teaching certificate by challenging the certification examination in any teaching field. Certified teachers can register to take additional teaching field examinations at <http://www.texas.ets.org>. This route to certification is called "Cert by Exam." After passing the examination, teachers need to apply online at <https://secure.sbec.state.tx.us/sbeconline/virtcert.asp> to add the additional teaching field to their certificate. After logging in to SBEC, teachers should click on "Applications" then "Additional Certification by Examination" to apply.

Graduate Level Certification Programs

For those students interested in continuing their education, the university also offers graduate programs for certified teachers seeking professional-level certification in Reading Specialist, School Counselor, Diagnostician, Principal and Superintendent. For more information on these programs, contact the Department of Curriculum & Instruction at (325) 942-2647.

CERTIFICATION EXAMINATIONS

Students seeking teacher certification must pass at least two certification examinations – one in their teaching field (content area) and one covering best teaching practices (Pedagogy & Professional Responsibilities (PPR)).

The Texas Examination of Educator Standards (TExES) tests are published by the Educational Testing Service (ETS). ETS's website address is <http://www.texas.ets.org>.

Content Area Test Approval

All students must obtain approval from their teaching field's department in order to be eligible to register for their TExES content area test (see chart below). Approval must be submitted to the Director of Certification. Once students obtain approval from their major department, SBEC will be notified and the students may register.

Certificate	When to Request Approval	Approval From
EC-6, 4-8 Generalist	During RDG 4602	RDG 4602 Instructor
4-8 English Language Arts & Reading	During RDG 4602	RDG 4602 Instructor
4-8 - Mathematics, Social Studies, or Science	During final semester of teaching field coursework.	Teaching field's department head or designated faculty member
8-12 - All content areas	During final semester of teaching field coursework.	Teaching field's department head or designated faculty member
All-Level - Art, Music, PE, or Theatre	During final semester of teaching field coursework.	Teaching field's department head or designated faculty member
Special Education - EC-12 & Supplement	Upon completion of Special Education courses.	Director of Certification

PPR Test Approval

Students will be approved to take the PPR test during their student teaching semester. If a student has passed the content area test, completed all Education coursework, and been approved for student teaching, they may be approved to take the PPR prior to student teaching. Students seeking early approval must complete a test approval request form in the Certification Office, Room 109, Carr Education/Fine Arts building. No phone or email requests will be accepted.

Registration Information

It is the student's responsibility to read the online registration bulletin at <http://www.texas.ets.org>. The bulletin includes information about test dates, score reports, testing site admission requirements and much more helpful information.

Students who do not read the bulletin may be turned away from the test site due to improper preparation (i.e. incorrect identification).

Registration Instructions

The certification examination registration process requires three steps: establishing an account with SBEC, establishing an account with ETS and registering for the test(s).

Step One

Establish an account with SBEC (<https://secure.sbec.state.tx.us/sbeconline/virtcert.asp>). Please refer to the section “Establishing an Account with SBEC” in the SBEC section on page 16. SBEC will then send the account information and test approval to ETS electronically.

Step Two

Establish an account with ETS. Go to <http://www.texas.ets.org> and click on the link “Your Account” located at the top of the webpage. Click on "New User" and complete all required fields. The personal data entered here must match the data entered on SBEC's website. The username and password you select for this site will be needed to login each time when registering for tests.

Step Three

Once an account has been established with ETS, login (if not already logged in) and click on the link “Register for a Test.” Follow the instructions and complete the information. Print an admission ticket to gain admission to the test.

Preparation Manuals

Preparation manuals can be downloaded from the ETS website (<http://www.texas.ets.org>). Commercial preparation manuals are available for purchase from various authors however they are not usually necessary to pass certification examinations.

Score Reporting

To view score reporting dates, click on the link “Test Dates” on the ETS (<http://www.texas.ets.org>) homepage. Students will be able to view scores online as soon as they are available. Students should not contact the Certification Office for scores as ASU personnel may not discuss scores due to Family Educational Rights and Privacy Act (FERPA) regulations.

Alternative / Nonstandard Testing Accommodations

A student requiring alternative or nonstandard testing accommodations must follow the registration instructions available online at <http://www.texas.ets.org/alternativeTesting/>. Please contact the Director of Certification for additional assistance - 325-942-2209.

CERTIFICATION CHECKLIST

	Apply for admission to the Educator Preparation Program (page 8)
	Obtain approval for TExES content area examination(s) (page 18).
	Establish an account with SBEC (page 16).
	Register for TExES content area examination(s) (page 18).
	Attend Student Teaching Application Meeting (page 11).
	Apply for Student Teaching (page 12).
	Register for TExES Pedagogy & Professional Responsibilities (PPR) test (page 18).
	Apply for teaching certificate and fingerprinting with SBEC (page 17).

CERTIFICATION TERMS AND ACRONYMS

Acronyms

CAT	Computer Administered Test (TExES)
EC or ECH	Early Childhood
EPP	Educator Preparation Program
ETS	Educational Testing Service (TExES testing company)
INTASC	Interstate New Teacher Assessment and Support Consortium
PBT	Pencil-Based Test
PPR	Pedagogy and Professional Responsibilities
SBEC	State Board for Educator Certification
TEA	Texas Education Agency
TExES	Texas Examination of Educator Standards