Admission to the Educator Preparation Program

1. Applicants for admission to the Educator Preparation Program must have completed 44 credit hours with a grade of C or above and any other courses identified in the applicant’s degree plan.

2. Applicants must submit original transcripts from all universities attended.

3. Applicants must have a minimum overall grade point average (GPA) of 2.5. As of Fall 2014, the state is requiring a grade point average (GPA) of 2.75.

4. The GPA for admission to the Educator Preparation Program includes hours and quality points of all universities attended. As of February 25, 2010 the TEC voted to utilize the overall GPA listed on the most current Texas Southern University transcript as the admission requirement.

5. The degree plan must be signed by the advisor, in the area for which certification is sought.

6. Any substitutions for required course work must accompany the degree plan.

7. The substitutions must be signed by the advisor and the department chairperson from whom the degree plan originates, e.g. 8-12 English degree plans would need the department chairperson’s signature from the English department, etc.

8. Degree plans for EC-4, 4-8 certifications must have the signatures of the advisor and the chair of the Curriculum and Instruction department.

9. Applicants to the Educator Preparation Program must submit official THEA score results.

10. Applicants must have taken and passed all parts of the THEA with scores of at least 250 in reading, 230 in mathematics, and 220 in writing.
11. As of January, 2009, the THEA is the only test used to document applicant’s fundamental skills as required by the State Board of Education and Certification.

12. Applicants for the Educator Preparation Program are not THEA exempt and are not eligible for any waivers.

13. Applicants must complete background check forms provided by each school district included in the application packet. Prior to placing candidate, each professor must submit the roster of candidate teachers enrolled in their classes in order for the background check forms to be submitted to the appropriate school district for clearance. Failure to clear candidate teachers in the first observation class may result in the candidate teacher being unable to complete the program.

14. Applicants must complete and submit the application for membership in the Association of Texas Professional Educators (ATPE), which is of no cost and includes liability insurance.

15. Applicants’ applications are reviewed by the Admissions Committee.

16. Those applicants meeting the above criteria are contacted to arrange a date to be interviewed.

17. Applicants are interviewed and the results of the interview, the application and dispositions are reviewed for admittance.

18. Applicants are notified in writing regarding the outcome of the interview, i.e. whether they have been admitted.

19. Applicants that are not admitted are sent written communication regarding the reasons and remedies for gaining admittance to the Educator Preparation Program.

20. Follow up is conducted with each applicant, with the advisor and the chairperson of the department to facilitate the applicant’s advancement to candidacy. If the applicant cannot qualify for admittance to the Educator Preparation Program, the applicant’s advisor and department chairperson will counsel the applicant to change their major.

**Application Review Process**

<table>
<thead>
<tr>
<th>Project Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Dean</td>
</tr>
<tr>
<td>Project Coordinator</td>
</tr>
<tr>
<td>Step up Interview Process</td>
</tr>
<tr>
<td>Committee is contacted about interview process</td>
</tr>
<tr>
<td>Committee meets with interviewees</td>
</tr>
<tr>
<td>Committee makes a decision on the interview process</td>
</tr>
<tr>
<td>Chair receives acceptance nominations from the committee</td>
</tr>
<tr>
<td>Acceptance Letter is sent to the student</td>
</tr>
</tbody>
</table>

Revision 2009, 201:
Project Coordinator's Office (Mrs. McDonald) / Educators Preparation Program (EPP)
Department of Curriculum & Instruction
COE Office 204 Texas Southern University

All interested students must come by this office and pick up a registration package. This package must be completed and returned to this office with the following items:
(a). Applicants must submit sealed original transcripts from all universities attended.
(b). Applicants must have a 2.5 grade point average.
(c). Applicants must have taken and passed all parts of the THEA with scores of at least 250 in reading, 230 in mathematics, and 220 in writing. Applicants to the Educator Preparation Program must submit official THEA score results.
(d). Applicants must have a must signed degree plan by the advisor, in the area for which certification is sought.

Dr. Jessica Davis
Assistant Dean College of Education

Once the applicants' packages have been processed in the Project Coordinator's Office the names of the students, their birthdates and T-Nbers are sent to the Assistant Dean's Office for approval of GPAs, correct courses, and validation of THEA Scores.
(a). Applicants for admission to the Educator Preparation Program must have completed 44 credit hours with a grade of C or above and any other courses identified in the applicant's degree plan.
(b). Applicants for the Educator Preparation Program are not THEA exempt and are not eligible for any waivers.
(c). As of January, 2009, the THEA is the only test used to document applicant's fundamental skills as required by the State Board of Education and Certification.
(d). Once the applicants' check list have been completed by the Assistant Dean's Office the names are sent back to the Coordinator's Office as approved or not approved.

Mrs. C. McDonald Project Coordinator EPP

Once the students' applications have been worked up by the Assistant Dean's Office, Mrs. McDonald, contact the Admission Chair (Dr. Reynolds) with the names of the approval applicants.

Step up Interview Process with the Admission Committee
Dr. Lacey Reynolds Admission Chair

(a). The Admission Committee members are sent the names of the approved applicants.

Committee Members are contacted about interview process
(a). A date is set by the Admission Committee Members for the interview process.
(b). Applicants' applications are reviewed by the Admissions Committee.
(c). Those applicants meeting the above criteria are contacted to arrange a date to be interviewed.

Committee Members meets with interviewees
(a). Applicants are interviewed and the results of the interview, the application and dispositions are reviewed for admittance.

Committee makes a decision on the interview process
ALL approved applicants are interviewed by the committee members with set questions and a scoring rubric which is scored by each committee members per applicants.
Admission Chair receives acceptance nominations from the committee
(a). Successful applicants names are sent to the Admission Chair. A letter is sent to the applicants form the Admission Chair of the Educators Preparation Program (EEP) for acceptance.

Acceptance Letter is sent to the student applicants
(a). Applicants are notified in writing regarding the outcome of the interview, i.e. whether they have been admitted.

(b). Applicants that are not admitted are sent written communication regarding the reasons and remedies for gaining admittance to the Educator Preparation Program.

(c). Applicants who were not successful will be sent a letter notifying them of why they failed to meet the requirements for Admission to the Educators Preparation Program (EEP).

(d). Applicants that are not admitted are sent written communication regarding the reasons and remedies for gaining admittance to the Educator Preparation Program.

(e). Follow up is conducted with each applicant, with the advisor and the chairperson of the department to facilitate the applicants’ advancement to candidacy. If the applicant cannot qualify for admittance to the Educator Preparation Program, the applicant’s advisor and department chairperson will counsel the applicant to change their major.

(f). Applicants must complete background check forms provided by each school district included in the application packet. Prior to placing candidate, each professor must submit the roster of candidate teachers enrolled in their classes in order for the background check forms to be submitted to the appropriate school district for clearance. Failure to clear candidate teachers in the first observation class may result in the candidate teacher being unable to complete the program.

Admission Committee Departmental Concerns
(a). Any substitutions for required course work must accompany the degree plan.

(b). The substitutions must be signed by the advisor and the department chairperson from whom the degree plan originates, e.g. 8-12 English degree plans would need the department chairperson’s signature from the English department, etc.

(c). Degree plans for EC-4, 4-8 certifications must have the signatures of the advisor and the chair of the Curriculum and Instruction department.

Admission Committee Members:
Chair Lacey Reynolds
Dr. Haynes-Mays
Dr. Jackie Smith
Dr. Carolyn Mack
Fellow Mrs. E. Newton