

# State Licensure for Teachers, School Counselors and Administration Professionals



The educator certification program at TCU has been carefully designed to prepare exemplary teachers, counselors and administration professionals for Texas public schools. Program curriculum is scientifically-based and aligned with state standards and Texas Essential Knowledge and Skills (TEKS). As noted in the College of Education mission statement, program focus is on educator effectiveness in diverse educational settings and the preparation of leaders who are “reflective, ethical, innovative and committed to all learners”.

The College of Education teacher, school counselor or administration professional programs provide many opportunities to learn about your chosen field while practicing in the public school setting. You will be prepared to implement a positive, equitable, engaging learning environment that establishes rapport with your students and their parents. You will learn to model, manage and motivate in ways that meet the academic needs of all students. Technology will become a comfortable tool for instruction, data management and research.

At the close of your teacher, school counselor or administration professional program, you will be observed performing the duties of your certification area by a TCU field supervisor who will provide feedback on your performance with opportunities for communication, collaboration and reflection. Approaching graduation, you will know that you have taken the first steps to becoming the classroom teacher or other school professional you envisioned you could be.



# Testing for Educator Certification



“To ensure that each teacher, school counselor, principal and superintendent has the necessary content and professional knowledge to perform satisfactorily in Texas public schools, Texas law requires every person seeking educator certification to complete an accredited preparation program and perform satisfactorily on comprehensive state examinations named the TExES (Texas Examination of Educator Standards).” (TEA, [www.tea.state.tx.us](http://www.tea.state.tx.us), 6/21/2012) Texas Education Agency [TEA].

**Initial Teacher Certification:** At TCU, to be eligible to take the TExES certification exams for initial teacher certification, students must pass the practice representative exams, which are offered during the Professional Practice Seminar, a requirement of the undergraduate degree plan. Students who do not pass these practice exams must present evidence of test preparation before the exam will be re-administered. A student who receives no credit in the Professional Practice Seminar is not considered a program completer and will not be released to take the TExES.

**School Counselor and Administration Professional Certification:** To be eligible to take the TExES exam for school counselor, principal or superintendent, professional certification candidates must pass the practice representative exam for their field. For school counseling, these exams are administered during a designated class period or by appointment with program advisors. Saturday test dates are posted each semester for principal and superintendent testing.

Upon passing the appropriate practice exam, the Director of Teacher Certification will release a student to test in the online TEA system, and will send the student instructions for registration in the TEA/ETS online systems. It is strongly recommended that students test at the earliest possibility upon being released to test.



The College of Education is dedicated to student success on state exams. Every effort will be made to provide additional instruction and support, if needed, to ensure this success.

Students who fail to take the appropriate TExES exam within three years of program completion must present documentation of completion of TExES review or additional coursework prior to receiving permission to test. The practice test may be given again.

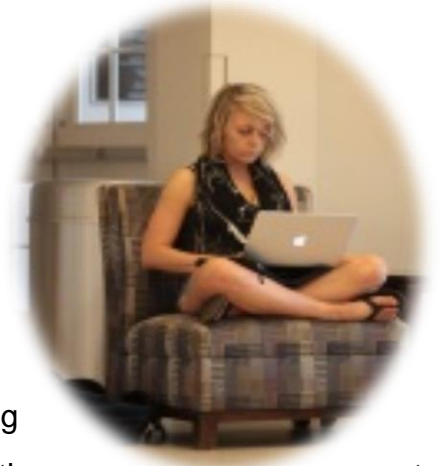
There is a 5-time limit on taking a single certification exam. Any tester who has attempted a test (regardless of how many attempts before August 31, 2015) may test up to four more times after September 1, 2015. Additional attempts would require SBEC permission.

# Online Test Registration

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“When you access the ETS/TEExES online registration system for the first time at [www.texas.ets.org](http://www.texas.ets.org), you will be required to create an ETS testing account.” To establish an ETS testing account, you will need to provide your TEA number. (ETS, [www.texas.ets.org](http://www.texas.ets.org), 6/21/2012) Educator Testing Services [ETS].

If you don't have a TEA ID number, go first to the TEA homepage at [www.tea.state.tx.us](http://www.tea.state.tx.us). Choose the Educator Login link at the top right side of the page and follow the prompts to create a TEA online account. Keep a record of your TEA number and login/password information.



“You may use a different user name and password for your ETS testing account than you did on your TEA account; however, all other information must be identical. Be sure to enter your full name **exactly** as it appears on the ID documents you will present on the day of the test. If the name on your ID documents and the name on your admission ticket do not match, you may be prohibited from taking the test or your test scores may be canceled after you have taken the test.”

Next, from the ETS homepage [www.texas.ets.org](http://www.texas.ets.org) choose the “Register” link at the top of the page. Review the “Test Registration Quick Start Guide” on this page and if you are a new user, review the “Quick Start Guide for New User Account Creation” on this page. Review the “Test Registration Bulletin” for important information about test dates and test procedures.

For general inquiries concerning test registration related issues and questions regarding payment, admission tickets and score reporting, call **ETS at 1-800-205-2626**.

You will only be allowed to register for tests for which you have been approved. Contact the Director of Teacher Certification if you do not see the correct test appear at registration.

(ETS, [www.texas.ets.org](http://www.texas.ets.org) – 6/21/2012)

# Initial Teacher Certification at the Undergraduate Level

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After graduation, successful completion of the teacher education program and passing scores on the required state certification exams, the student will be recommended to the State of Texas for teacher certification by the certification officer on behalf of Texas Christian University. The student may request recommendation for certification after completing the following requirements.



- Conferred Bachelor's degree
- Successful completion of the teacher education program, including student teaching
- Passing scores on the required state exams
- Final GPA of 2.5 with 'C' or better in education and teaching responsibility coursework

The student may request recommendation for certification by applying online to the State Board for Educator Certification at the **Texas Education Agency** website.

The Director of Teacher Certification will confirm that the student has met all requirements for certification and will recommend the student on behalf of TCU. The student will receive e-mail notification from TEA noting the university recommendation. Another later e-mail will notify the student that certification has been completed by TEA.

At this point, the educator may view their virtual certificate online at the **Texas Education Agency** website. All Texas certificates are virtual and can be printed by the educator from the TEA/SBEC website. No physical certificate will be mailed.

The educator receives the Texas Standard Certificate which is renewable every five years on the educator's birthday.

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# Professional Educator Certification – School Counselor, Principal & Superintendent

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After graduation, school professionals will be recommended to the state of Texas for certification by the Director of Teacher Certification upon completion of the following requirements:

## **Principal**

- Conferred Master's degree (or higher)
- Successful completion of a principal preparation program including the internship
- Passing score on the required state certification exam
- Two years of classroom teaching experience (service record required)

## **School Counselor**

- Conferred Master's degree (or higher)
- Successful completion of a school counselor preparation program
- Passing score on the required state certification exam
- Two years of classroom teaching experience (service record required)

## **Superintendent**

- Conferred Master's degree (or higher)
- Successful completion of SBEC approved superintendent preparation program
- Passing score on the required state certification exam
- Hold, at a minimum, a Standard Principal Certificate



# Requesting Your Certificate

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“Passing a certification examination does not automatically result in an educator certificate. You must apply for the certificate through your TEA account. Participants in an educator preparation program (EPP) should not apply until all of the requirements of that EPP have been fulfilled.”

**1)** From the TEA homepage at [www.tea.state.tx.us](http://www.tea.state.tx.us) choose the Educator Login link at the upper right hand corner of the page.

- Set up your profile
- Choose “Applications” from the blue bar on the left
- Choose “Standard Certificate Texas Program”

Do not choose Master teacher if you have a Master’s degree. The Master Teacher Certificate cannot be issued as an initial certificate. Eligibility is based on successful completion of a TEA approved Master Teacher program. A post-graduate degree alone does not qualify you for a Master Teacher Certificate.

**2)** Apply - to apply you must:

- Complete the EPP Candidate Exit Survey
- Pay the certification fee
- Pass a criminal background check
- Pass the appropriate examinations for the certification desired

**3)** Complete the affidavit, choosing the entity Texas Christian University – University Based and typing in the certificate you are requesting (example: Early Childhood Education or 4-8 Math).

**4)** Complete the Educator Preparation Program (**EPP**) Candidate Exit Survey.

**5)** Upon completion of the survey, pay for your certificate by credit card and pay for your digital fingerprint pass.

The Director of Teacher Certification will confirm that the student has met all requirements for certification and will recommend the student on behalf of TCU. The student will receive e-mail notification from TEA noting the university recommendation. Another later e-mail will notify the student that certification has been completed by TEA.

At this point, the educator may view their virtual certificate online at the Texas Education Agency website. All Texas certificates are virtual and can be printed by the educator from the TEA/SBEC website. No physical certificate will be mailed.

(TEA, [www.tea.state.tx.us](http://www.tea.state.tx.us) – 6/21/2012)



# Fingerprinting

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All applicants for educator credentials are required by state law to submit fingerprints to the State Board for Educator Certification (SBEC) for a criminal background check that is conducted by the Federal Bureau of Investigation (FBI).

The Texas Department of Public Safety (DPS) through a private vendor provides digital fingerprinting service to those individuals that require fingerprinting for state licensing purposes in Texas.

## **A few facts about the digital fingerprint process:**

- All applicants who use the digital fingerprinting vendor must pay their fingerprinting fees online prior to being able to use the vendor's digital services
- The applicant will receive an email from SBEC that will contain a document (FAST Fingerprint Pass) that will allow them to use the vendor's digital services
- The applicant will be required to make an appointment with the vendor and present the document (FAST Fingerprint Pass) at their fingerprint appointment
- Applicants will be required to pay the vendor a fee for the fingerprinting service
- The average turnaround time for completion of the digital fingerprint process is 48 hours
- For a list of current sites visit the digital fingerprinting vendor location link



# Additional Certification

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“A teacher who holds a **valid** Texas classroom teaching certificate and a bachelor's degree may add classroom certification areas by successfully completing the appropriate certification examination(s) for the area(s) sought. More than one area can be added at a time for one fee. This is called Additional Certification by Examination.”

The educator must register for the test through the Educational Testing Service. After the educator has taken and passed the test and the scores appear in the educator's account, the educator must login to their account and apply to add that area to the existing certificate.

## **Additional Certification by Examination Steps:**

1. Be sure the name on your certificate matches the photo I.D. you will show at the testing site. Email TEA to complete a name change if needed.
2. Register for the classroom certificate area test that you want to add to your certificate. You can register online or over the phone with the Educational Testing Service at [www.texas.ets.org](http://www.texas.ets.org) or 800-205-2626. TEA is not the testing company.
3. Take and pass the test. When your scores appear in your TEA online account and show that you have passed, login to your TEA account and select Applications.
4. After clicking on Applications, go to the option that says Additional Certification by Examination and go through the online application process.

The new certificate area will be added to your existing certificate pending a clean background check.”

(additional certification is not available for initial certification or for professional certification)



(TEA, [www.tea.state.tx.us](http://www.tea.state.tx.us), 6/21/2012)



# Probationary Certification

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“The Probationary Certificate is a type of credential, valid for one calendar year, issued to an individual who is enrolled in an educator preparation program, employed as a school counselor, principal or superintendent and is serving in a supervised internship. The holder of a Probationary Certificate must have secured employment by an accredited Texas public or private school in a position that is appropriate for the certificate sought.”

The educator preparation program (EPP) is responsible for establishing the academic requirements for the Probationary Certificate. The EPP must provide mentoring and supervision throughout the entire probationary certification period. Candidates for probationary certification should talk with program faculty to determine eligibility to apply for the Probationary Certificate.

For a Probationary Certification in School Counseling the candidate must:

1. hold a bachelor's degree at minimum
2. have two years of classroom teaching experience (service record required)
3. have an official offer from an employing school district to fill a school counselor position
4. have completed 24 hours of counseling coursework, be within two semesters of graduation and enrolled in at least 1 hour of practicum
5. have completed EDGU 50223, 50323, 60143 and 60613.
6. have approval from counseling program faculty

For a Probationary Certification as School Principal the candidate must:

1. hold a bachelor's degree and a teaching certificate
2. have two years of classroom teaching experience (service record required)
3. have an official offer from an employing school district to fill a principal position
4. be admitted to the College of Education Graduate Program in Educational Leadership/Administration
5. have completed/credit for at least 24 hours of educational leadership coursework
6. be enrolled in the principal practicum (two semesters – fall and spring)
7. have arranged for a local certified administrator to serve as their site mentor
8. have approval from educational administration program faculty

For a Probationary Certification as School Superintendent the candidate must:

1. hold a master's degree at minimum
2. hold a principal certificate
3. have an official offer from an employing school district to fill a superintendent position
4. be admitted to the College of Education Graduate Program in Educational Leadership (superintendent certification)
5. have an official offer for a superintendent position from an employing school district
6. have approval from educational administration program faculty

# The Director of Teacher Certification/ Certification Officer – Diana Woolsey

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*“It is the certification officer’s responsibility to confirm that the educator candidate has met all requirements for certification and to recommend the student on behalf of TCU. It is evident that Ms. Woolsey implements meticulous steps to ensure accuracy of all records.” (TEA site visit).*

## The Certification Officer:

- Speaks with students and parents regarding teacher certification and careers in education
- Works with admission committees
- Approves changes of major
- Conducts group advising
- Audits, monitors, and aligns requirements on student transcripts and approves graduation
- Approves candidates for state certification exams
- Confirms program completion
- Recommends students for state teacher and professional certification
- Reports at state and federal levels
- Maintains student files and records

