Undergraduate Teacher Education Program

TEP Admission Process, Requirements, and Instructions

Prior to applying for admission to TEP, read through this entire document and confirm that you meet all the admission requirements.

Admission to the Initial Teacher Education Program (TEP) at UH-Clear Lake requires that students be enrolled at University of Houston-Clear Lake in the College of Education, or in the College of Human Sciences and Humanities (HSH) or College of Science and Engineering (CSE) as "certification seeking".

Complete the application process via the TEP Application Canvas course and verify that all documentation is complete and correct. Directions for enrolling in the TEP Application Canvas course are found on the TEP Application website.

Once you submit all documentation to the TEP Application Canvas course, please allow 2-3 weeks for the review of your application. The Certification Office will email you regarding your acceptance or denial to the Teacher Education Program. Should you receive a denial, you should contact the Certification Office and clear up any deficiencies. After you receive the acceptance email from the Certification Office, **you must accept your admission by replying with an acceptance email within 10 days.** Until you receive formal approval, you may continue to take any courses on your plan except for the Pedagogy block of courses.

If you have any issues with links or documents while completing your application, please contact the Certification Office. Include a screen shot of your error and the name of the document you are trying to access. OIT Support cannot help with errors in the application survey or application Canvas course.

Steps for Completing the TEP Admission Application

To complete your TEP Application upload required documentation in the TEP Application Canvas Course. Instructions for enrolling in the TEP Application course can be found on the TEP Application website in the **Undergraduate TEP Program** section.

Links to documents and websites are available in the TEP Application Canvas course. **Be sure to name your required submission documents using the format listed below for each document. Incorrect file names will be rejected and delay reviewing your application.**

You must have a TEA ID Number to apply. If you do not have a TEA ID number, go to the [TEA website](#). Click on "Request New User Account" and follow the prompts to create your TEA account and receive a TEA ID.

Acknowledgment and Acceptance of COE Professional Dispositions – before you begin uploading any documentation to the TEP Admission Canvas course, you must read and agree to abide by the [COE Professional Dispositions](#) by completing the COE Disposition Acknowledgment "quiz". *The information in the application course will not be available to you until this is completed.*

STEP 1) TEP Qualification Survey (REQUIRED): Click on the link in the TEP Canvas Application course to access the TEP Qualification survey. Verify you meet the following requirements on the TEP Application Survey. DO NOT begin the TEP Application Survey until you can verify you meet all the requirements listed items 1 – 14 below.

1) *Personal Information* – provide the following personal information:
   - TEA ID
   - Name as it appears on government issued ID.
   - Address
   - Phone
   - Birthday
   - UHCL email
   - UHCL student ID
   - Social Security number (if applicable)

2) *Certification Grade Level* – identify the certification grade level you are seeking. UHCL College of Education Teacher Education Program offers certification at the following grade levels:
   - Early Childhood PK-3 (PK-3)
   - Early Childhood – 6th grade (EC-6)
   - Grades 4 through 8 (4-8)
   - Grades 7 through 12 (7-12)
   - Early Childhood through grade 12 (EC-12)

3) *Certification Area/Subject –* identify the certification area you are seeking. Be sure the certification area matches the grade level selected above. Certification programs are offered in the following areas at the grade levels indicated:
   - Early Childhood (PK-3)
   - Core Subjects (EC-6 or 4-8)
   - English Language Arts and Reading (4-8 or 7-12)

- Mathematics (4-8 or 7-12)
- Science (4-8)
- Social Studies (4-8 or 7-12)
- Life Science (7-12)
- History (7-12)
- Art (EC-12)
- Physical Education (EC-12)

4) *Supplemental Certifications* – if applicable identify the additional supplemental certification you are seeking. Supplemental certification is offered in the following areas:
- Bilingual Education
- ESL Education
- Special Education EC-12

5) *Demographic Information* – indicate gender and ethnicity/race for TEA statistical purposes only. Admission to the TEP is determined without regard to gender or ethnicity/race.

6) **UHCL***Teach* **Program –** indicate if you are part of the UHCL*Teach* program and the degree you are seeking as part of that program. UHCL*Teach* is only available for Mathematics BA/BS with Mathematics 7-12 or Biological Science with Life Science 7-12 certifications.

7) *Verification of Prerequisite Coursework* –
- Early Childhood PK-3
  - ECED 1354 Developmental Theories of Young Children
  - INST 3313 Survey of Instructional Technologies
  - ECED 4322 Cultural Awareness for Young Children
  - ECED 4100 EC-3 Teacher Seminar

- Core Subjects, English Language Arts and Reading, History, Mathematics (4-8), Social Studies, Art, and Physical Education certification students must have the following courses must be *completed* with a C- or better:
  - EDUC 4310 Theories of Educational Psychology
  - INST 3313 Survey of Instructional Technologies
  - SILC 4315 Theories of American Pluralism
  - TCED 4100/4102 Core Subjects/Secondary Content Teacher Seminar

- Mathematics 7-12 and Life Science 7-12 UHCL*Teach* certification students must have the following courses must be ***completed*** with a C- or better:
    - SPED 4300 Survey of Exceptionalities
    - SILC 4315 Theories of American Pluralism
    - TCED 4102 Secondary Teacher Seminar

8) ***Verification of Public Speaking*** – indication how you meet the speech competency requirement:
    - COMM 1315 with C- or better
    - Speech Competency Form for an advisor approved alternative course. (see Step 7 for additional information)

9) ***Verification of Credit Hours*** – indicate that you meet minimum 60 credit hours of overall coursework for your degree plan and the minimum credit hours in your certification subject area. **A minimum 2.75 overall GPA is required.**
    - Early Childhood PK-3, Core Subjects, English Language Arts and Reading, History, Social Studies, Art, & Physical Education: a minimum of 12 semester credit hours
    - Mathematics (4-8 or 7-12) and Life Science (7-12): a minimum of 15 semester credit hours

    Note: your GPA will be verified by your advisor after your application submission is complete. Be sure the university has copies of all your academic transcripts.

10) ***Verification of Basic Skills Requirement in Reading, Writing and Math*** – according to Texas Education Agency's Texas Administrative Code, Chapter 227.10.4, all candidates, prior to admission to an educator preparation program, shall demonstrate basic skills in reading, writing and mathematics. To fulfill this, the UHCL College of Education requires a candidate to meet one of the following Texas Success Initiative (TSI) requirements:
    - Core Complete Or be currently enrolled in final core courses
    - ACT college readiness scores (within 5 years, with minimum scores below)
    - SAT (within 5 years, with minimum scores below)
    - STAAR End of Course exams (within 3 years, with minimum scores below)
    - TSI Assessment

    Note: If you have ***not*** completed all your Core Courses, you must submit one of the acceptable test score reports. See STEP 8 in this document for more information.

11) ***Verification of Understanding the TEA Criminal Background Check Rule*** – the State of Texas, Texas Education Agency (TEA) and the State Board for Educator Certification (SBEC) require that an educator preparation program inform all program applicants and candidates about the State's rules on criminal background checks from the Texas Occupations Code Chapter 53, the Texas Education Code Chapter 22.0831 and the Texas Administrative Code, Part VII, Chapter 227, Subchapter B.

Read the following information regarding criminal background checks, certification, and disciplinary guidelines on the TEA website prior to completing the TEP Application.

- TEA's National Criminal History Checks-FAQs
- TEA's Preliminary Criminal History Evaluation-FAQs
- Disciplinary Policy Guidelines
- Educator Discipline – FAQs

On the application, you must check each of the following statements verifying you have read the above and understand the rules on criminal background checks and educator discipline policies:

- I understand that an individual who has been convicted of an offense may be ineligible for the issuance of an educator certificate upon completion of an educational program.
- I understand that TEA will conduct a national criminal history check on me when I apply for my educator certificate and when I am a certified educator.
- I have read and understand TEA's National Criminal History Checks-FAQs
- I understand that I may request a Preliminary Criminal History Evaluation from TEA if I have reason to believe that I may be ineligible for educator certification due to a conviction or deferred adjudication for a felony or misdemeanor offense, per Texas Occupations Code Section 53.102. I have read and understand TEA's Preliminary Criminal History Evaluation-FAQs
- I have read and understand the current guidelines issued by SBEC on the following:
  - Disciplinary Policy Guidelines
  - Educator Discipline – FAQs

12) *Verification of TExES Exam Policy* –

You must verify that you understand that all TExES exams required for your certification must be passed in order to be certified.

13) *Verification of EPP Exit and Re-entry Policy* – read the EPP exit and re-entry policy below. You must verify that you understand the process for withdrawing from and returning to the UHCL Teacher Education Program. On the application you will check that you read and understand this policy.

UHCL EPP Exit and Re-Entry Policy

Removal from Educator Preparation Program (EPP) – candidates who leave the UHCL TEP by one of the methods below will be formally removed from all UHCL and TEA EPP systems, including TEA's Accountability System for

Educator Preparation, TEA's Test Eligibility, and UHCL certification student groups.

    a) Withdrawal from the UHCL TEP to graduate without certification,

    b) Withdrawal from the UHCL TEP by completing a Candidate Transfer Form to enter another EPP,

    c) Change in enrollment status at UHCL to non-certification seeking, or

    d) Discontinued by the UHCL Registrar's Office.

Returning to the EPP - candidates who were removed from the EPP systems and wish to return to the UHCL TEP must:

    a) Reapply to the university and be admitted by UHCL as certification seeking *and*

    b) Re-apply to the Teacher Education Program (TEP) and pay the TEA Admission (Technology) fee again.

14) ***TEP Application Survey Verification*** - verify that you all the information you completed on the TEP Application Survey is accurate.

STEP 2) TEA Admission Fee (REQUIRED)

– go to the [UHCL E-commerce](#) site and pay the TEA admission fee. Save an electronic copy of the receipt and upload to the appropriate assignment in the TEP Application Canvas course. NOTE: If you are *reapplying* to TEP, you must pay the application fee again.

- **You must name your Ecommerce Receipt as follows**: ReceiptFirstnameLastname
- Note there are no spaces or symbols in the name. This document will most likely be a pdf or jpg. Be sure the file extension is included.
- Example: ReceiptJohnDoe.pdf or ReceiptJaneDoe.jpg

STEP 3) TExES Exam Policy Acknowledgment (REQUIRED)

– read, sign, and submit the [UHCL COE Initial Certification TExES Exam Policy Acknowledgment](#) page (page 6 of the document) to the appropriate assignment in the TEP Application Canvas course.

- **You must name your signed exam policy form as follows**: ExamPolicyFirstnameLastname
- Note there are no spaces or symbols in the name. This document will most likely be a pdf or jpg. Be sure the file extension is included.
- Example: ExamPolicyJohnDoe.pdf

STEP 4) TEP Application Essay (REQUIRED)

– write a one-page, double spaced essay, describing your qualifications for the certification area you are seeking. Upload your completed essay to the appropriate assignment in the TEP Application Canvas course. Directions, format requirements, and the rubric for this essay are at the end of this document. Be sure to follow them in your writing. This must be your own original work.

- **You must name your Essay as follows**: EssayFirstnameLastname
- Note there are no spaces or symbols in the name. This document will most likely be a docx or pdf. Be sure the file extension is included.
- Example: EssayJaneDoe.docx

STEP 5) FERPA Release Form (REQUIRED) – complete, sign and submit the UHCL References FERPA Release Form. Please fill in "Waive" so that we can recommend you to school districts for positions at the end of the program. If you check off "Do Not Waive" we are not allowed to share any information with districts to help you in the hiring process. Upload to the appropriate assignment in the TEP Application Canvas course.

- **You must name your FERPA Release form as follows**: FERPAFirstnameLastname
- Note there are no spaces or symbols in the name. This document will most likely be a pdf. Be sure the file extension is included.
- Example: FERPAJohnDoe.pdf

STEP 6) Speech Competency Form (if applicable) - if you have not completed COMM 1315 you must complete and submit the Speech Competency Form.

- **You must name your speech competency form as follows:** SpeechFirstnameLastname
- Note there are no spaces or symbols in the name. This document will most likely be a pdf. Be sure the file extension is included.
- Example: SpeechJaneDoe.pdf

STEP 7) Verify Application Completion (REQUIRED) – once you have completed all the assignment steps in the TEP Application course, submit your application by completing the Application Verification Quiz. *Your application will not be processed until you verify that everything is complete.*

The above requirements are subject to change in future semesters. Check with the College of Education Advising Office at 281-283-3600, in Bayou 1231, or on the TEP Application webpage for the most recent requirements for entry into the Teacher Education Program.

TEP Application Essay

Guidelines for Writing Essay Submission
Place your full name on paper, make it one-page, double-spaced, Times New Roman, 12 font.
Paper must address the top two items in the left 'Exceeds Expectations' column below.

Guidelines – describe your personal characteristics and previous experiences that show us the certification you are seeking is the appropriate certification for you. Describe the characteristics of students in your area of certification and share your thoughts on what it takes to be an effective teacher for this age group. If you have had experiences working with students in this age group, be sure to describe them. Be sure your name is typed at the top of the paper, in the header. Use the rubric on the following page as a guide. Before you submit the paper with your application, consider taking your paper and the rubric to the UHCL Writing Center (SSCB 2101) for review. ***Do not plagiarize***; ***submit your own, original work.***

Honesty Code – as a reminder, the Honesty Code is the university community's standard of honesty and is endorsed by all members of the University of Houston-Clear Lake academic community. It is an essential element of the University's academic credibility. It states: "I will be honest in all my academic activities and will not tolerate dishonesty."

TEP Application Essay Rubric

Criteria	Exceeds Expectations	Meets Expectations	Below Expectations
Focus	• States personal qualifications for seeking the certification on degree plan. • Includes experiences working with children in age group noted on degree plan	• States personal qualifications for seeking the certification on degree plan.	• Does not state personal qualifications for seeking the certification on degree plan.
Development	• Understands the needs of children in age groups represented by degree plan. • Describes characteristics of the children. • Includes several ideas on how to effectively teach the children.	• Somewhat understands the needs of children in age groups represented by degree plan. • Adequately describes characteristics of the children. • Includes some ideas on how to effectively teach the children.	• No evidence of understanding the needs of children in age groups represented by degree plan. • Does not describe characteristics of the children. • Does not include ideas on how to effectively teach the children.
Language Usage	• No slang or jargon • Logical flow to the sentences which enhances understanding. • Carefully selected words. • Words are used correctly.	• No slang or jargon • Sentence flow could be improved but ideas presented are understandable. • Carefully selected words. • Words are used correctly.	• Uses slang or jargon • Sentences lack a logical flow which hinders understanding. • One or more words are not used correctly.
Editing	• No grammar, spelling, or punctuation errors.	• One or two grammar, spelling, or punctuation errors	• Three or more grammar, spelling, or punctuation errors.