



Education Major Application Checklist 2020-2021

Updated October 2020

Educator Preparation Program (EPP)

| | | | | |
|---------------|---|---|--------|--------|
| | √ | Item | | |
| 1 | | 2.5 cumulative GPA in the semester prior to application | | |
| 2 | | Enrollment in or completion of EDUC1301 with a grade of at least C Semester taken: | | Grade: |
| 3 | | Completed EPP application Due Nov 15 for spring admission or March 15 for fall admission | | |
| 4 | | Unofficial HT Transcript | | |
| 5 | | 60 college credit hours | | |
| 6 | | TEAL and ECOS Access Instructions for Educators account setup | | |
| 7 | | Grade of "C" or better in ALL of the following courses | | |
| | | | Sem/Yr | Grade |
| | | ENGL 1301 | | |
| | | ENGL 1302 | | |
| | | MATH 1314 | | |
| | | HIST 1301/1302 | | |
| | | BIOL/PHYS/CHEM | | |
| | | US or Texas government | | |
| | | EDUC 1301 | | |
| 8 | | Completion of 12 hours in your content area (combination of EDUC, MATH, SEDL, KINE) with a grade of "C" or better to demonstrate competency in the content area | | |
| Course Number | | Course Name | Sem/Yr | Grade |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| 9 | | Interview (scheduled by EPP staff when application complete) | | |
| 10 | | Learning and Study Strategies Inventory (administered during interview) | | |
| 11 | | Professional Recommendation (1) | | |
| 12 | | Professional Recommendation (2) | | |
| 13 | | Professional Recommendation (3) | | |
| 14 | | Proof of membership in professional education organization (ATPE) | | |
| 15 | | Pursuant to the Texas Education Code (TEC), §22.083, candidates must undergo a criminal history background check prior to employment as an educator; and Pursuant to the TEC, §22.0835, candidates must undergo a criminal history background check prior to clinical teaching. | | |
| 16 | | Bilingual applicants and applicants with foreign transcripts will be required to demonstrate language proficiency in English by passing the Test of Proficiency in the English | | |

| | | |
|--|--|---|
| | | Language or one of the following: (A) completion of an undergraduate or graduate degree at an accredited institution of higher education in the United States; or (B) verification of minimum scaled scores on the Test of English as a Foreign Language Internet-Based Test (TOEFL iBT) of 24 for speaking, 22 for listening, 22 for reading, and 21 for writing; or (C) if an undergraduate or graduate degree was earned at an institution of higher education in a country outside of the United States listed in the figure provided in this subparagraph. Figure: 19 TAC §230.11(b)(5)(C). Applicants are required to submit TOEFL scores that meet the minimum program requirements below unless they have earned a bachelor's degree or higher from a regionally accredited U.S. institution. |
|--|--|---|

Name: _____ Date: _____



Educator Preparation Certification Program

Education Major Application for EPP Admission

Due November 15 (for spring admission) or March 15 (for fall admission)

Applicant Information

| | | | | | | |
|---|--------------|-----------------------|--------------------------|--------------|-----------------|--|
| Full Name: _____ | | | Date: _____ | | HT ID: _____ | |
| <i>Last</i> | <i>First</i> | <i>M.I.</i> | | | | |
| Current Address: _____ | | | Permanent Address: _____ | | | |
| <i>City</i> | <i>State</i> | <i>ZIP Code</i> | <i>City</i> | <i>State</i> | <i>ZIP Code</i> | |
| Cell Phone: () _____ | | Home Phone: () _____ | | | | |
| Personal Email: _____ | | | HT Email _____ | | | |
| Social Security Number _____ | | | Date of Birth: _____ | | | |
| Driver's License Number _____ | | | State: _____ | | | |
| Ethnicity <input type="checkbox"/> African American <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> Other | | | | | | |

Academic Information

| | | | | | | |
|-------------------------|--------------|--|------------------------------------|--|--|--|
| Classification: _____ | | | Total Semester Credit Hours: _____ | | | |
| Cumulative GPA: _____ | Major: _____ | Certification Area: _____ | | | | |
| SAT/ACT score(s): _____ | | Test (THEA or ACCUPLACR) score: Reading _____ Math _____ Writing _____ | | | | |
| Date Taken: _____ | | Date Taken: _____ | | | | |

Academic Major Core Requirements: 12 hours of subject-specific content – “C” or better (EDUC, MATH, SEDL, KINE)

| Course | Semester | Grade | Course | Semester | Grade |
|--------|----------|-------|--------|----------|-------|
| | | | | | |
| | | | | | |
| | | | | | |

Admission Core Requirements: “C” or better

| | | |
|------------------------------|------------------------------|------------------------------|
| EDUC1301 | ENGL1301 | ENGL1302 |
| <i>Semester</i> <i>Grade</i> | <i>Semester</i> <i>Grade</i> | <i>Semester</i> <i>Grade</i> |
| MATH1314 | HIST1301/1302 | BIOL/PHYS/CHEM |
| <i>Semester</i> <i>Grade</i> | <i>Semester</i> <i>Grade</i> | <i>Semester</i> <i>Grade</i> |
| GOVT | | |
| <i>Semester</i> <i>Grade</i> | | |

Certification Interest

Check the Program for which you are applying. Please select only *one* program option.

General Education Certification: EC-6th Grade
Supplemental Certifications: English As A Second Language (ESL) Special Education

I understand that I will have to pass a criminal background check in order to gain certification. I also understand that I am can request a preliminary criminal history evaluation (PCHE). Signature

For Office Use

| | | |
|---|---|-----------------|
| ADMISSION APPROVED <input type="checkbox"/> | ADMISSION DENIED <input type="checkbox"/> | Comments: _____ |
|---|---|-----------------|

Department Chair Signature _____

Date _____

Disclaimer and Signature

Please read the following statements carefully:

- I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief. I understand that any false statements, misrepresentations, or omissions made by me on the application or during the application process or which later prove to be false or incomplete shall result in sufficient cause for refusal to be admitted into the Huston-Tillotson University Educator Preparation Program (HT EPP) or immediate dismissal from HT EPP if accepted.
- I agree to abide by all HT EPP testing and assessment requirements.
- I understand that I will be subject to a criminal background check by the State Board for Educator Certification before being issued a Standard Teaching Certificate and by independent school districts and/or charter schools before being allowed to student teach.
- I hereby authorize Huston-Tillotson University to investigate, through whatever means deemed appropriate, any information included in this application and facts resulting from the investigation unless otherwise noted. Huston-Tillotson University is also authorized to use any information obtained from its investigations to determine my suitability for entrance into HT EPP. I release Huston-Tillotson University from any liability in connection with the investigation.
- I hereby authorize any former employers or any other persons given as references (unless otherwise noted) to answer any questions that may be asked.
- I understand that meeting eligibility requirements does not guarantee an interview or acceptance into HT EPP.
- I understand that all documents submitted as part of the application process become the property of Huston-Tillotson University and are not returnable.
- I hereby authorize Huston-Tillotson University to release application information for employment purposes to local school districts. Information will be released only in response to school district inquiries.
- I understand that I am required to complete a 12-week full time unpaid student teaching assignment.
- I understand that there is no tuition refund if I am unable to meet the training requirements.
- I understand that the submission and/or contents of this application are not intended to create any contractual or other legal rights and are designed solely as a guide for applicants to the Huston-Tillotson University Educator Preparation Program.

If accepted, I agree to abide by the policies, procedures, rules, and regulations of Huston-Tillotson University and the Educator Preparation Program.

Signature: _____

Date: _____

Huston-Tillotson University Department of Education Preparation Program

FERPA Consent to Release Educational Records and Information

This release represents your written consent to permit (Name of EPP) to disclose educational records and any information contained therein to the specific individual(s) identified below. Please read this document carefully and fill in all blanks.

I, _____ [print full name] am a candidate at **Huston-Tillotson University Department of Education Preparation** and hereby give my voluntary consent to officials:

A. To disclose the following records:

- Records relating to any of my field-based experiences
- Records relating to my performance in the field
- TExES test score results

B. To the following person(s):

- School districts or other agencies associated with field-based experiences
- School-based/Agency-based administrators
- School-based/Agency-based cooperating teachers/mentors
- Program faculty

C. These records are being released for the purpose of:

- Conversing and reviewing performance
- Acquiring feedback
- Procuring required signatures

I understand that under the Family Educational Rights and Privacy Act of 1974 (“FERPA” 20 USC 123g; 34 CFR §99; commonly known as the “Buckley Amendment”) no disclosure of my records can be made without my written consent unless otherwise provided for in legal statutes and judicial decisions. I also understand that I may revoke this consent at any time (via written request to the educator preparation program) except to the extent that action has already been taken upon this release. Further, without such a release, I am unable to participate in any field-based experiences including 30 clock hours of observation, clinical teaching, student teaching, or internship.

Signature of Candidate

Date

| | |
|----------------|--------|
| TEA ID Number: | HT ID# |
| Date of Birth: | |
| Phone Number: | Email: |

**Huston-Tillotson University
Education Preparation Program**

PROFESSIONAL RECOMMENDATION

Applicant's Name: _____ Date: _____

The above named applicant has selected you as a source of reference. We would appreciate your comments as to the applicant's qualifications.

Note: This evaluation meets the requirements of the Family Education Rights and Privacy Act of 1974 in that the above named applicant has voluntarily requested that this recommendation be held strictly confidential and not revealed to him/her.

| <i>Check appropriate column for each item below</i> | Superior | Above average | Average | Fair | Poor | Do not know | Comments |
|---|----------|---------------|---------|------|------|-------------|----------|
| Ability to present ideas | | | | | | | |
| Work habits | | | | | | | |
| Professional attitude | | | | | | | |
| Rapport with peers | | | | | | | |
| Resourcefulness | | | | | | | |
| Reliability | | | | | | | |
| Cooperation | | | | | | | |
| Professional appearance | | | | | | | |
| Enthusiasm | | | | | | | |
| Other: | | | | | | | |

Comments: Please use the back of this page to make any additional comments you feel helpful to the committee reviewing this application.

Signature _____ Printed name: _____

Title: _____ Place of employment: _____

Address: _____ Telephone: (____) _____
Street Name City, State, Zip

Please return this recommendation to:

Huston-Tillotson University
 Education Preparation Program
 900 Chicon Street Austin, TX 78702
 Fax: (512) 505-3190 email: slsantillanes@htu.edu phone: 512-505-3091

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| Rapport with peers | | | | | | | |
| Resourcefulness | | | | | | | |
| Reliability | | | | | | | |
| Cooperation | | | | | | | |
| Professional appearance | | | | | | | |
| Enthusiasm | | | | | | | |
| Other: | | | | | | | |

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