Application Procedures for UTSA
Master of Arts in Teaching English as a Second Language (MA-TESL)
EC-6 ESL/Generalist Teacher Certification Program (TESL-C)

Students who are interested in obtaining a master’s degree with initial teacher
certification must complete two separate application processes. Students must meet
all the requirements and turn in all application materials for both the graduate
degree and the teacher certification (TESL-C).

Students who are interested in beginning TESL-C will need to be accepted to their
UTSA graduate program (MA-TESL) first, and then turn in all application materials for
the TESL-C to the Bicultural-Bilingual Studies Department.

*Important: Applications to graduate school and to the teacher certification program are
two separate applications. Admission to the graduate school does not automatically
enroll a student in the teacher certification program.*

1. **Apply to Graduate School**
   b. Choose the correct degree for your program: MA-TESL
   c. Students must have a 3.0 GPA in the last 60-graded semester hours for
clear admission.
   d. Submit official copies of ALL transcripts from every college and university
you have attended. Make sure they are sent to the UTSA Graduate School.
   University of Texas at San Antonio
   Attn: The Graduate School
   One UTSA Circle
   San Antonio, TX 78249

Students interested in applying to the TESL-C must apply and be accepted to the
graduate program prior to applying to the teacher preparation program. Students
should leave themselves ample time to request transcripts from other colleges and
universities and track their application materials to ensure they are received by the
Graduate School. Official decisions by the Graduate School take about 2-3 weeks.
During peak application periods, decisions may take longer. Ask that your transcripts
be sent electronically to The University of Texas at San Antonio.
2. **Complete the TESL-C Application**

All teaching certification application materials will be turned in to the Bicultural Bilingual Studies Student Development Specialist and includes:

a. TESL-C Application form with specified education and related experience;

b. Copies of acceptance to graduate school which includes evidence of 3.0 GPA and clear admission (no conditions);

c. Signed “Statement of Agreement to Complete Field Observation and Clinical Teaching” form;

d. Evidence of clear and current criminal background check. This can be obtained from the San Antonio Police Department by visiting: [http://www.txdps.state.tx.us/administration/crime_records/pages/applicantfingerprintservices.htm](http://www.txdps.state.tx.us/administration/crime_records/pages/applicantfingerprintservices.htm)

e. Submit Core Subjects EC-6 exam scores. Information on how to sign up for the exam can be found at: [http://www.texas.ets.org](http://www.texas.ets.org)

f. Evidence of ability in public speaking and critical thinking. This is a state requirement for all teacher certification candidates. Transcripts will be evaluated to determine if applicants meet these requirements through their previous coursework.

g. Signed Texas Teachers’ Code of Ethics.

h. For International Applicants: Passing score on the TOEFL Exam: 550 paper/80 Internet and a speaking score of 26.

   a. Contact department for information regarding taking this test if English is not your first language or you received your degree outside of the U.S.

   b. 

All of the TESL-C Application Materials are due to the Bicultural Bilingual Studies Student Development Specialist. Incomplete applications will NOT be reviewed. Applications may be mailed to the following address or hand-delivered to the department. Email applications will not be accepted.

Rahnuma Islam  
Department of Bilingual Bicultural Studies  
College of Education of Human Development  
University of Texas at San Antonio  
One UTSA Circle  
San Antonio, TX  78249
TESL-C Application Form – Part 1
(Please Print Clearly)

Name: ______________________________________

Phone (home)______________________ Phone (cell)______________________

Address: ___________________________________________________________________

City/State/Zip: __________________________________________________________________

Email: ________________________________

**Education**: List all school attended. Attach an unofficial copy of transcripts from all schools.

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<th>College/University</th>
<th>Major</th>
<th>Graduation Date</th>
<th>Degree</th>
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**Teaching experience**: List any teaching experience you have (school, after school, daycare, volunteer, etc.)


**SIGNATURE REQUIRED FOR APPLICATION:**

I understand that I must abide by all state and program requirements in order to complete the UTSA Graduate Teacher Certification Program. I understand that if my GPA falls below a 3.0 at any time during the program, I will be ineligible to continue in
I understand that if for any reason I am removed from the certification program (if I become ineligible or choose to leave the program), I must complete all conditions of admission as stated on my Dean’s condition sheet, including but not limited to, background coursework.

I also certify that I am not concurrently enrolled in another teacher certification program.

Printed name: ______________________________ Date: __________________________

Signature: ________________________________
TESL-C Application Form - Part 2
(Please Print Clearly)

Statement of Agreement to Complete Field Observations
And Clinical Teaching Semester

SIGNATURE REQUIRED FOR APPLICATION:

30-hour Field Observation Requirement
The TESL-C requires 30 hours of field observations in classrooms in the public schools during the fall or spring semester after acceptance into the Graduate Teacher Certification Program. This is a state requirement. This experience requires TESL-C candidates to spend time during the day in a public school classroom at least one day a week for a three-hour minimum block of time for the duration of the semester. The UTSA Coordinator of Field Placements will assign schools and classrooms. Schedules for classroom observations will be determined by the TESL-C student in dialogue with the assigned classroom teacher and the Coordinator. Candidates must have time available during the day on a weekly basis to meet this program requirement.

My signature below indicates that I understand the requirement for 30 hours of field observations in the TESL-C during my program, and attests to the fact that I will be able to meet this requirement.

_________________________________  __________________________________
Printed Name                          Signature

12-Week Clinical Teaching or Internship Requirement
The TESL-C also requires (1) a full-time, non-paid, 12 week clinical/student teaching experience in public school classrooms during the last semester of your program, or (2) an approved, year-long, full-time, paid internship in which the candidate is hired as a teacher of record by a Texas public school district. The Director of Student Teaching coordinates placement for the clinical teaching experience. Candidates must be available full-time during the school day on a weekly basis for at least 12 consecutive weeks according to the UTSA schedule for this experience to meet this program requirement. This is a state requirement for certification and cannot be waived for any reason.

My signature below indicates that I understand the requirement for 12 full weeks of clinical teaching in the TESL-C track during the last semester of my program or a full-time, year-long internship, and attests to the fact that I will be able to meet
this requirement.

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**TESL-C Application Form - Part 3**
(Please Print Clearly)

Please read the Texas Teachers’ Code of Ethics found at:


Following the reading of the Code of Ethics please read this affirmation and sign that you have read the Code and wish to comply with its requirements. This is required by the state for all teacher candidate applications.

**SIGNATURE REQUIRED FOR APPLICATION:**

State Board for Educator Certification
Texas Educators’ Code of Ethics
Texas Administrative Code 247.2

I affirm that I will comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom, as set forth by the Texas Administrative Code #247.2. As a Texas educator, in maintaining the dignity of the profession, I shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. In exemplifying ethical relations with colleagues, I shall extend just and equitable treatment to all members of the profession. In accepting a position of public trust, I shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. In fulfilling responsibilities in the community, I shall cooperate with parents and others to improve the public schools of the community.

I hereby affirm that I have read and thoroughly understand the Texas Educators’ Code of Ethics TAC 247.2, and shall abide by all enforceable standards of this rule.

___________________________________________________                       _____________________
Educator Candidate’s Signature                                Date
Memorandum of Intent to Apply for Admission to the TESL-C or BITE-C

This letter and my signature indicate that I am intending to apply for the teacher preparation program in TESL-C or BITE-C (Circle one). I understand that:

- I will meet my program advisor every semester to ensure that I am following the correct program of study for teacher certification;
- I can take coursework for the degree before applying for admission to the teacher preparation program;
- I can take up to 12 hours of coursework for the degree before applying to the teacher preparation program;
- I will not be able to apply and be admitted to the teacher preparation program beyond the completion of 12 hours of coursework;
- I must take and pass the PACT test in my certification area as a requirement for admission to the teacher preparation program;
- I must apply to the teacher preparation program upon completion of entry requirements;
- I understand that courses taken outside the approved program of study will not be counted toward teacher certification and that required courses may not be substituted;
- I can continue coursework in the degree and complete my Master's degree even if I am not admitted to the teacher preparation program for whatever reason.

My signature attests to the fact that I have read and understood the above information related to the teacher preparation program for TESL-C and BITE-C.

_________________________________________________  ______________________________________
Printed Name                                                Signature

Date: _______________________________