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From the Desk of...

The Associate Dean for Teacher Education

Welcome to the UTSA Teacher Preparation Program!

Preparing teachers and education professionals for successful careers in a wide range of specialties is a major goal of the UTSA teacher preparation program. The certificate programs build teacher candidates’ professional competence, develop a global educational perspective, create cultural competence for classroom teaching in a diverse society, and foster a love of learning that last a lifetime.

UTSA’s teacher preparation program is distinguished by rigorous course work, reflective engagement with public school teachers and students, experienced and knowledgeable faculty and staff, and a commitment to fashioning teacher leaders who will make a difference in the world.

This Teacher Preparation Program Handbook is intended as an overview of the policies and procedures that inform our program for those who are interested in pursuing a career as a teacher. Choosing a career in education should not be a decision made lightly. The Handbook is designed to help you understand what is involved in following a path to teacher certification. There is much involved in this process that will demand a total commitment on your part if you want to achieve your goal of becoming a teacher. This Handbook is intended to help you navigate through the academic and certification requirements for your chosen profession.

The UTSA Teacher Preparation Program faculty and staff wish you much success as you complete your program for teacher certification.

With every best wish,
Dr. Blanche Desjean-Perrotta
UTSA’s Mission and Vision Statements

Mission Statement
The University of Texas at San Antonio is dedicated to the advancement of knowledge through research and discovery, teaching and learning, community engagement, and public service. As an institution of access and excellence, UTSA embraces multicultural traditions, serving as a center for intellectual and creative resources as well as a catalyst for socioeconomic development — for Texas, the nation and the world.

Vision Statement
To be a premier public research university, providing access to educational excellence and preparing citizen leaders for global environment.

Teacher Preparation Program Mission Statement

Within the context of the University’s mission, the mission of the COEHD Teacher Preparation Program is to prepare teacher leaders who are knowledgeable and creative thinkers, are pedagogically competent, who value diversity, are reflective decision-makers, and who are committed to working for a just and equitable world for all children.

Faculty, staff, university supervisors, cooperating teachers, and teacher candidates endeavor to accomplish this in an environment where the values of the mission statement are modeled, practiced, and developed through authentic experiences in the classroom and beyond, and where the integration of these values in both personal and professional life is solidified through a lifelong commitment to the teaching profession.
Teacher Preparation Program Conceptual Framework

UTSA Teacher Candidates will demonstrate the following:

**Intellectual Engagement**

**Goal 1**
Gain content knowledge and develop intellectual curiosity that informs pedagogy

Objectives
A. Knowledge of subject matter
B. Knowledge of pedagogy
C. Sustained intellectual curiosity
D. Global understandings

**Goal 2**
Engage all students in learning through ethical and culturally responsive practices

Objectives
A. Culturally efficacious teaching skills
B. Equity-based planning skills
C. Assessment skills
D. Management skills

**Goal 3**
Demonstrate professional and leadership dispositions

Objectives
A. Knowledge of subject matter
B. Knowledge of pedagogy
C. Sustained intellectual curiosity
D. Global understandings
Admission Procedures

Criteria for Admission for Undergraduates

Undergraduates seeking elementary teacher certification must complete the Bachelor of Arts in Interdisciplinary Studies degree as outlined in the UTSA Undergraduate Catalog. Individuals seeking secondary certification should complete the bachelor’s degree requirements in their academic specialization while coordinating with the COEHD Advising and Certification Center to fulfill certification requirements.

UTSA is approved by the State Board for Educator Certification to recommend teacher candidates for teaching certificates in various baccalaureate degree areas. Teacher candidates seeking a standard teaching certificate or seeking certification endorsements should apply for admission to the certification program through the College of Education and Human Development (COEHD) Advising and Certification Center. Applicants may be either degree-seeking or special students.

Prerequisites:

1. Students must be in good standing with UTSA.
   a. Students seeking admission to the Undergraduate Teacher Certification Program (“Program”) who have ever been referred to UTSA’s Office of Student Conduct and Community Standards (“SCCS”) may have those referrals and the outcomes of those referrals considered by the Associate Dean for Teacher Education (“Associate Dean”) in determining whether to grant admission to the Program. Admission is at the discretion of the Associate Dean.

   b. Students requesting admission to the Program who have cases pending with the SCCS will not be admitted until the SCCS case has been fully adjudicated.

2. Clear criminal history.
   The teacher preparation program at UTSA requires field work in the public schools. This requires that a student be able to pass a criminal background check conducted by the school districts. It is the responsibility of the students to determine if their criminal history background will present a problem before applying for admission to the teacher preparation program. Note that students with a problematic criminal history will encounter difficulty in completing any field
work requirements and therefore, may not be able to complete the program. Questions about criminal history background checks can be referred to the Office of Teacher Education Services.

Specific information regarding admission requirements to the Teacher Certification undergraduate programs may be obtained in the COEHD Advising and Certification Center.

**Requirements for Admission to the Undergraduate Teacher Preparation Program**

1. viewing the Teacher Certification Information tutorial online;
2. taking and passing a quiz on the tutorial and completing an online application;
3. attaining junior standing (60 semester credit hours) with at least 9 hours completed at UTSA;
4. completing all core requirements (Music Teacher candidates: See a certification advisor);
5. having a cumulative grade point average of at least 2.5 or better;
6. submitting authorization for a Texas Department of Public Safety criminal background report;
7. having no active case pending with UTSA’s Office of Student Conduct and Community Standards (SCCS);
8. attaining minimum passing scores on ONE of the following exams: THEA, ACCUPLACER, ASSET or COMPASS, or meeting exemption requirements for the THEA as outlined by the COEHD guidelines; and
9. earning a grade of “C” or better in WRC 1023 and a “C” or better in WRC 1013 or one of the following courses: COM 1043, COM 1053, COM 2123, SPN 3003, or SPN 3033.
10. Purchasing a LiveText™ subscription. Students will be required to turn in a copy of the receipt and keycode to MB 3.214 (Advising Office)
11. Reading and signing the Texas Teacher Code of Ethics Standards Practice and turning in the last page of the document signed and dated to MB 3.214.
12. EC-6 BBL, and 4-8 BBL students must take and pass the ALPS test.
Process for Admission

Once you have determined you meet the admission criteria for the Teacher Certification Preparation Program, the next step is to apply for admission to the program. The admissions process begins with viewing the Teacher Certification Information Tutorial online and then taking a quick quiz. For instructions on how to apply please visit the following link:

http://education.utsa.edu/Students/Advising/forms/ASAP_Online_Instructions.pdf

Once you have completed the tutorial successfully, you will be directed to fill out an online application to the program. The tutorials can be accessed at the following website:

EC-6, 4-8 and Special Education view:

EC-6 and 4-8 Bilingual view:
http://education.utsa.edu/videos/BBL/bbl_tutorial/bbl_tutorial.html

Secondary, All Level Health, All level Music, All Level Art view:

Once you have processed your application, an advisor in the COEHD advising office will review your application and notify you of your status regarding acceptance into the program. Once you have been accepted into the program, you will then be able to register for program courses restricted to teacher education candidates.

LiveText Assessment System

The Teacher preparation program in the COEHD adopted a web based assessment and portfolio system for students and faculty called LiveText™. Every teacher education candidate is required to have a LiveText™ registration upon admission to the program. Students pay a one-time registration fee good for five years. Students own their LiveText™ website and can control outside access for visitors and friends. LiveText™ provides institutions with the most advanced, complete, and user-friendly web-based tools for developing, assessing and measuring student learning and more. LiveText™ offers students a digital workspace to author any sort of document – assignments, journals, lessons, e-portfolios, and more. Students can share these documents instantaneously with professors, classmates, and groups for assessment and collaboration. Students can create extensive e-portfolios and documents with custom artifacts that they can share with professors, classmates, and employers.

Restricted Courses

Revised 2012
Certain courses in the teacher preparation programs are labeled “restricted”. This means that once you have been accepted into the Teacher Preparation Program, these course restrictions will be lifted and you will be able to register for these courses and complete your program. Please speak with an advisor about these restricted courses and refer to the UTSA undergraduate catalog for further information regarding restricted courses for your particular certification program.

**Process for Retention**

Once admitted, teacher candidates must maintain a 2.5 GPA and above throughout the program. Teacher candidates are also carefully assessed throughout the teacher preparation program for teaching dispositions as well as teaching skills and successful course completion. Candidates who fall below the 2.5 GPA requirement will be put on probation for one semester. If a candidate’s GPA continues to fall below the required GPA or other issues arise concerning a candidate’s fitness to teach, the teacher candidate may be dismissed from the program. (See Fitness to Teach Policy under Policies below).
Teacher Certification Program Options

UTSA offers many different teacher certifications and a variety of avenues for certification. Teacher candidates can receive teacher certification as an undergraduate through a traditional four-year degree program. Graduate students have the option of certifying through a post-baccalaureate degree program or a Master’s degree program. A complete listing of undergraduate degree programs with certification can be found at the following link:

http://education.utsa.edu/current_students/undergraduate_degree_worksheets/

A complete listing of the post-baccalaureate certifications can be found at the following link:

http://education.utsa.edu/certification_program/Post_Baccalaureate_Certification_Plans/

Educational Aide Program Requirements

UTSA does not offer a separate teacher certification preparation program for Educational Aides. However, the UTSA Policies for Education Aides has made some accommodations for Educational Aides who work full time to help them complete their program requirements for courses with a field work component. Please visit the following link and read the information carefully about the policies related to Educational Aides in the teacher preparation program.

http://education.utsa.edu/certification_program/educational_aide_policy/
TExES Exams for Teacher Certification

Practice Exam and Review Requirements for all content areas

Teacher candidates are required to take the practice exam in their certification area before they will be approved to sit for the certification exams. Teacher candidates usually take two exams, the Pedagogy and Professional Responsibilities (PPR) exam, and a content area exam. Following is information regarding the specific exams related to each certification area. All teacher candidates seeking Teacher Certification will be required to take the EC-12 Pedagogy and Professional Responsibilities (PPR) Practice Exam.

When the PPR Practice Test and the PPR Review requirements have been met, teacher candidates may register for the state EC-12 PPR TExES exam.

NOTE: In order to take the TExES exam for certification, candidates who indicate non-U.S. citizenship have to provide a passport from their country of origin. Consular, diplomatic, or embassy ID’s are not sufficient.

Teacher candidates who are designated as “program completers”, that is, they have completed all coursework and teacher candidate teaching requirements, may register for more than one state exam per test date.

Teacher candidates may complete the required Practice Test and required Review Sessions in either order.

<table>
<thead>
<tr>
<th>Certification</th>
<th>Requirements</th>
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</thead>
<tbody>
<tr>
<td>Generalist EC-6</td>
<td>➢ One Practice Test for Generalist content and attendance at one Generalist content Review Session.</td>
</tr>
<tr>
<td>Bilingual Generalist EC-6</td>
<td>➢ One Practice Test for Pedagogy and Professional Responsibilities and attendance at one PPR Review Session.</td>
</tr>
<tr>
<td>ESL/EC-6 Generalist</td>
<td></td>
</tr>
</tbody>
</table>

Note: Bilingual Generalist EC-6 teacher candidates may take the required Bilingual Target Language Proficiency Test (BTLPT) once they are admitted to the Teacher Certification Program.
<table>
<thead>
<tr>
<th>Certification</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generalist 4-8</td>
<td>➢ One Practice Test for Generalist 4-8</td>
</tr>
<tr>
<td>Bilingual Generalist 4-8</td>
<td>➢ One Practice Test for EC-12</td>
</tr>
<tr>
<td>ESL/Generalist 4-8</td>
<td>➢ Pedagogy and Professional</td>
</tr>
<tr>
<td>ELAR/S.S. 4-8</td>
<td>➢ Responsibilities and attendance at</td>
</tr>
<tr>
<td>Math/Science 4-8</td>
<td>➢ one PPR Review Session</td>
</tr>
<tr>
<td></td>
<td>➢ All students will take the EC-12</td>
</tr>
<tr>
<td></td>
<td>➢ PPR state exam</td>
</tr>
</tbody>
</table>

**Note:** Bilingual Generalist 4-8 teacher candidates may take the required Bilingual Target Language Proficiency Test (BPLPT) once they are admitted to the Teacher Certification Program.

<table>
<thead>
<tr>
<th>Certification</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content Areas 8-12</td>
<td>➢ One content area Practice Test if being certified in one of the following:</td>
</tr>
<tr>
<td></td>
<td>➢ Mathematics 8-12</td>
</tr>
<tr>
<td></td>
<td>➢ History 8-12</td>
</tr>
<tr>
<td></td>
<td>➢ English, Language Arts, Reading 8-12</td>
</tr>
<tr>
<td></td>
<td>➢ Science 8-12</td>
</tr>
<tr>
<td></td>
<td>➢ Physical Science 8-12</td>
</tr>
<tr>
<td></td>
<td>➢ Life Science 8-12</td>
</tr>
<tr>
<td></td>
<td>➢ Social Studies 8-12</td>
</tr>
<tr>
<td></td>
<td>➢ One Practice Test for EC-12</td>
</tr>
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<td></td>
<td>➢ Pedagogy and Professional</td>
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<td>➢ Responsibilities and attendance at</td>
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<tr>
<td></td>
<td>➢ one PPR Review Session</td>
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<tr>
<td></td>
<td>➢ All students will take the EC-12</td>
</tr>
<tr>
<td></td>
<td>➢ PPR state exam</td>
</tr>
</tbody>
</table>

When a content area Practice Test requirement has been met, teacher candidates may register for the state TExES exam.

Candidates may register for the EC-12 PPR state exam after taking a PPR Practice test and attending a PPR Review.
<table>
<thead>
<tr>
<th>Certification</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| **Generalist EC-6/Special Education EC-12** | ➢ One Practice Test for Generalist EC-6 and attendance at one Review for Generalist EC-6  
➢ One Practice Test for Special Education EC-12  
➢ One Practice Test for EC-12 Pedagogy and Professional Responsibilities and attendance at one PPR Review Session  
➢ State Exams – Generalist EC-6, Special Education EC-12 and EC-12 PPR |
| **Generalist 4-8/Special Education EC-12** | ➢ One Practice Test for Generalist 4-8  
➢ One Practice Test for Special Education EC-12  
➢ One Practice Test for EC-12 Pedagogy and Professional Responsibilities and attendance at one PPR Review Session  
➢ State Exams – Generalist 4-8, Special Education EC-12 and EC-12 PPR |
| **Content Areas EC-12:**  
Special Education EC-12  
Physical Education EC-12  
Music EC-12  
Health EC-12  
Arts EC-12, Spanish EC-12, French EC-12, German EC-12 and Technology Applications EC-12 do not have a content Practice Test requirement | ➢ One Practice Test for Special Education EC-12  
➢ One Practice Test for Physical Education EC-12  
➢ One Practice Test for Music EC-12  
➢ One Practice Test for Health EC-12  
➢ One Practice Test for EC-12 Pedagogy and Professional Responsibilities and attendance at one PPR Review Session |

If a Practice Test becomes available for a content area that currently does not have a Practice Test, then it will be required.

*Note:* Teacher candidates may complete the required Practice Tests and required Review Sessions in either order.
When the Practice Test and Review requirements have been met, teacher candidates may register for the state TExES exam.

**Practice Exams**
It is recommended that all Teacher Certification candidates being taking TExES Practice Exams once they have been admitted to the UTSA Certification Program.

- Teacher candidates will be required to take a content area Practice Exam, if one is available.
- All teacher certification candidates will take the EC-23 PPR Practice Exam.

**Practice Exam and Review Schedules**
Schedules are available by semester for the UTSA TExES website: [http://education.utsa.edu/texes](http://education.utsa.edu/texes)

**On-line Registration Instructions for TExES Practice Exams**

**STEP 1:** Go to UTSA’s homepage: [www.utsa.edu](http://www.utsa.edu) then Log on to Banner ASAP

**STEP 2:** Click on “Student Services”

**STEP 3:** Click on “TExES Practice Exam Registration”

**STEP 4:** Click on “Register for TEST Session”

**STEP 5:** Under Test Name click on “Practice TExES”

**STEP 6:** Select the exam you want to take from the drop-down menu, click the circle in the “Select Test” column and click the “Submit” button.

Practice Exam scores will be available on Banner ASAP two business days after the exam session. Scores are reported in percentiles with an overall score of 80% being comparable to the state scaled passing score of 240/300.

*There is NOT a passing score requirement on Practice Exams, but students’ are expected to demonstrate competence when taking a Practice Exam.

**Reviews**

Check the TExES website for Review schedules. [http://education.utsa.edu/texes](http://education.utsa.edu/texes)

- Teacher candidates seeking certification in Generalist EC-6, Bilingual Generalist EC-6 and ESL/Generalist EC-6 are required to attend the Generalist EC-6 review.
All teacher candidates are required to attend one PPR Review Session.

Approval to Test (take the state exam)

Teacher candidates may only register for exams that correspond to their area of certification through UTSA.

- Teacher candidates will be eligible to register for one state exam after the Practice Exam and Review Session requirements have been met, when applicable.
- All candidates must submit an Eligibility Form for “approval to test” every time they want to be approved to register for a state exam. The forms are to be submitted to the TExES Office located in the Office of Teacher Education Services no later than 3 days prior to an ETS scheduled registration deadline.
- Eligibility Forms are available for download on the UTSA TExES website: http://education.utsa.edu/texes
- The TExES Director will determine if the teacher candidate has met the UTSA requirements for “approval to test”. The teacher candidate will be approved through the TEA online approval process.

Acquiring Additional Certifications

A teacher candidate may register for additional content tests if:

- they have completed all UTSA course requirements
- passed the required state exams for their initial teacher certification
- and applied for and received initial teacher certification from TEA

The route to additional certification then becomes “by exam”.

See the TEA website for guidelines: www.tea.state.tx.us

TEA ID NUMBER & STATE EXAM REGISTRATION

All teacher candidates seeking certification through UTSA are required to have “approval to test” before they may register for their certification exam(s).

TEA ID Number

Teacher candidates will create an Educator Profile with TEA for a TEA ID Number or verify an existing profile by going to: www.tea.state.tx.us

1) To login, click on “TEA Online for Educators” at the top of the page.
2) Teacher candidates who need to create an Educator Profile, click on “New User, Create a New Account”

3) Provide all information requested and print a copy for your records.

Exam Approval Status

1) To check exam approval status, go to: www.tea.state.tx.us and click on “TEA Online for Educators”. Login and click on “View Examinations”

2) “Approval to test” will only be granted to teacher candidates that have successfully completed UTSA eligibility requirements prior to submitting the Eligibility Form. Only “program completers” may register for more than one exam per test date.

PLEASE NOTE THAT UTSA DOES NOT NOTIFY TEACHER CANDIDATES WHEN THEY HAVE BEEN APPROVED.

State Exam Registration: Register for all paper-based test (PBT) and computer administered tests (CAT) online with ETS: www.texas.ets.org

1) On the ETS website, follow the “Quick Start” directions to set-up an account.

2) Use your TEA ID Number each time you register for a state exam.

3) Print a copy of your Admission Ticket and read the Registration Bulletin for additional information about taking a state exam.

Go to the UTSA TExES website to find answers to all your questions – http://education.utsa.edu/texes
Field Experiences

Field experience courses provide the teacher candidate with the opportunity to observe in public school classrooms and to being developing teaching skills through course assignments. Teacher candidates in field experience course spend anywhere from 2-45 hours a semester in field work in assigned schools. Courses with required field experience assignments are listed in the course catalog as well as in the course schedule on ASAP. It is important that teacher candidates note courses with a field experience assignment as this may impact scheduling of other courses in a semester.

Note: Educational aides who are pursuing teacher certification at UTSA will be required to complete field work related to course requirements in field based courses such as Approaches and Reading courses, outside of their place of employment.

Field-based courses take field experiences on step further. During this time teacher candidates are usually placed in a school for one full day of field work and course work. Teacher candidates prepare and teach lessons, tutor students one-on-one, develop classroom management skills, and participate in the school activities as much as possible. Field-based courses are intended to prepare teacher candidates for the next phase of their professional development – student teaching. Field-based courses are identified in the course catalog as well as in the course schedule on ASAP.

Transportation for Field Assignments
Candidates are responsible for their own transportation to field placements, including student teaching. An attempt is made to cluster field assignments whenever possible to facilitate carpooling and minimize fuel expenses.
Student Teaching

It is expected that the student teaching component of the certification program will be completed through UTSA.

**Note:** The Education Aide Exemption provided by the state no longer exists. Therefore educational aides seeking to complete the teacher education program will be required to complete a full semester of student teaching outside of their place of employment.

**Student teaching** is the capstone experience of the teacher preparation program. It is a semester-long opportunity to practice teaching skills under the supervision of a mentor teacher and a university supervisor. Teacher candidates are placed in a classroom for a full semester, five days a week, where they gradually assume the duties and responsibilities of a classroom teacher. The student teaching semester is a unique opportunity to develop and strengthen teaching skills and dispositions and to become familiar with all facets of the teaching profession.

**Criteria for acceptance into Student Teaching**

Teacher candidates are eligible to student teaching when the following requirements are met:

- admission to the Teacher Certification program
- completion of all prerequisite courses, including completion of the Professional Education coursework
- a 2.5 cumulative grade point average on all college work applied to the degree plan

Student teaching applicants should consult their advisor and their catalog for specific details regarding their eligibility.

**Applying for the Student Teaching Semester**

A meeting is held early in the semester prior to the student teaching semester to explain the application process and procedures. Student teaching applications are distributed and questions are answered at the meeting. The meeting dates, times and places are announced on the student teaching website: [http://education.utsa.edu/student_teaching](http://education.utsa.edu/student_teaching)
Application Deadlines

<table>
<thead>
<tr>
<th>To Student Teach in the</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>February 15</td>
</tr>
<tr>
<td>Spring</td>
<td>October 1</td>
</tr>
</tbody>
</table>

Approximately six weeks after the deadline to apply for student teaching, teacher candidates may download a Registration Packet from the student teaching website.

If an applicant does not meet the criteria for acceptance to the student teaching program, he or she will receive a letter denying the application to student teaching. Denial letters will be mailed after the close of the semester prior to the student teaching semester. The letter will explain the reason why an applicant has been denied for student teaching.

Placing Candidates

UTSA works with the Human Resources Departments of most school districts in the San Antonio area to place student teachers. Placements are not available in private schools or charter schools. At the meeting held early in the semester prior to the student teaching semester, student teacher applicants will be given a list of available school districts and will be asked to indicate school district preference.

Student teachers will meet with the Director of Student Teaching on the first day of class. At that meeting, student teaching placement information, including the name of the assigned school and cooperating teacher, will be provided. An announcement of the time and place of the meeting will be on the Student Teaching website.

In order to complete the student teaching semester, candidate criminal background checks are conducted by the school districts. Candidates who experience rejection by the school districts due to their criminal history may not be able to complete the program. Whether or not to attempt to place the candidate in more than one district is at the discretion of the Director of Student Teaching.

Requirements for Student Teaching

The student teaching semester is a full time commitment. Student teachers who commit themselves only to student teaching have a more successful semester than those who are obligated to jobs and other classes. Beginning with the first day of class, student teachers are expected to be available during daytime hours which correspond to those of public schools, approximately 7:00 a.m. until 5:30 p.m., Monday through Friday. Whenever possible, student teachers are also expected to be in attendance at evening events such as PTA meetings and at school sponsored weekend activities such as fairs and athletic events.
Student teachers are strongly discouraged from working and/or taking additional classes during the student teaching semester. Under no circumstances will student teachers be permitted to enroll in additional coursework during the student teaching semester that exceeds six semester credit hours or in classes that meet during the regular instruction day.

**Conditions for Completion of Student Teaching/Internship**

Successful completion of student teaching/internship is a condition for meeting teacher certification requirements. Teacher candidates may attempt student teaching/internship a maximum of two times. If the teacher candidate does not successfully complete the second student teaching experience, they will not be eligible to enroll in student teaching a third time. The teacher candidate may appeal to the Fitness to Teach Council to be reinstated only in the case of documented extenuating circumstances.

**Post-Baccalaureate Internships**

The UTSA College of Education and Human Development offers the internship as an option to teacher certification students who have extensive experience in a public or private school setting as instructional aides or as substitute teachers in permanent, long-term positions. The COEHD faculty, however, feels strongly that they best preparation for prospective teachers in student teaching. The supportive environment typical of a student teaching placement cannot be duplicated with an internship. Therefore, UTSA teacher candidates are strongly encouraged to complete student teaching, since it is the better option for the majority of students.

Contact a COEHD certification advisor for information about the internship semester and the requirements for eligibility at 458-4424.
Process for Applying for Certification

APPLYING FOR YOUR INITIAL CERTIFICATION

Applications for all Texas Educator Certificates are now made online at the Texas Education Agency website: www.tea.state.tx.us

1) At the website, click on “Educator Login/Account Set Up” and follow the directions. You must first set up an account if you have not done so previously. You are applying for a STANDARD certificate, and the recommending entity is University of Texas of San Antonio-UNIVERSITY BASED (not Master Teacher).

2) When you have completed the process, UTSA will receive notification that you have applied for your certificate. If you are eligible, UTSA will complete the recommendation and you will be notified by email that you have been recommended.

Please note, however, that you will not be officially certified until TEA has:
1) received and applied the required fee,
2) received your fingerprint card (if applicable) and
3) completed a criminal history background check.

Eligibility for Recommendation for Certification

IMPORTANT! Please do not begin the application process until you are eligible to be recommended. You are eligible who ALL of the following conditions have been met:

- You are enrolled in your final course (student teaching).
- Your final grades have been posted.
- You have passed all required TExES exams.
- The required degree has been awarded and posted on your transcript (the latter occurs approximately one month after graduation).

Teacher candidates who apply without meeting eligibility requirements will be removed from the UTSA list of candidates and required to reapply at a later date.

If you have questions, please call the UTSA Certification Office: 210-458-6287. Technical questions regarding problems with the TEA website should be addressed to TEA representatives at 512-936-8400.
IMPORTANT: If you did not student teach and are substituting experience based on a Probationary or Emergency certificate, you must supply evidence of that experience. You must ask your school district personnel office to fax either a copy of your service record or a letter detailing your experience (grade level taught and dates of employment) to 210-458-5410, attention Certification Officer.
Professional Education Program Policies

Fitness to Teach Policy
UTSA utilizes a candidate screening policy called Fitness to Teach. This policy is available to all personnel who work with the teacher candidates throughout the program. The Fitness to Teach policy recognizes outstanding teacher candidates in the program. It is also invoked when there is a question about a candidate’s suitability for the teaching profession. All teacher candidates must review and become familiar with the Fitness to Teach Policy. The Fitness to Teach policy can be viewed at the following website: http://education.utsa.edu/FTT/FTT.htm

Appeals Policy
Due to extreme circumstances, teacher candidates may need to alter their Teacher Preparation Program with regard to coursework. When this occurs, teacher candidates may appeal to alter or change their required coursework by submitting an appeals form through their COEHD advisor. Appeals forms are submitted to the COEHD Appeals Committee for consideration. The Appeals Committee convenes for this purpose once every semester. Teacher candidates do not appear before the committee. The Appeals Committee decisions are final and will not be overturned. The following conditions will not be considered for appeal because they are an integral component of the teacher certification program:

- Waivers for student teaching
- Waivers for taking both EC-6 Approaches Blocks together
- Waivers for the required 2.5 GPA’s
- Waivers for course required field experiences
- Waivers for taking restricted courses before being accepted into the program

Criminal Background Check and Field Work Policy
Teacher candidates are required to undergo a criminal history background check as a requirement to be able to conduct field work for their courses and to complete their student teaching semester. UTSA does not conduct these background checks. Rather, each school district is responsible for conducting these background checks and clearing UTSA teacher candidates for field experience. Teacher candidates who do not have a clear criminal history may not be allowed to complete courses that require field work. This may impact a teacher candidate’s ability to complete the program. Depending on the severity of the offense discovered through the criminal background check, teacher candidates may be dismissed from the Teacher Preparation Program. If a student experiences rejection from a school district for field work due to criminal history, the department will attempt to place the student, if possible, in a different district. No more
than two attempts for re-placement of a student will occur. Since students who are in a Block are all placed in the same school, those students will not be placed in districts outside of their Block placed.

For fingerprinting/background check, candidates need to show a state-issued ID, which is either a driver’s license or a DPS issued state ID.

In order to take the TExES exam for certification, candidates who indicate non-U.S. citizenship have to provide a passport from their country of origin. Consular, diplomatic, or embassy ID’s are not sufficient.

**Student Teaching and Taking Additional Courses**

Given the strenuous and time consuming efforts needed to be successful during the student teaching semester, it is recommended that all courses be completed before student teaching. If a candidate still has courses left to take, no teacher candidate will be allowed to take more than 6 additional hours of course work during the student teaching semester. If the teacher candidate needs to take additional courses, they must be courses offered in the evening. The teacher candidate will not be allowed to take courses during the day during the student teaching semester.

**Field Experience Policy**

It is required that teacher candidates in courses with field work will complete their field work assignments in a timely and professional manner. The following policy applies to those teacher candidates taking courses with field work assignments.

The purpose of the field placement/field experience is to provide an opportunity for teacher candidates to grow professionally and to apply their knowledge of pedagogy, content area instruction, instructional strategies and professionalism in diverse school settings. The teacher candidate is expected to demonstrate proficiency in all of these areas as evidenced by assessment instrument(s) used in evaluation of the teacher candidate in the assigned placement.

All teacher candidates enrolled in a course that includes a field placements will be responsible for meeting the same course requirements for field work regardless of their employment status. Teacher candidates who work in an area school district or another educational environment will be required to complete their coursework outside of their place of employment.

The completion of the minimum number of hours of field work as required by the individual courses is required for a passing grade. **Teacher candidates who do not meet the minimum requirement of field hours as required by the course will automatically receive an “F” for that course.** Missed field placement hours cannot be made up without special permission from the instructor, the Director of School Partnerships, and the cooperating teacher. Teacher candidates must remain in the assigned placement throughout the semester or as required by the instructor. This means that teacher candidates must complete their required hours weekly for the
duration of the semester or for the duration of the placement as described by the instructor. Teacher candidates may not alter their assigned schedule or placement in any way.

Teacher candidates may not choose their own field placements. All field placements are assigned by the Director of School Partnerships. Teacher candidates begin field work when they receive the approval from the Director of School Partnerships.

Absences
1. Regular, prompt attendance is expected.
2. If you know you will be absent, email your mentor teacher, campus coordinator, and professor prior to the absence.
3. If absent, you must obtain approval for make-up plan for your professor.
4. Your placement will be cancelled if you accumulate more than two absences.

Failure to complete hours by deadlines/more than two absences: The placement will be cancelled. The placement may be reinstated if the absences were due to special circumstances, such as an extended illness. Permission from the mentor teacher, campus administrator, professor, and Director of School Partnerships will be required for reinstatement. Teacher candidates who do not complete the required field experience hours will receive an “F” for the course. No partial credit will be given for completing less than the required hours.

Teacher candidates with Two or More Absences
Teacher candidates with two or more absences need to contact Ms. Gina Davis, Director of School Partnerships in the Office of Teacher Education Services. Teacher candidates with two or more absences will have their field placement put on hold pending a conference to discuss their field placement status. Teacher candidates who do not contact Gina Davis will have their field placement cancelled.

TExES Policies
Tutoring is available for teacher candidates up to one year after completing the Teacher Certification Program at UTSA if a teacher candidate fails any PPR state exam, EC-6 Generalist, and EC-6 Bilingual Generalist state exam.

Teacher candidates that are currently enrolled in the Teacher Certification Program at UTSA and fail any PPR, EC-6 Generalist or EC-6 Bilingual Generalist state exam must attend a small group or individual tutoring session before approval to test will be granted for the same state exam.

Aide Exemption for Student Teaching
The state of Texas has repealed the educational aide exemption law due to lack of funding. This option no longer exists for teacher education candidates.
Contact Information

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Teacher Education Services  
(210) 458-5420  

   Janet Scott  
   Director of Student Teaching  
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   Cherie Weiss  
   Director for Certification and Program Accountably  
   cherie.weiss@utsa.edu  

   Gina Davis  
   Director of School Partnerships  
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Teacher Certification Advising Office  
Main number: (210) 458-4424
General Information

Field Experience Forms
http://education.utsa.edu/Students/FESP/Forms.htm

Student Teaching Forms
http://education.utsa.edu/Students/StudentTeaching/index.htm

Texas Educators’ Code of Ethics

Fitness to Teach Policy
http://education.utsa.edu/certification_program/fitness_to_teach_policy/