University of Texas at San Antonio  
Master of Arts Degree in Education  
Graduate Teacher Certification Program (GTCP)

Overview
The Graduate Teacher Certification Program (GTCP) is a field-based program intended for those interested in a second career as an educator who may not have an education-related background, and who wish to acquire a Master’s degree.

The GTCP degree program provides successful candidates with a Master’s degree in Education and initial certification in:
- early childhood –6th grade general education,
- all level special education,
- secondary math and science

Graduate Certification Program Admission Requirements
Admission to the program requires the following:

- Have a Bachelor’s Degree from an accredited institution
- Evidence of a clear criminal background check. This is a state requirement.
- A GPA of 3.0 or better in the last 60 semester hours completed for acceptance into the graduate program. Students applying to the GTCP must be accepted to graduate school clear of any and all deficiencies to be considered as a candidate at the time of application. Students must also maintain a 3.0 GPA throughout the certification program or student will be removed from the certification program.
- Passing scores on the THEA, Accuplacer, ASSET, or COMPASS.
- The State of Texas also requires teacher certification candidates be screened for ability in public speaking and critical thinking. Transcripts will be evaluated to determine if you meet these requirements.
- Passing scores on the TExES exam applicable to content/certification area (EC-6, all-level special education, secondary math and science).
- Students may not have more than 12 hours of graduate work completed for the degree (core coursework) and none in the field of specialization/certification upon time of application.
- Secondary math and science GTCP applicants must also meet the minimum course requirements for completed math and science content courses either in the B.A. degree or otherwise as required by the state for math and science teachers. Transcripts will be reviewed to determine the eligibility of GTCP applicants for teacher certification in these areas. Candidates who are deficient in the necessary course work for these areas will not be eligible for the GTCP program.

Recommendation for Teacher Certification:
In order to be recommended for certification, the State of Texas requires successful completion of a teacher certification program. This includes:
1. Successfully complete all coursework as approved by the State Coordinating Board for the relevant certification program with the required 3.0 GPA.
2. UTSA requires its teacher candidates to take a practice PPR exam before candidates are approved to take the state required exam.
3. Pass the appropriate TExES content area and PPR exams.
4. Complete either an internship year (two full semesters) as the teacher of record during or at the end of the program, or complete a full time, non-paid, 12 week or longer semester of clinical teaching experience at the end of the program. Both experiences are supervised by UTSA personnel. Speak to your advisor about both options.

Course Schedule
Once admitted, in the fall and spring semesters students take a minimum of 6 hours of coursework (except during internship semesters). The first fall semester also includes a minimum of a 3 hour block, once a week, of daytime classroom field work experience. This field work experience is not part of a course or coursework. It is a state and programmatic requirement. This requirement will not be waived for any reason. Students will be placed in schools for this requirement by the COEHD Coordinator of Field Placements. Past GTCP candidates have used vacation time, personal days, or made other arrangements with employers to complete the required field work. This field experience meets the state’s minimum 30-hour requirement for fieldwork in teacher certification programs. The student must show availability to complete this requirement by signing the statement of agreement to complete preservice field observations.

During the spring semester, students may begin applying for internships for the upcoming fall semester. Students must be employed by mid-September of the second year in order to be eligible for the internship. Students may also choose the clinical teaching option at the end of their program instead of an internship, which requires a full time commitment all day, every day, for one semester of supervised practicum in a public school. Comprehensive exams for the degree and graduation are taken during the last semester of coursework (internship or clinical teaching).
APPLICATION DEADLINE FOR GTCP IS FEBRUARY 15TH

Application Procedures for GTCP

A. Application to Graduate School

Candidates for GTCP must apply and be accepted to Graduate School at UTSA by February 15th. Applications to graduate school take up to six weeks for review and processing. Admission to the Graduate Program is required for consideration for GTCP but does not ensure acceptance into the program.

B. Application to the Program

Application to the GTCP program requires the following:

1. Completed application form submitted to the GTCP Coordinator by the deadline. Postmarks will be honored. No application will be considered without the inclusion of this application form.

2. Copy of the letter from UTSA stating clear, unconditional acceptance to graduate school. Background courses will be waived with submission of passing TExES scores in the content area and admission to the GTCP.

3. Evidence of a current, clear criminal background check.

4. Evidence of successful completion of all areas of the THEA, Accuplacer, ASSET, or COMPASS.

5. Evidence of passing scores on content area TExES exam.

6. Copies of transcripts from all colleges or universities attended. This includes all UTSA transcripts and/or previous graduate programs attended. Original transcripts must be provided before final admission to the program will be granted.


8. Signed Texas Educators’ Code of Ethics Statement of Affirmation

Submit application materials as a complete package in person or by mail (letter of acceptance to graduate school, evidence of passing scores on the THEA or other test, evidence passing the content area TExES exam, application form, copies of transcripts, signed statements) by February 15th to:

Ms. Erin Doran
Student Development Specialist
Graduate Certification Program
College of Education and Human Development
Department of Interdisciplinary Learning and Teaching
One UTSA Circle
San Antonio, TX 78249

Please note that no e-mail applications will be accepted. Also, application to the GTCP is separate from application to graduate school. Both application processes must be completed. Incomplete GTCP application packages will not be reviewed nor will notification of incomplete applications be sent.

*Please do not call the office to check on the status of your file. You will be notified when your application is complete.
GCP APPLICATION

(Please print clearly)

Name: ___________________________ Phone: Home: ___________________
       Work: ___________________
Address: ________________________ Cell: ___________________
       ________________________
E-Mail: ________________________

Circle area of teacher certification desired:

EC-6 Generalist
All level Special Education
8-12 Math
8-12 Science
8-12 Physical Science
8-12 Life Science

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

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List any teaching experience you have had (school, after school, centers, daycare, volunteer, etc.)

I understand that I must abide by all state and program requirements in order to complete the 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 the certification program. I also understand that if for any reason I am removed from the 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.

Name_________________________
Signature_____________________
Date_________________________
Statement of Agreement to Complete Preservice Field Observations:

The GTCP requires an initial 30 hours of field observations in classrooms in the public schools during the first fall semester after acceptance into the Graduate Teacher Certification Program. This experience requires GTCP 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. All field observations must be completed in the first fall semester. The UTSA Coordinator of Field Placements will assign schools and classrooms. Schedules for classroom observations will be determined by the GTCP 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 GTCP during the first fall semester, and attests to the fact that I will be able to meet this requirement.

__________________________________________  __________________________
Please print your name here.                  Date

__________________________________________
Please sign your name here.