



# UTSA TExES Eligibility Form – Retake

## Requirements

### First Retake

1. Student attended a review session or completed a review module.
2. Student completes and documents 50 hours of remedial study.
3. Student scored 85% or better on the practice exam.
4. Faculty member certifies the student is prepared to retake the exam.

### Second Retake

1. Student completes and documents 100 hours of remedial study.
2. Department chair certifies the student is prepared to retake the exam.

### Third Retake

1. Student completes and documents 150 hours of remedial study.
2. Associate Dean or designee affirms the Fitness to Teach committee approved the student to retake the certification exam.

### Fourth Retake

1. Associate Dean or designee affirms the Fitness to Teach committee approved the student to retake the certification exam.

After the fourth retake (fifth failure) the student will need Fitness to Teach committee approval to appeal to the State Board for Educator Certification for a waiver to TEC 21.048 to permit the student to take the test again.

**Use this form for retakes 1-4. Please submit eligibility form(s) by scanning and emailing to [michael.vriesenga@utsa.edu](mailto:michael.vriesenga@utsa.edu), or by bringing it to the Office of Teacher Education Services MB 3.310, or by faxing it to (210) 458-5794.**