

West Texas A&M University Post-Baccalaureate Teacher Certification Program

West Texas A&M University's Post-Baccalaureate Teacher Certification (PB/Cert) program is a university-based alternative teacher certification program for individuals who have previously earned a bachelor's degree and now want to pursue initial Texas teacher certification. The PB/Cert program consists of content course work, professional education course work, testing, field experience, and a supervised teaching practicum in a Texas school district. The program offers applicants flexibility to complete course work over a period of up to three years, *until successfully* obtaining employment as a teacher, at which time the intern has one year to complete program requirements.

Program Overview

Phase I: Application/Evaluation period begins with submission of the PB/Cert application, \$50.00 fee, and sealed certified transcripts. Transcripts will be evaluated and an individual certification Deficiency Plan will be created and mailed to the candidate within 3-4 weeks. The Deficiency Plan is not a degree plan, nor does it admit a student into WTAMU; it identifies the admission status of the applicant and outlines requirements to complete certification under current state, federal, and program guidelines. To activate the plan, the candidate must sign and return the acceptance page, apply for admission to WT's graduate school, and complete an online interview.

Phase II: Conditional Admission Status is granted to applicants who meet minimum admission requirements (see p. 2), have returned the acceptance page of the PB/Cert Deficiency Plan, have been admitted to the WT Graduate School, and have completed the online interview. Conditionally admitted candidates may enroll in plan course work, except EDPD 6331 which requires full admission. Candidates who do not meet conditional admission requirements may take content and non-Teacher Education Program (TEP) course work.

Phase III: Full Admission is granted when a candidate has completed all admission requirements, has submitted thirty (30) clock hours of field experiences, has completed or is currently enrolled in 6 hours of course work, and is eligible for a probationary certificate. Eligibility for a probationary certificate may require a passing score on a Texas Examination of Educator Standards or TExES content exam under the Pre-Admission Content Testing system (see PACT, p. 2). During full admission, the candidate is eligible to pursue a one-year supervised teaching internship.

Phase IV: Internship or Student Teaching options are offered to meet the required supervised teaching experience for fully admitted candidates.

- **Option 1: Internship** is a one-year supervised teaching experience for a candidate hired as teacher with a TEA-accredited public school or a TEA-recognized private school. The intern must meet probationary certificate eligibility and fulfill all duties required of any first-year teacher. Once a candidate accepts an internship, he/she must complete all course work and other requirements during the following year.
- **Option 2: Student Teaching** is a 12-week, full-time, unpaid teaching experience under the direct supervision of an experienced, certified teacher. When a candidate has completed all admission requirements, course work, and certification testing, he/she may apply to complete a semester of supervised student teaching through the Office of Field Experiences. The student teaching assignment carries with it certain duties and responsibilities and these should be approached with seriousness and dedication.

PB/Cert Program Admission Requirements

Minimum Admission Requirements

The following requirements apply to all applicants:

- A bachelor's degree from a regionally-accredited institution of higher learning verified by submission of sealed, certified transcripts;
- An overall grade point of average (GPA) of at least 2.5 on a 4.0 system on all college and/or university course work or on the final 60 hours of course work toward the bachelor's degree verified by certified transcripts from every college and/or university attended, and a GPA of 2.5 (with no D's) in the teaching area; and
- Basic skills in reading as demonstrated by a score of at least 260 on the THEA (TASP) Reading test or a 98 on the ACCUPLACER Reading test—**required even if the applicant is exempt from testing for admission to WTAMU** (call Education Services, 651-2341, for test information).

Additional Requirements

Applicants must also meet additional course work requirements specific to the content/grade level of the target certificate (**see p. 5**); however, these may be waived if the individual has passed the content test for the target certificate through the **Pre-Admission Content Testing (PACT) system** (texas.ets.org). Applicants who do not meet content course requirements will not be able to complete TEP course work or a teaching practicum until the content test is passed.

Transcript/Degree Requirements

Applicants must submit sealed certified transcripts from every college and/or university attended. WT graduates need only to submit transcripts from colleges and/or universities attended after completion of a degree at WT.

Applicants currently enrolled to complete bachelor's degree requirements may be granted contingency admission in the last semester pending graduation. Those individuals must submit a letter of degree completion and a copy of the degree plan for verification. Upon graduation, the individual must submit a transcript verifying the degree and apply for re-admission through WT's Graduate School as a "Graduate Certification" major. (It is recommended to apply to 3-4 weeks before a semester begins.)

Applicants with degrees from universities outside the U.S. must also meet these requirements:

- *First*, gain admission to WTAMU as a "Graduate Certification" major;
- Then, submit a course-by-course evaluation of the foreign transcripts done by an accredited foreign credential evaluation service to the PB/Cert program; and
- Provide evidence of English language proficiency by verification that the primary language of instruction was English or by providing satisfactory scores on the TOEFL exam (ets.org/toefl).

Classroom Observations/Field Experience Requirements

According to the Texas Administrative Code, thirty (30) hours of early field experience in an accredited school classroom are required prior to internship or student teaching. These must be completed with documentation submitted **no later than the end of 6 hours of TEP course work**. Please download an "Observation Packet" from the "FORMS" folder on the alternative certification website. Follow the instructions to arrange or request a placement. *Please make the placement request as early as possible at the beginning of the fall or spring semester.*

Observation hours may be waived for those applicants currently employed as full-time teachers or instructional aides and current substitute teachers. Waivers will be granted only with submission of a service record or employment record from a school district. Acceptable experience must have been completed within the past three years.

PB/Cert Program Application Process

Submit an application for a PB/Cert Deficiency Plan (may take up to 3-4 weeks):

- ❑ Submit completed application, \$50 non-refundable application fee (make checks payable to “WTAMU”), and *sealed certified* transcripts from every college and/or university attended;
- ❑ Take the TExES content exam through the PACT route at the earliest opportunity;
- ❑ Submit THEA or ACCUPLACER Reading score; and
- ❑ Review PB/Cert website FAQ’s, PACT, and Forms information, wtamu.edu/altcert.

Apply for admission to WT’s Graduate School (allow 2- 3 weeks):

- ❑ Apply as a “Graduate Certification” major;
- ❑ Submit the \$25 admission fee; and
- ❑ Submit a request for field experience placement.

After being admitted to WT and receiving the Deficiency Plan ...

- ❑ Set up an appointment to submit the acceptance page, review the Deficiency Plan, and discuss admission status;
- ❑ Complete an official advising agreement with the PB/Cert adviser;
- ❑ Register for course work (student is responsible for being aware of dates and deadlines); and
- ❑ Submit documentation of 30 clock hours of field experience.

During the registration/course completion stage ...

- ❑ Take the TExES content exam if not passed; and
- ❑ Make an advising appointment each semester for greenlighting and registration.

PB/Cert Program General Cost

Phase I: Priority Application

- \$50 non-refundable program application fee
- \$10-\$29 THEA or ACCUPLACER Reading test fee (call Education Services, 651-2341, for information)

Phase II: Applying to WTAMU - Conditional Admission

- \$25 non-refundable WTAMU application fee
- \$15 for appropriate practice exam (optional)
- \$120/certification exam*
- In-state tuition and fees according to current academic semester (cost of attendance is available at the Business Office website, wtamu.edu/business-office)**
- Textbooks and supplies vary by course – estimate not provided

Phase III and IV: Full Admission - Internship (if hired as teacher of record)

- \$52 fee for a probationary certificate and \$42.25 for the criminal background check fee*
- \$9.95 fee for the digital fingerprinting service*
- \$2700 internship fee paid monthly through school district payroll deduction (split over 9 months)
- \$15 for appropriate practice exam (optional)
- \$120/ certification exam* (if testing requirements not complete)

Upon completion of all requirements

- \$77 fee for the Texas Standard Teaching Certificate*

**Certification exam fees, certificate application fees, and fingerprinting fees are set by TEA and subject to change.*

***Course work will be completed at the graduate level. Out-of-state tuition rates are considerably higher. Residency status is determined by the Registrar’s Office. Tuition and fees are established by the Texas legislature and are subject to change.*

PB/Cert Program – Important Topics

Admission Status Information

1) Not Eligible for Admission

- Does not meet GPA requirement, lacks 30 hours of field experience, lacks required reading score, and/or lacks content hours or has not passed TExES content exam under PACT system
- May only register for non-TEP and content course work

2) Conditional Admission

- Meets GPA requirements, submitted required reading score, returned acceptance of Deficiency Plan letter, and granted admission to the University
- May register for any plan course work, except EDPD 6331
- Not eligible for internship

3) Full Admission

- Meets all admission requirements, submitted 30 hours of field experience, and passed content TExES exam
- Eligible to pursue a paid internship on a probationary certificate

Registration/Advising/Greenlighting Notes

- All newly accepted candidates must make an appointment for greenlighting and registration.
- All TEP courses are restricted; only fully admitted students may register for them. Your adviser must manually register or petition you into these courses.
- PB/Cert students are recommended to register early before classes fill.

PB/Cert Supervised Teaching Practicum Options

- Paid teaching Internship - for a full-admission candidate who is successful in securing a position as teacher in the target certificate subject area in a TEA-accredited public school or a TEA-recognized private school (athletics and DEAP positions do not qualify). WTAMU supervises the individual over the year which involves a \$2700 internship fee separate and apart from tuition. WT does not guarantee an internship; each candidate is responsible for obtaining his/her own teaching position with a district.
- Student Teaching Experience - for full-admission candidates who want a closely supervised experience with guided practice and support in the classroom of an experienced, certified teacher. Student teaching is a full semester, and the candidate will register into 6 SCH.
 - Eligible candidates apply with the office of Teacher Preparation and Support, OM 424.
 - Apply by November 1 for the following spring semester and by April 30 for the following fall semester.
- For more information, please visit wtamu.edu/academics/student-teaching.aspx.

FYI Topics

- A passing score on a TExES content exam under the PACT system does not guarantee admission into the PB/Cert program.
- Candidates may be removed from the PB/Cert program due unprofessionalism, poor reviews from ISDs, or unsuccessful course attempts.
- A Deficiency Plan will be “inactive” if progress is not made within one year. The candidate must reapply and make an appointment with a PB/Cert adviser to re-activate the plan.
- TEA regulates and sets certification requirements. Changes made by TEA automatically supersede all written Deficiency Plans. WTAMU may set admission requirements higher than TEA standards.
- All applicants are expected to access PB/Cert website, wtamu.edu/altcert, and **Frequently Asked Questions (FAQ) webpage** concerning program admission/retention requirements.

ADDITIONAL ADMISSION REQUIREMENTS FOR SPECIFIC CONTENT AREAS

(All content course work must meet the minimum 2.5 GPA requirement)

Early Childhood-Grade 6 Certifications and EC-12 Special Education/EC-6 Combination

EC-6 Generalist, EC-6 Bilingual Generalist, and EC-6 ESL Generalist 24 semester credit hours (SCH) in a combination of English, math, science, and social studies

EC-12 Special Education/EC-6 Generalist

Middle School (4-8) Subject Areas*

Single-Subject Areas require 24 SCH (12 advanced):

English Language Arts and Reading 4-8 24 SCH English (12 advanced) including ENGL 3311 and 3 SCH speech

Social Studies 4-8 24 SCH of social studies (12 advanced) to include 12 SCH history (Texas History required), 3 SCH economics, and 6 SCH each in political science and geography

Mathematics 4-8 24 SCH of math to include college algebra, pre-calculus or trigonometry, and college geometry (Math 1350 and 1351 recommended)

Science 4-8 24 SCH of life, physical, and earth science (at least 4 SCH in each category)

Combined Areas require 36-60 SCH (15 advanced):

English Lang Arts and Reading/
Social Studies 4-8 18 SCH English (ENGL 3311 required), 6 SCH speech; and
18 SCH of social studies with 12 SCH in history (Texas history required); and 6 SCH in any combination of geography, economics, and political science

Mathematics/Science 4-8 18 SCH math to include college algebra, college geometry, and Math 1350; and
18 SCH science to include life, physical, and earth science (4 SCH each)

Generalist 4-8 15 SCH English (ENG 3311 required) and 3 SCH speech;
15 SCH social studies (economics, geography, political science, history);
15 SCH math to include college algebra and college geometry; and
15 SCH of science to include life, physical, earth science (4 SCH each)

Secondary (6-12 or 8-12) Subject Areas and EC-12 Subject Areas*

6-12, 8-12, and EC-12 Single-Subject Areas 24 SCH minimum with at least 12 advanced in one subject area
See application for list of single-subject areas available.

English Language Arts and Reading 8-12 30 SCH total in English, journalism, and speech, including 24 SCH in English (12 advanced) and a minimum of 6 SCH each in journalism and speech

Physical Science 8-12 48 SCH total (18 advanced) in chemistry, physics, and mathematics, including
18 SCH each in chemistry and physics and 12 SCH of math (Calculus I and II)

Science 8-12 48 SCH total (18 advanced) in life science, chemistry, physics, and earth science, including 24 SCH in one area (12 advanced) and a minimum of 6 SCH in each of the other 3 areas

Social Studies 8-12 48 SCH total (18 advanced) in history, political science, economics and geography, including 24 SCH in history (12 advanced) and a minimum of 6 SCH in each of the other 3 areas

Business 6-12 42 SCH total (18 advanced) in business, including 24 SCH in one area (12 advanced)

***Before admission into the program, a degreed individual may take a Pre-Admission Content Test (PACT). Upon submission of a passing score, content course work may be waived if all other application requirements are met. See texes.ets.org for information & registration. Please take the content test through the PACT system as early as possible in the application process. See application for a list of certificate areas and corresponding test numbers.**

Office of Alternative Certification
 West Texas A&M University
 2501 4th Avenue ♦ Old Main, Room 413

WT Box 60208
 Canyon, TX 79016-0001

Phone: 806/651-2599 ♦ Fax: 806/651-3626

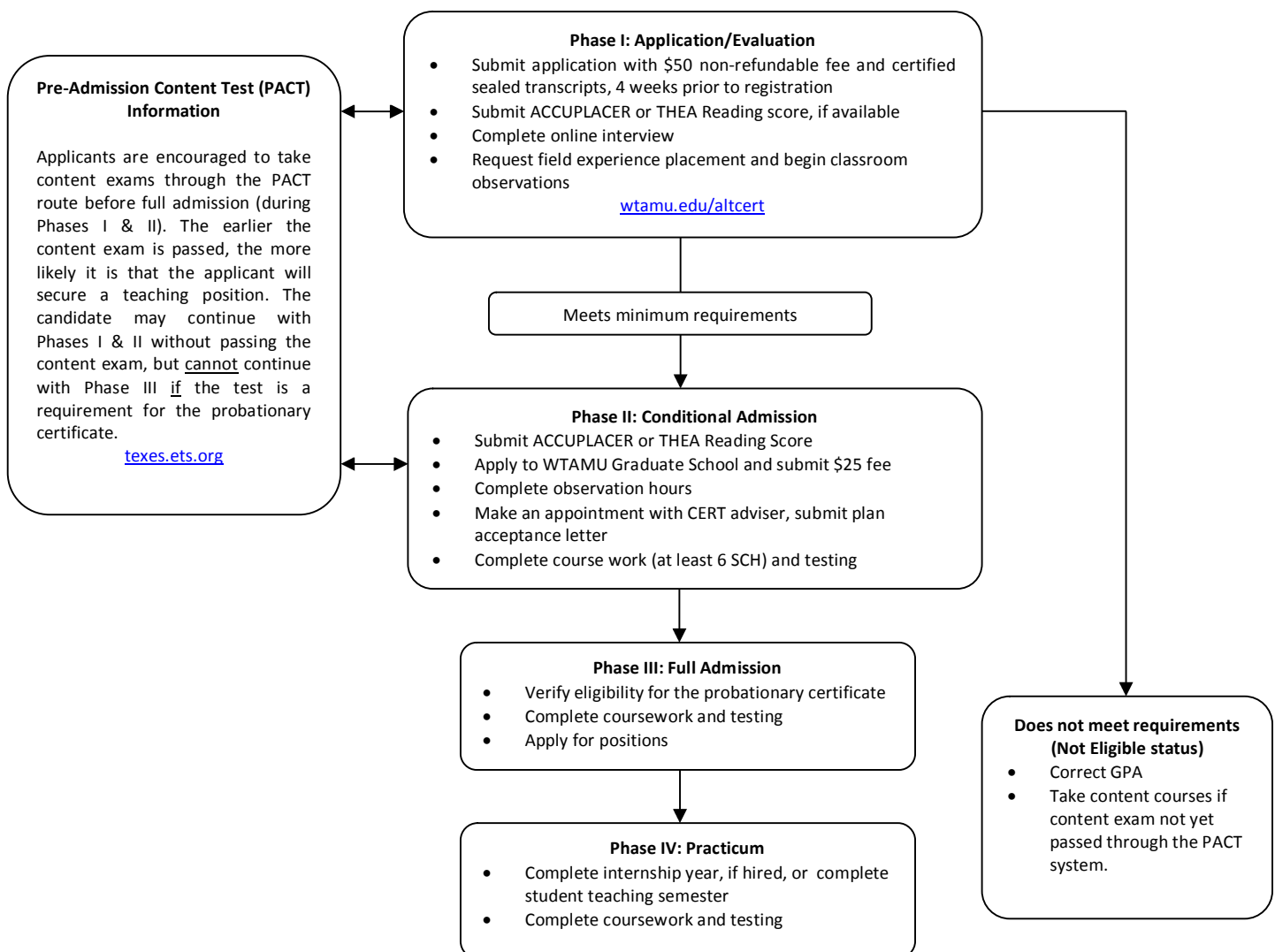
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wtamu.edu/altcert

West Texas A&M University is a Member of the Texas A&M University System. WTAMU serves people of all ages regardless of socioeconomic level, race, color, sex, religion, disability or national origin. WTAMU is an affirmative action/equal employment institution.

PB/Cert Step-by-Step Application/Admission Process



**POST-BACCALAUREATE TEACHER CERTIFICATION PROGRAM
PB/CERT APPLICATION FOR ADMISSION**

Applicants are asked to apply 4 weeks prior to registration; however, there is no application deadline.

Circle the correct response as required; otherwise, please provide all information requested. For assistance, call 806/651-2599.

1. WT ID or SSN (Optional) _____ Date of Birth _____ Sex: M or F
(Providing SSN is not required by a specific legal authority; however, it is used to ensure accurate matching of documents and timely processing.)

Name _____
LAST FIRST MI MAIDEN

Address _____ City _____ State _____ Zip _____

Phone: Home _____ Work _____ Cell _____

Email _____

2. Are you a citizen of the United States? Y or N
 3. Do you have prior military experience? Y or N
 4. Have you ever been charged with a felony or misdemeanor? Y or N
 (If yes, please submit an explanation on a separate page and a complete copy of your criminal history. Additional documentation or information may be required.)
 5. Have you previously made application to PB/Cert program? Y or N
 If yes, what year? _____
 6. Have you participated in or made application to any other Y or N
 alternative certification program? If yes, what program? _____
 (If you have participated in another ACP, you must provide a release from that program.)
 7. Please circle the description that best fits your current situation:
 a. Mid-career change
 b. Paraprofessional (educational aide)
 c. Recent college graduate

The following optional information is for report use only to provide statistical information requested by various state and federal agencies.

Ethnicity

- Hispanic or Latino
 Not Hispanic or Latino

Race

- American Indian or Alaska Native
 Asian
 Black or African-American
 Hawaiian or other Pacific Islander
 White

8. Refer to the information packet (p. 5) for specific requirements regarding individual teaching areas and select **only one** of the certification areas offered. (Content exam numbers in parenthesis; if not provided, please call the OAC.)

All-Level Certification, EC-12

- ___ Health (157) ___ Art (178)
 ___ Music (177) ___ LOTE-Spanish (613)
 ___ Special Education (161) with ___ Physical Education (158)
 EC-6 Generalist (191) ___ Theatre (180)

Middle School Education, 4-8

- ___ English Language Arts & Reading (117)
 ___ Mathematics (115)
 ___ Science (116)
 ___ Social Studies (118)
 ___ Mathematics/Science (114)
 ___ Eng Lang Arts & Rdg/Social Studies (113)
 ___ Generalist (111)

Elementary Education, EC-6

- ___ Generalist EC-6 (191) ___ Bilingual Generalist EC-6
 ___ ESL Generalist EC-6

Secondary Education, 6-12 or 8-12

- ___ Business Education 6-12 (176) ___ Chemistry 8-12 (140) ___ Computer Science 8-12 (141)
 ___ English Lang Arts & Rdg 8-12 (131) ___ History 8-12 (133) ___ Journalism 8-12 (156)
 ___ Physical Science 8-12 (137) ___ Life Science 8-12 (138) ___ Mathematics 8-12 (135)
 ___ Science 8-12 (136) ___ Speech 7-12 (155) ___ Technology Apps 8-12
 ___ Social Studies 8-12 (132) ___ Ag & Science Technology 6-12 (172)

9. List below **all** community colleges, colleges, and/or universities you have attended.

Institution	Dates Attended	Degree	Major/Minor

10. Are you currently enrolled? Y or N If so, where? _____
 (Please provide an unofficial transcript or class schedule showing the name of the college or university to verify current enrollment.)

ACKNOWLEDGEMENTS & AUTHORIZATIONS

By signing this application, you acknowledge the following:

- The contents of this application are true and correct to the best of your knowledge.
- You must meet both the screening requirements for admission to the PB/Cert program and WTAMU as well as the screening requirements for employment in a district where you secure an internship.
- A criminal background check including fingerprinting will be performed by the Texas Education Agency as part of your application for the Probationary Certificate.
- Satisfactory performance in the pre-internship course work is a prerequisite for beginning the internship.
- Admission to PB/Cert is determined by a comprehensive evaluation of your application. Applicants meeting the minimum entry requirements will be evaluated for admission based on the following criteria:
 - Academic aptitude
 - Basic skills in reading
 - Proficiency in oral and written communication
 - Overall commitment and fitness to teach
- Applicants are evaluated by the PB/Cert staff; admission decisions made by the PB/Cert staff are final.
- Providing false or misleading information may constitute grounds for denial of admission or program dismissal.

I, _____ [printed name of applicant], certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of statements given including a criminal background check.

I, _____ [printed name of applicant], hereby authorize the PB/Cert Program to provide school districts and/or administrators with information and/or opinion regarding my fitness for employment. I hereby authorize the PB/Cert Program to utilize and/or release any information contained in my student records as part of his/her response. I also authorize the PB/Cert Program to include my name, address, and phone number in a database provided to school districts via mail and/or posted on a password-secured website.

In full and complete consideration for the PB/Cert Program agreeing to respond on my behalf, I hereby forever waive any possible claims of liability against and covenant not to sue the PB/Cert Program or West Texas A&M University, its officers or employees for any claim or cause of action which may arise as a result of the requested submission.

My signature indicates understanding and agreement with all of the above statements.

Signature of Applicant _____ Date _____

With few exceptions, state law gives you the right to request, receive, review, and correct information about yourself collected by this form.