

## Application to WT's \_\_\_\_\_ Program

*ALL APPLICANTS: Please provide all information requested.*

### 1. Personal Information

WT ID: \_\_\_\_\_ TEA ID: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Gender: \_\_\_\_\_

Name: \_\_\_\_\_  
Last
First
MI
Maiden

Address: \_\_\_\_\_  
Street or P.O. Box
City
TX
Zip

Phone: : \_\_\_\_\_  
Personal
Buff Email
Personal Email

2. Have you ever been charged with a felony or misdemeanor? Yes      No

- *(If yes, submit an explanation and a copy of your criminal history and schedule an appointment with the Certification Officer at [egarcia@wtamu.edu](mailto:egarcia@wtamu.edu). Additional information may be required.)*

3. Have you previously made application to a graduate program at WTAMU? Yes      No

If yes, what year? \_\_\_\_\_

4. Have you participated in or made application to another graduate program? Yes      No

If yes, what program? \_\_\_\_\_ When? \_\_\_\_\_

***(If transferring from another University EPP, you must provide a Candidate Transfer Form from that program and a letter explaining why you are requesting a transfer.)***

## Application Checklist

Please **print and sign** the completed application and email, mail, or deliver the application, and required documents to the address listed below. **Incomplete applications will not be accepted.**

All applicants must submit these items:

- Printed and signed application
- Official Transcript(s)
- 2 Letters of Recommendation
- Signed TEA Code of Ethics
- Resume/CV
- Teaching Certificate
- Service Record indicating years of experience (minimum 2; or deficiency letter)
- Completed Screening Tool

## 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 the admissions criteria of the Graduate Program, which are as follows:
  1. Having and maintaining a 3.00 GPA upon admissions, throughout the program, and at the time of graduation.
  2. Completing the minimum number of SCH in the program content area as required by TEA
- Candidates must complete 160 clock hour supervised practicum
- Candidates must pass required TEXES certification exams prior to receiving certification in the non-teacher class.
- Providing false or misleading information will constitute grounds for denial of admission or dismissal from the program.

**Important:**

- A criminal background check including fingerprinting will be performed by the Texas Education Agency before you will be allowed to certify or gain employment on a non-teacher certificate. TAC 227.1(b)(1)(2).
- Items on a candidate's criminal history report may render the candidate ineligible for certification.
- Candidates may request a preliminary TEA background check for an evaluation of the criminal history.
- *Please note that applicants may request a preliminary TEA background check for an opinion of charge prior to starting a program <https://tea.texas.gov/texas-educators/investigations/preliminary-criminal-history-evaluation-faqs>*

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize the investigation of statements given including a criminal background check. I authorize the Office of Teacher Preparation and Advising and \_\_\_\_\_ Program to provide school districts and/or administrators with information and/or opinion regarding my fitness for employment, and I authorize the EPP to utilize and/or release any information contained in my student records as part of the response.

In full and complete consideration for the WTAMU Educator Preparation Program agreeing to respond on my behalf, I forever waive any possible claims of liability against and covenant not to sue the West Texas A&M University EPP, 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 acknowledgements and authorizations.

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

### To be completed by Program Chair

An Applicant for certification in Texas must be able to communicate, listen, read, write, and comprehend the English language sufficiently to use it easily and readily in daily communication and teaching. English language proficiency shall be evidenced by one of the following:

- Completion of an undergraduate or graduate degree at an accredited institution of higher education in the United States; or
- Verification of minimum scaled scores on the Test of English as a Foreign Language internet-Based Test (TOEFL iBT) of 24 for speaking, 22 for listening, 22 for reading, and 21 for writing; or
- If an undergraduate or graduate degree was earned at an institution of higher education in a country outside of the United States listed in TAC 230.11

### Program Contact Information

**Physical Location:**  
2403 Russell Long Blvd.  
Canyon, TX 79016

**Mailing Address:**  
P.O. Box 60208  
Canyon, TX 79016

**Website:** [wtamu.edu/edleadership](http://wtamu.edu/edleadership)

**Phone:** (806) 651-2685 Principal

**Fax:** (806) 651- 3610

3622 Superintendent

## **WTAMU Graduate Applicant Interview/Screening Tool**

*Please type or neatly print your responses.*

Please click on the Screening Requirements link in the table on the Admissions page of the Educational Leadership website to access the screening tools and the associated instructions.

