

UNIVERSITY OF HOUSTON-VICTORIA
CHECKLIST FOR UNDERGRADUATES SEEKING TEACHER CERTIFICATION

Secondary (Grades 8-12) Teacher Certification

- ___ Apply for admission to University of Houston-Victoria with the Office of Admission and Records (OAR) online at www.uhv.edu. All transcripts should be sent to OAR.
- ___ Register for the TASP/THEA, (if you have not taken the TASP/THEA) - Have the official scores reported to UHV.
- ___ Check with Degree Plan Counselor in appropriate school (Arts & Science or School of Business) for degree requirements and to begin procedures for a degree plan.
- ___ Check with Certification Analyst in Teacher Education Records Office (TERO) for answers to any questions on beginning a program in Teacher Education.
- ___ Apply for admission to the Teacher Education Program in the TERO.
- ___ All advising will come from your respective school awarding the degree.
- ___ Apply for student teaching during the regular term prior to your student teaching semester. Read the catalog at www.uhv.edu to determine requirements for student teaching. Deadline to apply is September 15 for the spring semester and March 1 for the fall semester.
- ___ Apply for Graduation during the first month of your last semester. Information is available from the Office of Admissions and Records (OAR) on the UHV website at www.uhv.edu. Applications are available on the UHV website.
- ___ After completion of all requirements, including the appropriate TExES tests apply for certification online with the State Board for Educator Certification at www.sbec.state.tx.us. For help, call the SBEC support center at 1-888-863-5880.

Students must earn a “C” or better in all upper level UHV courses on degree plan in order to be certified as a teacher.

**WATCH THE EDUCATION BULLETIN BOARD FOR THE
IMPORTANT ANNOUNCEMENTS WHICH MAY AFFECT YOU.**

“In accordance with Article 2, Texas Civil Statutes, the commissioner of Education may suspend or revoke a teaching certificate, or refuse to issue a teaching certificate to a person who has been convicted of a felony or misdemeanor for a crime which directly relates to the duties and responsibilities of the teaching profession.”