

UNIVERSITY OF HOUSTON-VICTORIA

CHECKLIST FOR UNDERGRADUATES SEEKING TEACHER CERTIFICATION

If you are an Early School or Middle School Education major, you should do the following:

- Apply for admission to UH-Victoria in the Office of Admission and Records (OAR). All transcripts should be sent to the Office of Admissions and Records.
- Register for the TASP/THEA and have the official scores reported to UHV.
- Read the catalog to determine degree requirements. The Catalog can be found on the UHV website at www.uhv.edu.
- Check with the 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 and begin procedures for a degree plan. An official degree plan will be prepared during your first semester of enrollment.
- Visit your Education advisor. All advising will come from your **faculty** advisor after your degree plan is signed.

- Apply for student teaching during the regular term prior to your student teaching semester. Read the catalog to determine requirements for student teaching. The deadline for applying for student teaching 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. Applications and other information are available from the Office of Admissions and Records (OAR). Applications are also available on the UHV website. Check with the Office of Admissions and Records for graduation application deadlines.
- 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.

ANY SUBSTITUTIONS FOR YOUR DEGREE PLAN MUST BE IN WRITING ON A SUBSTITUTION FORM AND WITH THE SAME SIGNATURES THAT APPEAR ON THE OFFICIAL DEGREE PLAN.

WATCH THE EDUCATION BULLETIN BOARD AND WEBSITE FOR IMPORTANT ANNOUNCEMENTS THAT 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".

All potential certificate applicants with criminal felony or misdemeanor convictions should contact the Certification Officer immediately to seek clarification of their certification status.