



Admission Requirements to the Educator Preparation Program for All Undergraduate Educator Certification Programs

In order to be formally admitted into the LeTourneau University Educator Preparation Program (EPP), students need to have completed the following.

1. Admission to LeTourneau University academic program.
2. Completion of a course sequence and degree plan in conjunction with the major advisor and teacher education advisor.
3. Overall GPA of at least a 2.5. Overall GPA is calculated to include all coursework completed at all colleges and universities without regard to whether the courses were transferred into LeTourneau.
4. Completion of a minimum of 45 semester credit hours on the degree plan with a minimum of 9 semester hours of EDUC or READ taken at LeTourneau and a minimum cumulative 2.5 grade point average. (Those without the 9 hours of EDUC/READ may be admitted with the recommendation of their advisor and the approval of the program chair.)
 - Candidates desiring to teach in grades EC-6 must have completed at least 12 semester hours in their major.
 - Candidates desiring to teach in grades 7-12 must have completed at least 12 semester hours in their major.
 - Math and Science candidates must have completed 15 semester hours.
5. Demonstrate basic skills in reading, written communication, and mathematics through one of the following:
 - Completion of coursework equivalent to ENGL 1013, ENGL 2393, and Math 1123 with a C or better
 - Completion of an associate degree
 - Transfer transcript indicating TSI Complete
 - Military service as follows:
 - Active duty for at least three years preceding, or
 - Honorable discharged, retired or released from active duty on or after August 1, 1990
 - Completion of one of the tests below

	ACT	SAT Taken Prior to 3/5/16	SAT Taken After 3/5/16	TSI
Composite	23	1070		
Reading	19	500	480	355
Math	19	500	530	356
Writing				355 & 5

Scores are valid for five years from the date of testing.

6. Complete an admission application. When all parts of the application and \$75 application fee are submitted, the application will be processed and submitted to the program chair for consideration.
7. An email with an invitation for admission will be sent to those who meet the qualifications. Once the invitation is signed and returned, clearance to continue with EDUC/READ courses is granted.

The \$75 application fee must be paid by check or money order made payable to LeTourneau University.

Please mail check or money order to:

Beth Nelms, Director of Certification
LeTourneau University
P.O. Box 7001
Longview, TX 75607



Application for Admission to the Undergraduate Educator Preparation Program

Last Name	First Name	Middle Name	Maiden Name
Student ID #	Birth Date (mm/dd/yyyy)	Phone	
TEA ID # (See TEA ID instructions)	LETU Email Address		

Gender: Male Female

Ethnicity: Non-Hispanic or Latino Hispanic or Latino

Race: American Indian or Alaskan Native Asian Black or African American

Native Hawaiian or Other Pacific Islander White

Please check your certification area:

Core Subjects EC-6

Core Subjects 4-8

Secondary 4-8 Major: _____

Secondary 7-12 Major: _____

All Level EC-12 Major: _____

Criminal Records:

- **Acknowledgement: Texas Administrative Code §227.1. General Provisions**
 (b)(1) pursuant to the Texas Education Code (TEC) §22.083, candidates must undergo a criminal history background check prior to employment as an educator; and
 (b)(2) pursuant to the TEC §22.085, candidates must undergo a criminal history background check prior to clinical teaching.
- **Further, the EPP shall notify each applicant of**
 (d)(1) the potential ineligibility of an individual who has been convicted of an offense for issuance of a certificate on completion of the EPP, and (2) the current State Board for Educator Certification (SBEC) rules prescribed in §249.16 of this title (relating to Eligibility of Persons with Criminal History for a Certificate under Texas Occupations Code, Chapter 53, and Texas Education Code, Chapter 21); and (3) the right to request a criminal history evaluation letter as provided in Chapter 227, Subchapter B, of this title (relating to Preliminary Evaluation of Certification Eligibility).

More information can be found on the TEA website at <https://tea.texas.gov/texas-educators/investigations/preliminary-criminal-history-evaluation-faqs>.

Clinical Teaching/Internship

All students seeking an undergraduate degree and teacher certification through LeTourneau University who are admitted to the Educator Preparation Program prior to graduation will register for and successfully complete either clinical (student) teaching or an internship. No student admitted to the Educator Preparation Program at LeTourneau University will be recommended for certification through emergency certification or temporary certificates.

Please return applications to the School of Education along with a \$75 check or money order made payable to LeTourneau University. Applications may be hand delivered, mailed, or emailed to bethnelms@letu.edu. Money order or check must be mailed.

To be accepted into the LeTourneau University's Educator Preparation Program, the following must be complete:

- Minimum of 45 semester credit hours with 9 hrs EDUC/READ at LETU and a minimum cumulative GPA of 2.5 **OR** recommendation of advisor and approval of the Program Chair
- 12 semester hours in major with a minimum GPA of 2.5. (Please note that candidates for Math and Science must have completed 15 semester hours.)
- Basic skills in reading, written communication, and mathematics (Refer to #5 on cover page of application.)
- Submit \$75 TEA Admission fee made payable to LeTourneau University

I understand that once my application has been received and completion of above items verified, I will be contacted through my LETU email address regarding EPP admission. In order for the admission process to be completed, I must return the formal offer of admission within seven days.

Student Signature

Date

FOR OFFICE USE ONLY

- 45 semester hours w/ 9 hrs. EDUC/READ at LETU or written recommendation by advisor and approval of the program chair
- 12 semester hours in content area (15 for math/science)
- Cumulative GPA at least 2.5
- Content GPA at least 2.5 with no grade < C
- Demonstrated basic skills in
 - Reading
 - Writing
 - Math
- Academic Recommendation
- Question responses complete
- FERPA Release
- Ethics Affirmation
- Preliminary Criminal History Evaluation Notification
- \$75 TEA Admission fee

Please return applications to the School of Education along with a \$75 check or money order made payable to LeTourneau University. Applications may be hand delivered, mailed, or emailed to bethnelms@letu.edu. Money order or check must be mailed.



FERPA Consent to Release Education Records and Information

(This form to be signed, dated and submitted with application for admission.)

This release represents your written consent to permit LeTourneau University to view and disclose educational records and any information contained therein to the specific individuals identified in the following paragraphs.

I, _____ (print full name) am a candidate in the Educator Preparation Program at LeTourneau University and hereby give my voluntary consent to officials:

To disclose the following records:

- Records relating to any of my field-based experiences
- Records relating to my performance in the field
- Records relating to certification exams

To the following person(s):

- School of Education program faculty and staff
- Deans and Department Chairs within my respective major and colleges
- School districts or other agencies associated with field-based experiences
- School-based/Agency-based administrators
- School-based/Agency-based cooperating teachers/mentors

These records are being released for the purpose of the following legitimate education duties:

- Conversing and reviewing performance
- Acquiring feedback
- Procuring required signatures
- Support and remediation on TExES exams
- Recommendation for certification

I understand that under the Family Education Rights and Privacy Act of 1974 ("FERPA" and commonly known as the "Buckley Amendment") and Texas Education Code §21.048(c-1) no disclosure of my records can be made without my written consent unless otherwise provided for in legal statutes and judicial decisions. I also understand that I may revoke this consent at any time (via written request to LeTourneau University's School of Education) except to the extent that action has already been taken upon this release. Further, without such a release, I am unable to participate in any field-based experiences including clinical teaching or internship.

Signature of Candidate

Date



Preliminary Criminal History Evaluation

Texas Administrative Code (TAC) §227.1(d)

Educator Preparation Programs (EPPs) shall notify, in writing by mail, personal delivery, facsimile, email, or an electronic notification, each applicant to and enrollee in the EPP of the following regardless of whether the applicant or enrollee has been convicted of an offense:

- (1) the potential ineligibility of an individual who has been convicted of an offense for issuance of a certificate on completion of an EPP;
- (2) the current State Board for Educator Certification (SBEC) rules prescribed in §249.16 of this title (relating to Eligibility of Persons with Criminal History for a Certificate under Texas Occupations Code, Chapter 53, and Texas Education Code, Chapter 21); and
- (3) the right to request a criminal history evaluation letter as provided in Chapter 227, Subchapter B, of this title (relating to Preliminary Evaluation of Certification Eligibility).

Additional information concerning the Preliminary Criminal History Evaluation, including the application and payment information, can be found on the Texas Education Agency's website at <https://tea.texas.gov/texas-educators/investigations/preliminary-criminal-history-evaluation-faqs>.

Signature of Candidate

Date



TEXAS EDUCATION AGENCY

1701 North Congress Ave. • Austin, Texas 78701-1494 • 512 463-9734 • 512 463-9838 FAX • www.tea.state.tx.us

State Board for Educator Certification

Texas Educators' Code of Ethics

Texas Administrative Code §247.2

<http://bit.ly/LETUEthics>

Statement of Affirmation

I affirm that I will comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom, as set forth by the Texas Administrative Code §247.2. As a Texas educator, in maintaining the dignity of the profession, I shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. In exemplifying ethical relations with colleagues, I shall extend just and equitable treatment to all members of the profession. In accepting a position of public trust, I shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. In fulfilling responsibilities in the community, I shall cooperate with parents and others to improve the public schools of the community.

I hereby affirm that I have read and thoroughly understand the Texas Educators' Code of Ethics TAC 247.2, and shall abide by all enforceable standards of this rule.

Educator Candidate Signature

Date

Printed Name _____

LETU ID # _____



Name: _____ Date: _____

Student ID: _____ Certification Area: _____

In your own handwriting, please answer the questions below. If you need additional space, you may use the back or additional paper.

1. Why do you want to be a teacher?
2. What life and/or educational experiences have led you to want to become a teacher?
3. What do you think are the advantages of a teaching career?
4. What do you think are the disadvantages of a teaching career?
5. What strengths do you have that would serve you well as a teacher?
6. What challenges do you personally anticipate as a teacher?
7. What experiences have you had working with children or teens?