SUL ROSS STATE UNIVERSITY

Department of Education

Undergraduate Teacher Education Program (TEP) Handbook
The Sul Ross State University’s Teacher Education Program is designed for individuals who wish to become certified teachers in Texas. This handbook is designed to help the teacher candidate be as successful as possible. It is also important to access the TEP webpage at http://www.sulross.edu/page/1820/undergraduate-teacher-education-program-2 for additional helpful information and resources. Along with information provided in this handbook, the candidate has access to university and school personnel who are eager to help. If you have any questions or concerns regarding the information presented in this handbook, please contact Matthew G. Marsh, Testing & Certification Coordinator, at mmash@sulross.edu or Scarlet Clouse, Director of Teacher Education, at sanderson@sulross.edu
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ADMISSION REQUIREMENTS

Requirements for Admission to the Sul Ross State University Teacher Education Program (SRSU TEP)

In order to be considered for admission to the SRSU TEP applicants must, at a minimum:

- Have completed 60 semester course hours
- At least a 2.75 GPA, based on a 4.0 scale, cumulative GPA on all college/university work
- At least 12 semester credit hours in teaching field with no grades lower than a “C”
- At least a 2.75 GPA, based on a 4.0 scale, on all courses in teaching field
- Basic skills as demonstrated by the Texas Success Initiative (Texas Education Code, §51.3062)
  - TSI may be demonstrated through one of the following:
    - ACT: Composite score of 23; 19+ for English test shall be exempt for both the Reading and Writing sections; 19+ on the mathematics test shall be exempt for the Mathematics section of the TSI Assessment.
    - SAT: Combined critical reading and mathematics score of 1070; 500+ on the critical reading test shall be exempt for both Reading and Writing sections of the TSI Assessment; 500+ on the mathematics test shall be exempt for the Mathematics section of the TSI Assessment.
    - THEA: Passage of the reading portion of THEA with a 250+ shall exempt student for Reading; Passage of Writing portion with a 220+ shall exempt student for Writing; Passage of the mathematics portion with a 230+ shall exempt student for Mathematics.
    - Grades in lieu of testing – Passage of ENG 2301 or other English literature course with a grade of “B” or higher shall exempt the student for Reading; Passage of ENG 1301 of 1302 with a grade of “B” shall exempt the student for Writing; Passage of MATH 1310, 1315 or 1342 with a grade of “B” or higher shall exempt the student for Mathematics.

TEP students must meet the following admission requirements before full admission to the SRSU Teacher Education Program:

- Completed entrance interview
- Completed background check
- Three letters of recommendation (one must be a previous faculty member at the university but not the SRSU Education Department)
- Written Essay
**CERTIFICATION PROGRAMS OFFERED**

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GENERAL INFORMATION

The following information contained in the General Information section will help answer questions about the SRSU TEP. This is not to replace the guidance and advice provided by the program advisor. When in doubt, always contact the SRSU Department of Education faculty and staff with any questions or concerns you may have.

Communications
During the course of the SRSU TEP, it is imperative to maintain communication with your instructors, advisor, and university supervisor at Sul Ross State University. All electronic communication will be delivered via SRSU email so check that account often for program updates, requirements, and important deadlines. Please maintain professionalism, including timeliness, in responding to all emails sent regarding the TEP.

Required Paperwork and Forms
It is critical that all required forms are returned in a timely manner. Much of the paperwork will require numerous signatures and approvals. In order to process the application in a timely manner, it is imperative to return all forms. Always keep a copy for your records. For a listing of required forms and to access, visit the TEP webpage. Contact Matthew Marsh if any of the forms are not accessible. Paperwork can be returned by mail, fax, or a scanned email copy (unless an original and signature is required).

Return to: SRSU Department of Education, Att: TEP
Box C-115
Alpine, TX 79832
Fax: (432) 837-8390
Email: Matthew G. Marsh mmarsh@sulross.edu

Reference Forms
Candidates are responsible for submitting three letters of reference. At least one letter should be from a former professor, not in the education department. These letters will need to be returned to the department before the interview can be scheduled and the application process can proceed.

Candidate Interview
Each candidate will be required to participate in an interview during the early part of the application process. Writing samples will be reviewed during the interview. Interviews are scheduled during the beginning of the semester of Block I courses. The panel of interviewers will be comprised of SRSU TEP faculty and staff. Please continue to monitor SRSU email for announcements of available times for interviews.
Fingerprinting and Background Checks
All candidates are required to submit authorization for a criminal background check as part of the admission process. It is very important for the candidate to answer all inquiries related to criminal history accurately and honestly. Failure to do so may result in dismissal from the program. Full disclosure will allow the program advisor and the Director of Teacher Education to assist if any problems arise from the criminal history report.

Students are responsible for the costs associated with background checks. The SRSU TEP utilizes the services of Certified Profile and the results will be reported to Sul Ross State University. (See attached instructions on how to create an account for your background check). The student understands that this criminal history/background check through Certified Profile will cost the student $36.50 upon application to the program. A recheck will also be necessary before beginning student teacher during Block III. The cost of the recheck is $20. The student also understands that this information may be discussed with the School District(s) in which they are involved. The student also understands that the State will conduct a criminal history inquiry through the Federal Bureau of Investigations when they apply for my actual Teacher Certificate.

Often times a school district will want to conduct its own criminal background check in addition to the SRSU TEP. The TEP student will be responsible for completing any background checks and fingerprinting requested by a school district.

Teacher Education Program Curriculum
Instruction in the following courses will prepare you to develop lesson plans, maintain discipline in the classroom, evaluate ethical and legal implications in education, and other professional responsibilities of teaching.

The curriculum in the SRSU TEP focuses on the following subject matter throughout the coursework for certification:
1) the specified requirements for reading instruction adopted by the SBEC for each certificate;
2) the code of ethics and standard practices for Texas educators, pursuant to Chapter 247 of this title (relating to Educators’ Code of Ethics);
3) child development;
4) motivation;
5) learning theories;
6) TEKS organization, structure, and skills;
7) TEKS in the content areas;
8) state assessment of students;
9) curriculum development and lesson planning;
10) classroom assessment for instruction/diagnosing learning needs;
11) classroom management/developing a positive learning environment;
12) special populations;
13) parent conferences/communication skills;
14) instructional technology;
15) pedagogy/instructional strategies;
16) differentiated instruction;
17) certification test preparation.
Required Coursework
Upon admission to the program, the TEP student will complete all education courses in a block sequence. The courses are designed to build on one another, therefore block courses may not be taken out of sequence. Blocks I, II, and III will be completed over the course of three semesters.

### Prerequisites:

**BLOCK I**
- Admission to the Teacher Education Program
- Take and Pass Content Exam by end of Block I

### Prerequisites:

**BLOCK II**
- Successful Completion of Block I
- GPA and THEA Requirements
- Take and Pass PPR by end of Block II
- Apply for Student Teaching Placement

### Prerequisites:

**BLOCK III**
- Successful completion of both Blocks I and II.
- Passing Content & PPR Exams
- Admittance to Student Teaching

**STUDENT TEACHING - 14 weeks**
- Elementary (EC-6) = ED 4601
- Junior High (4-8) = ED 4602
- Secondary (6-12 or 8-12) = ED 4605
- All-Level (EC-12) = ED 4603

**Teacher Certification**: the student must take the TExES Content Area Exam as well as the Pedagogy & Professional Responsibilities Exam (PPR). Approval must be given by your Major advisor and the SRSU Education Department before being allowed to register to take a Content area or PPR TExES exam. If you do not pass on the first attempt you must be re-approved by the Education Department before you will be able to register for the TExES exam again. Depending on your score test remediation may be required. Once you have passed both tests you may apply for certification as a Texas teacher.
Attendance
Candidates are required to attend all required classes, scheduled meetings, and program-related functions. Excessive absences could be grounds for a reduced grade and possible dismissal from the SRSU TEP. It is equally important to adhere to the attendance policy for online courses in the TEP. The university online attendance policy is addressed below:

You are expected to login to the Blackboard website several times each week. The University policy for attendance in web-delivered courses states that non-participation (not logging in) for more than 3 weeks in a long session, or for 1 week during a summer session, or 3 days for a midwinter session, may result in the student being dropped from the course by the professor.

Policies in effect for on-campus, traditional classroom instruction courses also apply to students enrolled in distance education courses, including Web-based and ITV courses. The University allows a maximum of 20% absences in a course before an instructor may drop a student for excessive absences. In Web courses, this policy is interpreted as not participating for more than 3 weeks in a long semester, 1 week in a summer session, or 3 days in the midwinter session. Any student dropped for non-participation will receive an F in the course dropped. Inactivity may include the following:

- not logging on to the course
- not submitting assignments
- not participating in scheduled activities
- not communicating with the instructor by phone or email, and/or
- not following the instructor’s participation guidelines stated in the syllabus

Finding A Job After Certification
Sul Ross State University hosts a job fair every spring semester on the SRSU-Alpine campus. There are many representatives from school districts around Texas and are eager to speak with candidates. Contact the Testing & Certification Coordinator for the specific date of the SRSU job fair. Periodically job openings will be posted on the Sul Ross State University Department of Education’s Facebook page.

Delayed/Denied Admission to the SRSU TEP
In some cases, students may not meet all the requirements for full admission to the SRSU TEP. Probationary admission may be an alternative in order to allow students to complete deficiencies while participating in the initial stages of the TEP. In all cases, a letter outlining specific requirements that must be met, along with a timeline for completion, will be approved and signed by the student and the Director of Teacher Education and will remain in the student’s folder.
In rare cases it may be necessary to deny admission completely to the SRSU TEP. In this case, the applicant will be notified in writing of the decision along with specific reasons the decision was reached. See below for appeal information.

**Dismissal from the SRSU TEP**

It is never anticipated that a student will be asked to leave the TEP. There are several levels of support provided to the candidate in order to assist them through the process of teacher certification. Please seek assistance from these resources when necessary. It is much easier to deal proactively with a potential situation than to handle it reactively.

If a candidate finds it necessary to withdraw from the TEP, written notification is required. It is also important to speak with the program advisor in order for the candidate to be aware of potential implications of leaving the program.

If necessary, a candidate may be placed on a growth plan, targeting areas of deficiencies and support to address and remediate these deficiencies. A committee will meet comprised of members familiar with the candidate's situation and construct a plan including goals and a specific timeline. Failure to meet the goals in the growth plan will result in dismissal from the TEP.

**Appeals**

Appeals must be submitted in writing to the Department Chair and the Director of Teacher Education. If appealing an admission decision, the request must be provided to the department no more than 5 days after decision.

**Program Review Survey**

Candidates will be required to complete a survey, reflecting on their experiences in the TEP. A survey will be completed at the conclusion of Block I, II, and III. Students will be email the link to each survey and will be required to complete the survey before final grades are issued. All responses will be anonymous. The results will be utilized for ongoing program improvement.

**FIELD EXPERIENCES**

During coursework throughout the Teacher Education Program, you will be required to participate in observations of students in the public schools. Field experiences, especially those early in the teacher education program can be a very valuable tool for personal and professional growth. It is the TEP student's responsibility to meet program requirements and maintain all documentation pertaining to field experiences. TEP students will be held strictly to professional conduct and dress codes while completing observations in public schools.
Early Field Experiences in the TEP
The observation log is located on the TEP website. No observation logs will be accepted that are incomplete or without the initials of the classroom teacher and signature. If there are any questions regarding what are approved observations, contact the program advisor.

Student Teaching
Student teaching is a 13-week, unpaid placement at a TEA approved school. A cooperating teacher and a university supervisor will be assigned for close monitoring, supervision, and support throughout the student teaching experience. Applications for student teaching should be completed during the semester BEFORE entering Block III courses. **CANDIDATES SHOULD NOT CONTACT SCHOOL DISTRICTS FOR PLACEMENTS!** See the Student Teaching Handbook on the TEP webpage for detailed information regarding student teaching. Candidates must register for ED 4601 (grades EC-6), ED 4602 (grades 4-8), ED 4605 (grades 6-12, 7-12, or 8-12), or ED 4603 (grades EC-12) depending on the certification area sought.

**CONTENT AREA CERTIFICATION MUST BE PASSED BEFORE STUDENT TEACHING CAN BE CONSIDERED**

TESTING REQUIREMENTS

Testing requirements for teacher certification is often an area of confusion among TEP students. It is important that the requirements are clearly understood and that the money and time needed to prepare for the examinations are properly allocated.

As previously addressed, the TEP student will be required to pass two exams (some areas of certification require additional tests) for certification:

1) TExES Content,
2) TExES Professional Roles and Responsibility (PPR).

**1) TExES Content Requirement**
The first testing requirement is to measure the candidate’s knowledge in their content area. *The TExES Content exam must be taken and passed prior to student teaching.*

**2) TExES PPR Requirement**
Candidates must also take the TExES Pedagogy and Responsibilities (PPR) 160 exam in order to be certified. Candidates must first pass the Content requirement. After the successful completion of ED 3300 and Certify Teacher PPR, students will be allowed to register for the PPR 160 exam. Contact Matthew G. Marsh for more information and visit the SRSU TEP webpage for information specific to registering for this exam.

**3) Additional Requirements**
Situations may arise where the candidate is required to complete additional testing requirements due to the certification area they seek. Bilingual Education certification is an example of certification areas requiring tests in addition to the Content and PPR. Contact Matthew G. Marsh for information on additional testing requirements.

**Test Preparation Requirements and Resources**

The SRSU Education Department meets and exceeds the TEA requirement of providing candidates with at least 6 hours of test preparation. The candidate will have several opportunities for test preparation. It is recommended that candidate’s take advantage of all of the available resources available to them, as a passing score on one of the practice tests does not guarantee a passing score on the TExES exam.

- *Certify Teacher Test Preparation*: Candidates will be required to purchase practice testing software from Certify Teacher at Certifyteacher.com before TExES PPR 160 test approval is granted. In order to obtain approval to register for the TExES, a satisfactory score (minimum of 260) on the Certify Teacher practice exam must be obtained. When purchasing the practice software, choose the Online option, NOT the Download or CD option. **Only TWO attempts on the Certify Teacher practice tests (Content and PPR) will be accepted.** **STAY IN STUDY MODE UNTIL INSTRUCTED TO MOVE TO EXAM MODE.** Your purchase is valid until you pass the TExES! If you get notification that your Certify Teacher purchase has expired, contact a Certify Teacher representative (866-209-9986) and let them know you need it renewed, free of charge.

- *Representative Tests*: The department also has numerous representative tests for the candidate to complete. These are paper and pencil tests and are available only to students who can come to the SRSU-Alpine campus, due to strict test security regulations. The test is scored after they are administered and the candidate will be given feedback on strengths and additional areas to target. Allow for approximately 2-5 hours to complete the test.

- *TExES Certification Exam Review for Teachers (T-CERT)*: This is a free, online practice website that contains valuable information and resources for passing the TExES. Go to [http://pact.tarleton.edu/TCERT](http://pact.tarleton.edu/TCERT) and complete the training and print out the certificate of completion at the end.

- Additional study sessions are provided by SRSU faculty throughout the semester. The SRSU Education Department faculty is available to provide individual assistance to students in preparation for the examinations. Visit the Educational Testing Services (ETS) website for additional study materials at [http://cms.texas-ets.org/texes/](http://cms.texas-ets.org/texes/)
CERTIFICATION

A candidate is eligible for a Standard Certificate once all requirements (see Certification section below) are met. After successful completion of program coursework, satisfactory scores on TEExES Content and PPR exams, and completion of student teaching, the candidate should contact Matthew G. Marsh at mmarsh@sulross.edu or (432) 837-8199 for recommendation for certification. Additional details about the certification process can be found on the TEP website. The final authority of Standard Certificate issuance rests with the Texas Education Agency, NOT Sul Ross State University.

The Standard Certificate is valid for five years and will be renewed with 150-clock hours of approved professional development. Additional information can be found on the TEA website about renewal of Standard Certificates.

Certification Process
The certification process involves three parts:

I. What You Teach (Content)
   ● Must complete required content coursework
   ● Must pass the TEExES Content examination for your teaching

II. How You Teach (PPR)
   ● Must complete education coursework for Pedagogy and Professional Responsibilities
   ● Must pass the TEExES PPR 160
   ● ED 3300 will serve as preparation for the exam and will be taken after during Block III.

III. Experience (Student Teaching)

Applying for Texas Teacher Certification

After all program requirements (all coursework complete, student teaching, and required state exams) are complete, apply online for your teaching certificate, pay the required application fee (currently $77.00), and initiate your criminal background check through the fingerprinting process (currently has a $47.00 fee) at www.tea.state.tx.us.
(a) Statement of Purpose. The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

(b) Enforceable Standards.

(1) Professional Ethical Conduct, Practices and Performance.
   (A) Standard 1.1. The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.
   (B) Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
   (C) Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
   (D) Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.
   (E) Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.
   (F) Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.
   (G) Standard 1.7. The educator shall comply with state regulations, written local school board policies, and other applicable state and federal laws.
   (H) Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

(2) Ethical Conduct Toward Professional Colleagues.
   (A) Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
   (B) Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.
   (C) Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.
   (D) Standard 2.4. The educator shall not interfere with a colleague's exercise of political,
professional, or citizenship rights and responsibilities.

(E) Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, sex, disability, or family status.

(F) Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

(G) Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC under this chapter.

(3) Ethical Conduct Toward Students.

(A) Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

(B) Standard 3.2. The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.

(C) Standard 3.3. The educator shall not deliberately or knowingly misrepresent facts regarding a student.

(D) Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex, disability, national origin, religion, or family status.

(E) Standard 3.5. The educator shall not engage in physical mistreatment of a student.

(F) Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.

(G) Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.
State Board for Educator Certification

Texas Educators' Code of Ethics
Texas Administrative Code §247.2

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's signature ___________________________ Date ________________

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Division of Educator Standards

*A signed copy of this form will remain in the student’s permanent file at SRSU*
FERPA Consent to Release Educational Records and Information

This release represents your written consent to permit Sul Ross State University to disclose educational records and any information contained therein to the specific individual(s) identified below. Please read this document carefully and fill in all blanks.

I, ________________________________ [print full name] am a candidate at

Sul Ross State University and hereby give my voluntary consent to officials:

A. To disclose the following records:
   - Records relating to any of my field-based experiences
   - Records relating to my performance in the field

B. To the following person(s):
   - School districts or other agencies associated with field-based experiences
   - School-based/Agency-based administrators
   - School-based/Agency-based cooperating teachers/mentors
   - Program faculty

C. These records are being released for the purpose of:
   - Conversing and reviewing performance
   - Acquiring feedback
   - Procuring required signatures

I understand that under the Family Educational Rights and Privacy Act of 1974 (“FERPA” 20 USC 123g; 34 CFR §99; commonly known as the “Buckley Amendment”) 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 the educator preparation program) 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 30 clock hours of observation, clinical teaching, student teaching, or internship.

______________________________
Signature of Candidate

______________________________
Date

*A signed copy of this form will remain in the student’s permanent file at SRSU*
TEAL USER INSTRUCTIONS FOR CANDIDATES AND EDUCATORS

SETTING UP THE TEAL ACCOUNT IS A TWO STEP PROCESS:

1. Set up TEAL user name and password.
2. Set up access to your educator profile.

STEP 1: REQUESTING A TEAL NEW USER ACCOUNT

Go to the TEA website at www.tea.state.tx.us. You are on the “official TEA website” if you see student artwork and a TEA logo.

A. In the upper right hand corner, click on the box Educator Login (Internet Explorer required). See circled area below.

B. The next screen that you will see is the one below. Select the “Follow this link to create a new TEAL user account”. Click on the red underlined link in the red box indicated below.
The next screen that you will see will require you to provide information on yourself. The areas that have the red asterisk are required to be completed. It is critical that your email address be correct because you will be sent a user name and a temporary password.

To access to the ECOS for Educators application, please select “Educator” as your “Organization Type” from the drop-down list (in large red box). Enter information exactly as it appears on your driver's license/state identification and in your personal online account (if your name has changed, please review the information change instructions at the end of this training).
Next, you will be prompted to enter your Social Security Number, or TEA ID, or P Number (if you do not have a social security number) so that TEA can transfer your credentials appropriately.

When you have completed the form, click the Submit button (small red box).

A message will appear at the top of the page acknowledging your request.

Click on the “done” button at the bottom of the page. Wait for the email from TEA with your user name and password. When it is received, read the email carefully and follow instructions for setting up TEA access.

LOGGING IN AND OUT OF TEAL FOR THE FIRST TIME

After you receive your user name and password, you will need to login into your account again if you logged out. Go to the TEA website again. This time, select the TEASE & TEAL Secure Applications button circled below.

Select the TEAL Login button.
The login page will appear. Put in the user name and password you received by email from TEA. It is suggested that you copy and paste the password into the box. Click Login.

When you log in for the first time, you will receive a message “Your password has expired. Please set a new password to continue.” Before setting the new password, consider the password guidelines:

- Must be 8-30 characters
- Must contain the following character types: letters, numbers, and special characters (for example - #, *, $, or @)
- Must not include your username
- Must not contain variations of the word "password"
- Must not contain a character repeated more than 2 times
- Must not be the same as your previous ten passwords

You will need to create a new password that you will be able to remember. Be sure you write your new password down or put it in your notes on your phone.

1. Click in the Current Password (it may say old) text box to enter the password you received by email. The old password is a mixture of different numbers and symbols. It is suggested that you copy
and paste the password into the box. Type and retype a new password in the New Password and Confirm New Password fields. Click the Submit button. If you receive a message that the password has been rejected for policy reasons, it means that you did not follow the guidelines for the password. Improve your password, and try again.

2. After your password has been changed, a Statement for Assurance of security provisions will appear. You must agree to these provisions to continue. The same provisions will appear at login every 30 days.
3. Read the assurance provisions and click the I Agree button at the bottom of the page. If you do not agree to the security provisions, click Cancel to exit the application. However, you will be unable to access your educator profile in the TEAL system.

4. After you agree to the assurance provisions, the security questions page appears.

5. The next screen will ask you to choose three security questions. The answers to these three questions will be used to recover your password if you forget or lose it. The answers are confidential and will not be used for any other purpose. Be sure to note the exact answer because the computer needs the exact response. For example, suppose you use the question “In what city did you meet your spouse/significant other?” and type the answer Ft. Davis, Texas. If, you type the answer Fort Davis, Texas or Ft. Davis, TX, the computer will not recognize that answer as correct.
Click in the Question Answer boxes to enter your responses.

6. Click the **Save Changes** button

7. A message appears at the top of the page in green writing that your challenge/response answers have been updated.
STEP 2: CREATION OF A NEW ACCOUNT OR TRANSFER OF CREDENTIALS IF YOU HAVE AN EXISTING EDUCATOR PROFILE

Next, the TEAL Applications page appears.

Educators who have existing educator profiles AND new educators needing to set a profile up will be prompted to transfer or establish their user credentials (roles and permissions).

The next screen is the Application Accounts which allows you access to your educator profile.

1. Click **My Application Accounts** button on left hand menu (A).
2. Click **Request New Account** button in “My Accounts” page (B).
3. Double click on **ECOS for Educators** row in the list of available applications (C).
4. Click **Go to Account Details Form** button at bottom of page (D).
You will be asked whether you have an existing TEA Educator Certification Online System (ECOS) account and password.

Select “NO” from the drop down box. Click the Next button.

You will see a screen that will ask for your social security number or your TEA ID number. Put in your Social Security Number or P Number. Click the “Create” button. DO NOT PUT IN YOUR TEA ID NUMBER. A message will be displayed indicating your credentials were successfully created and TEAL will create a new Educator account. A red error message means the attempt to create a new account failed. Please follow the message instructions to find out what to do next.
Accessing an ECOS Application

After you have requested and been granted access to an ECOS application, log out and log back in. You can easily access your educator profile by clicking the Access Applications link in the Self Service bar. When you select the access link, you will see Educator Certification Online for external educator users, the word Educator that is underlined, and your TEA identification number. To login and in all future logins, click on the underlined word Educator to access your educator profile. The next screen will show your demographic information. Be sure to keep your information updated. After checking your information, click continue to apply for certificates, pay for services, and print your certificates.

SUBMITTING A CHANGE OR CORRECTION OF INFORMATION

To submit a change or correction of name, gender or date of birth, please fax, scan and attach to email or mail the following required information and documents:

- A daytime phone number.
- Copy of your Social Security Card
- Texas Drivers license or State ID
- If changing a first name you must also submit a copy of your birth certificate or court name change document
- Out-of-Country educators who do not hold a social security card may submit a copy of a current passport
- A current email address and valid daytime phone number
Documents may be faxed to 512-936-8277

Or

Mailed to:

TEA-CRT
5th Floor
1701 North Congress Ave Austin, TX 78701.

Please allow 7 to 10 business days for processing November through March. Please allow 15 to 20 business days for processing April through October.