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, Assistant Director of Teacher Education, at mmarsh@sulross.edu or Diana Rodriguez, Director of Teacher Education, at drodriguez5@sulross.edu.
Education Department Contact Information

Dr. Barbara Tucker
Dean, Education & Professional Studies
Interim Chair, Education Department
(432) 837-8713
btucker@sulross.edu

Diana Rodriguez
Director of Teacher Education
(432) 837-8433
drodriguez5@sulross.edu

Matthew G. Marsh
Assistant Director of Teacher Education
(432) 837-8199
mmarsh@sulross.edu

Norma Cisneros
Education & Prof. Studies Administrative Coordinator
(432) 837-8134
norma.l.cisneros@sulross.edu

Madison Owen
Department of Education Administrative Assistant
(432) 837-8170
Madison.owen@sulross.edu
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:

- Must have completed 75 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”
  - For Math & Science Teaching Fields at least 15sch 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.
    - TSI: Passage of the reading portion of the TSI-A with a 351+ shall exempt the student for Reading; Passage of the Writing portion with a 340/4+ shall exempt the student for Writing; Passage of the Mathematics portion with a 350+ shall exempt the student for Mathematics.
• Grades in lieu of testing – Passage of ENG 2341 or other English literature course with a grade of “B” or higher shall exempt the student for **Reading**; Passage of ENG 1301 or 1302 with a grade of “B” shall exempt the student for **Writing**; Passage of MATH 1314, 1331 or 1342 with a grade of “B” or higher shall exempt the student for **Mathematics**.

• Oral & Written Communication Skills as demonstrated by:
  - Oral Communication
    - COMM 1310, 1311, 1320, or THEA 2304 with a grade of “C” or higher.
  - Written Communication
    - Completed a minimum of 6sch in English with a grade of “C” or higher

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

• Statement of Purpose
• Assurances Affirmation
• Code of Ethics Affirmation
• FERPA completion
• Completed background check
• Completed entrance interview
CERTIFICATION PROGRAMS OFFERED

<table>
<thead>
<tr>
<th>Sul Ross State University - Alpine: Approved Certificate Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural, Food &amp; Natural Resources (Grades 6-12)</td>
</tr>
<tr>
<td>Art (Grades EC-12)</td>
</tr>
<tr>
<td>Core Subject (EC-6)</td>
</tr>
<tr>
<td>English Language Arts and Reading (Grades 4-8)</td>
</tr>
<tr>
<td>English Language Arts and Reading (Grades 7-12)</td>
</tr>
<tr>
<td>History (Grades 7-12)</td>
</tr>
<tr>
<td>Languages Other Than English - Spanish (Grades EC-12)</td>
</tr>
<tr>
<td>Life Sciences (Grades 7-12)</td>
</tr>
<tr>
<td>Mathematics (Grades 4-8)</td>
</tr>
<tr>
<td>Mathematics (Grades 7-12)</td>
</tr>
<tr>
<td>Music (Grades EC-12)</td>
</tr>
<tr>
<td>Physical Education (Grades EC-12)</td>
</tr>
<tr>
<td>Physical Science (Grades 7-12)</td>
</tr>
<tr>
<td>Science (Grades 4-8)</td>
</tr>
<tr>
<td>Science (Grades 7-12)</td>
</tr>
<tr>
<td>Social Studies (Grades 4-8)</td>
</tr>
<tr>
<td>Social Studies (Grades 7-12)</td>
</tr>
<tr>
<td>Speech (Grades 7-12)</td>
</tr>
<tr>
<td>Technology Education (Grades 6-12)</td>
</tr>
<tr>
<td>Theatre (Grades EC-12)</td>
</tr>
</tbody>
</table>
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, or as a scanned email copy (unless an original with signature is required).

Return to:
SRSU Department of Education,
Attn: Teacher Education Program
Box C-115
Alpine, TX 79832

E-mail to:
Matthew G. Marsh
mmmarsh@sulross.edu

Copy Email to
Rebecca Garcia:
rtg13ya@sulross.edu

Candidate Interview
Each candidate will be required to participate in an interview during the early part of the application process. Writing samples may 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. During the interview, the candidate will be directed to create a TEAL account if one has not yet been created.
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 CastleBranch, 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 current history/background check through CastleBranch will cost the student $36.50 upon application to the program. A recheck may also be necessary before beginning student teaching during Block III. The student also understands that this information may be discussed with the School District(s) in which they are involved. The students also understand that the State will conduct a criminal history inquiry through the Federal Bureau of Investigations when they apply for the actual Teacher Certificate. See Appendix documents.

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:

(a) The educator standards adopted by the State Board for Educator Certification shall be the curricular basis for all educator preparation and, for each certificate, address the relevant Texas Essential Knowledge and Skills (TEKS).

(b) The curriculum for each educator preparation program shall rely on scientifically-based research to ensure educator effectiveness.

(c) The following subject matter shall be included in the curriculum for candidates seeking initial certification in any certification class:

1. The code of ethics and standard practices for Texas educators, pursuant to Chapter 247 of this title (relating to Educators' Code of Ethics), which include:
   - professional ethical conduct, practices, and performance;
   - ethical conduct toward professional colleagues; and
   - ethical conduct toward students;

2. Instruction in detection and education of students with dyslexia, as indicated in the Texas Education Code (TEC), §21.044(b);

3. Instruction regarding mental health, substance abuse, and youth suicide, as indicated in the TEC, §21.044(c-1). Instruction acquired from the list of recommended best practice-based programs or research-based practices shall be
implemented as required by the provider of the best practice-based program or research-based practice;

(4) the skills that educators are required to possess, the responsibilities that educators are required to accept, and the high expectations for students in this state;

(5) the importance of building strong classroom management skills;

(6) the framework in this state for teacher and principal evaluation;

(7) appropriate relationships, boundaries, and communications between educators and students; and

(8) instruction in digital learning, including a digital literacy evaluation followed by a prescribed digital learning curriculum. The instruction required must:

(A) be aligned with the latest version of the International Society for Technology in Education’s (ISTE) standards as appears on the ISTE website;
(B) provide effective, evidence-based strategies to determine a person’s degree of digital literacy; and
(C) include resources to address any deficiencies identified by the digital literacy evaluation.

(d) The following subject matter shall be included in the curriculum for candidates seeking initial certification in the classroom teacher certification class:

(1) the relevant TEKS, including the English Language Proficiency Standards;

(2) reading instruction, including instruction that improves students’ content-area literacy;

(3) for certificates that include early childhood and prekindergarten, the Prekindergarten

Guidelines; and

(4) the skills and competencies captured in the Texas teacher standards in Chapter 149, Subchapter AA, of this title (relating to Teacher Standards).

(e) For candidates seeking certification in the principal certification class, the curriculum shall include the skills and competencies captured in the Texas administrator standards, as indicated in Chapter 149, Subchapter BB, of this title (relating to Administrator Standards).

(f) The following educator content standards from Chapter 235 of this title (relating to Classroom Teacher Certification Standards) shall be included in the curriculum for candidates who hold a valid standard, provisional, or one-year classroom teacher certificate specified in §230.31 of this title (relating to Types of Certificates) in a certificate category that allows the candidates who are seeking the Early Childhood: Prekindergarten-Grade 3 certificate to teach all subjects in Prekindergarten, Kindergarten, Grade 1, Grade 2, or Grade 3:

(1) Child Development provisions of the Early Childhood: Prekindergarten-Grade 3 Content Standards;

(2) Early Childhood-Grade 3 Pedagogy and Professional Responsibilities Standards; and

(3) Science of Teaching Reading Standards.

Source Note: The provisions of this §228.30 adopted to be effective July 11, 1999, 24 TexReg 5011; amended to be effective October 12, 2003, 28 TexReg 8608; amended to be effective December 14, 2008, 33 TexReg 10016; amended to be effective October 27, 2014, 39 TexReg 8388; amended to be effective December 27, 2016, 41 TexReg 10280; amended to be effective December 20, 2018, 43 TexReg 8091
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.

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>BLOCK I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission to the Teacher Education Program</td>
<td>ED 3302: Developmental and Learning Theory</td>
</tr>
<tr>
<td>Take and Pass Content Practice Test by end of Block I</td>
<td>10 Hrs of Field Observation</td>
</tr>
<tr>
<td></td>
<td>ED 4314: Reading Skills in the Content Subjects</td>
</tr>
<tr>
<td></td>
<td>10 Hrs of Field Observation</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>BLOCK II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Successful Completion of Block I</td>
<td>ED 3301: Curriculum &amp; Instruction for the Classroom Teacher</td>
</tr>
<tr>
<td>GPA and THEA Requirements</td>
<td>10 Hrs of Field Observation</td>
</tr>
<tr>
<td>Take and Pass Official Content Exam and</td>
<td></td>
</tr>
<tr>
<td>Take and Pass PPR Practice Test by the end of Block II</td>
<td></td>
</tr>
<tr>
<td>Apply for Student Teaching Placement</td>
<td></td>
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<tr>
<td></td>
<td>10 Hrs of Field Observation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>BLOCK III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Successful completion of both Blocks I and II.</td>
<td>ED 3300: Principles of Education</td>
</tr>
<tr>
<td></td>
<td>Online Course</td>
</tr>
<tr>
<td>Take and Pass Official PPR Exam by the end of Block III</td>
<td>ED 4322: Classroom Management</td>
</tr>
<tr>
<td>Admittance to Student Teaching</td>
<td>Online Course</td>
</tr>
<tr>
<td></td>
<td>STUDENT TEACHING - 14 weeks</td>
</tr>
<tr>
<td></td>
<td>Elementary (EC-6) = ED 4601</td>
</tr>
<tr>
<td></td>
<td>Junior High (4-8) = ED 4602</td>
</tr>
<tr>
<td></td>
<td>Secondary (6-12 or 8-12) = ED 4605</td>
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<tr>
<td></td>
<td>All-Level (EC-12) = ED 4603</td>
</tr>
</tbody>
</table>

**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 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.

If you take and fail the official PPR TExES, before May 31, you will be approved to test June 1-August 31. If you do not take the official PPR before May 31, you will not be granted test approval until Sept. 1. **No Exceptions.** The same standard applies to content TExES exams.

Rev 06/20
**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 they are eager to speak with candidates. Contact the Testing & Certification Coordinator for the specific date of the SRSU job fair. Job postings are also available on the department’s bulletin boards located on the third floor of the MAB building.

**Delayed/Denied Admission to the SRSU TEP**
In some cases, students may not meet all the requirements for full admission to the SRSU TEP. Students who do not meet all requirements will receive a letter from the Education department outlining which requirements need to be fulfilled in order to be admitted to the program, and also outlining what steps may be taken to fulfill those requirements. Probationary admission is **NOT** an option for the Teacher Education Program. Applications which do not meet all admissions criteria will be held by the Testing & Certification office for one academic year. 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 candidates 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 emailed 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 in the appendix. 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 14-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 are often confusing for 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. Contact Matthew G. Marsh in the Testing & Certification office (MAB 305-C) 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 (mmarsh@sulross.edu) in the Testing & Certification office in MAB 309-D 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 candidates take advantage of all of the available resources, 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 three 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. You must pass the Certify Teacher PPR (Block III).

- **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 an online practice website, for a nominal cost, 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 are available to provide individual assistance to students in preparation for the examinations. Visit Pearson’s Texas Educator Certification Examination Program website for additional study materials at [http://www.tx.nesinc.com/](http://www.tx.nesinc.com/).
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 TExES Content and PPR exams; completion of student teaching; and endorsement of their readiness for certification by the Mentor Teacher & University Supervisor, the candidate should contact Matthew G. Marsh at mmarsh@sulross.edu (432) 837-8199 for recommendation for certification. The candidate must provide Mr. Marsh with official content and PPR score reports, and their signed Certification Approval Form before being recommended 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 TExES Content examination for your teaching

II. How You Teach (PPR)
   - Must complete education coursework for Pedagogy and Professional Responsibilities
   - Must pass the TExES 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.

After applying for certification, please notify Matthew G. Marsh, Assistant Director of Teacher Education, at mmarsh@sulross.edu so the Education Department can start a certification audit towards issuing your certification recommendation.
Enforceable Standards.

(1) Professional Ethical Conduct, Practices and Performance.
   (A) Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

   (B) Standard 1.2. The educator shall not intentionally, knowingly, or recklessly 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 that are used to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, 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 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.

   (I) Standard 1.9. The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

   (J) Standard 1.10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

   (K) Standard 1.11. The educator shall not intentionally, knowingly, or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.
(L) Standard 1.12. The educator shall refrain from the illegal use, abuse, or distribution of controlled substances, prescription drugs, and toxic inhalants.

(M) Standard 1.13. The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

(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, gender, disability, family status, or sexual orientation.

   (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 or who provides information for a disciplinary investigation or proceeding under this chapter.

   (H) Standard 2.8. The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

(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 intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

   (C) Standard 3.3. The educator shall not intentionally, knowingly, or recklessly 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, gender, disability, national origin, religion, family status, or sexual orientation.
(E) Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

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

(G) Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

(H) Standard 3.8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

(I) Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:
   (i) the nature, purpose, timing, and amount of the communication;
   (ii) the subject matter of the communication;
   (iii) whether the communication was made openly, or the educator attempted to conceal the communication;
   (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
   (v) whether the communication was sexually explicit; and
   (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Source Note: The provisions of this §247.2 adopted to be effective March 1, 1998, 23 TexReg 1022; amended to be effective August 22, 2002, 27 TexReg 7530; amended to be effective December 26, 2010, 35 TexReg 11242; amended to be effective December 27, 2016, 41 TexReg 10329; amended to be effective October 21, 2018, 43 TexReg 6839
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

©Texas Education Agency, 2009
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*
In Order to register for the TExES exam you will need to go to [http://www.tx.nesinc.com/Home.aspx](http://www.tx.nesinc.com/Home.aspx) and click on the Register link.
If you do not have an account you will need to create one. Once you begin the process you will enter an email, password and security question.
You will need a TEA ID number. If you do not have one the next window will prompt you to create one before you can register for an exam.
Follow the steps to create your TEA ID accordingly. If you selected “Yes” because you already have a TEA ID you will be required to enter candidate information.

Complete the “Required Candidate Information”. Your final step is the “Review Required Candidate Information”. Follow the instructions thoroughly to register for an exam.
Creating Your TEA Account

- Go to the [TEA website](#) and click on the Educator Login icon on the top right-hand side of the page.

- If you have already established a new TEA Login (TEAL account), click "Login to TEAL," and then click the blue "Educator" link to access your Educator Profile.

- If you have not yet established a TEA Login (TEAL account), click "Create new TEAL account," and follow the step-by-step instructions. Once your TEAL account is fully established, you will have access to your Educator Profile.

- Review the information in your Educator Profile often to ensure it remains current and matches your full name exactly as it appears on your ID.

- It is important that your TEA Educator Profile contains your mailing address, email address and phone number. All updates and corrections to your TEA Educator Profile must be done on the [TEA website](#); be sure to click the Continue button to save your updates. One hour later, the updates will appear in your ETS testing account. You should check the TEA website on a regular basis to make sure all of your information is current. See [Correcting or Updating Your TEA Educator Profile](#).

- Your TEA Educator Profile will contain your assigned TEA ID number. A TEA ID number is used for identification throughout the certification and test registration process.

- Print your TEA Educator Profile so that it will be easily accessible when you register to test.
TEA Homepage – Go to https://tea.texas.gov/ in order to login to TEAL.
All Texas educators will have a TEAL (TEA Login) account. This is the security login for all TEA applications. If TEAL is showing that you already have an account, but you do not have a password for it, complete the username recovery option. Once you are able initially login you will change your password and set your security questions.
Once you have logged into TEAL, it will take you to the User and Access Management page. If you have full access to your Educator Profile you will see a blue link, as above, in the center of the page.
If there is not a link, as on the previous page, then you will need to apply for access. Go to My Application Accounts, click “Request New Account”, then select ECOSEducator, and follow the steps through. Once this is completed, you should have the Educator Profile link.
Once you are in the Educator Profile it will ask you to update personal information including address, phone, e-mail, ethnicity and race et. al. Once you have completed this you will be on the above page. This is your Educator Profile.
Order Instructions for
Sul Ross State University - Teacher Education Program

1. Go to https://mycb.castlebranch.com/
2. In the upper right hand corner, enter the Package Code that is below.
Package Code SS73c: Background Check

About CastleBranch
Sul Ross State University - Post Baccalaureate Initial certification Program has partnered with CastleBranch, one of the top ten background check and compliance management companies in the nation to provide you a secure account to manage your time sensitive school and clinical requirements. After you complete the order process and create your account, you can log in to your account to monitor your order status, view your results, respond to alerts, and complete your requirements.

You will return to your account by logging into castlebranch.com and entering your username (email used during order placement) and your secure password.

Order Summary
Payment Information
Your payment options include Visa, Mastercard, Discover, Debit, electronic check and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.

Accessing Your Account
To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

Contact Us
For additional assistance, please contact the Service Desk at 888-723-4263 or visit https://mycb.castlebranch.com/help for further information.
Sul Ross State University
Department of Education Field Experience Log
Choose Class

Name: _____  A #: _____  School District: _____  Campus: _____
Subject Area: _____  Observation Dates: _____  Beginning Date: _____  End Date: _____

Please return completed form to your instructor. Logs will not be accepted if not filled out completely and signed. Make copies for your records. Complete the following reflection sheet before submitting this form. Use additional sheets if necessary. Required by: §228.35 (e)(1)(A & B)

<table>
<thead>
<tr>
<th>Date of Observation</th>
<th>Time</th>
<th>Time</th>
<th>Grade</th>
<th>Description of Activities &amp; Interactions with Students (Use additional pages, if needed)</th>
<th>Teacher Initials</th>
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Total Hours

I confirm that these dates and times are correct.

Teacher Signature  Date  Student Signature  Date
SUL ROSS STATE UNIVERSITY
Department of Education
Teacher Education Program

VERIFICATION OF TEA Teacher Ethics Training

I, ________________________________, verify that I have received the TEA Teacher Ethics Training. I understand that it is my responsibility to refer to the Teacher Education Handbook regarding the Texas Administrative Code 247.2 for the Code of Ethics and Standard Practices for Texas Educators. If, at any time, I have questions or am unclear about issues that may arise during the program, I will contact the appropriate support person for guidance.

____________________________________  ______________________
TEP Student                           Date

Diana Rodriguez

Director of Teacher Education

Date:
SUL ROSS STATE UNIVERSITY
Department of Education
Teacher Education Program

VERIFICATION OF RECEIPT OF HANDBOOK

I, ________________________________, verify that I have received the Sul Ross State University handbook and will periodically review its contents. I understand that it is my responsibility to refer to the handbook for guidance throughout the learning experience. If, at any time, I have questions or am unclear about issues that may arise, I will contact the appropriate support person for guidance.

______________________________  ____________________________
TEP Student                                      Date

Diana Rodriguez                                     Date:

Director of Teacher Education