STATEMENTS OF UNDERSTANDING AT POINT OF APPLICATION TO EPP

I understand that as of March 15, 2017, the Texas Education Agency (TEA) requires a technology fee for all applicants admitted to Educator Preparation Programs in the state of Texas. This fee cannot be included in tuition because it is not a university fee. Students admitted or readmitted to the Educator Preparation Program (EPP) will be charged the non-refundable TEA Technology Fee. [Texas Administrative Code, 229.9(7(A-C)]

I understand that certification requirements are subject to change regardless of catalog year. Teacher certification at Texas State University is governed by state statute and rules. Certification coursework, exam approval, and exam scores may expire.

I understand that I must check my Texas State email regularly, including between semesters. My Texas State email and the Office of Educator Preparation (OEP) website (http://www.education.txstate.edu/oep/) are the official methods of communication for information regarding my coursework, student teaching, and certification.

I understand that criminal background checks are required for progression through the Educator Preparation Program. I also understand that based on information recorded in my criminal history, I may be ineligible for issuance of a certification upon my completion of the Educator Preparation Program. If I have a criminal history, I understand that I should request a Preliminary Criminal History Evaluation from the Texas Education Agency, schedule an appointment for free legal counseling services through Texas State University’s Attorney for Students (http://attorney.dos.txstate.edu/), and disclose this information to the Office of Educator Preparation.

I understand that I must be legally eligible to work in the United States and must be able to present proper documentation of residency and/or eligibility to work in the United States in order to progress through the Educator Preparation Program, complete the required certification exams, meet the requirements of student teaching, and ultimately to hold a teaching certificate in compliance with the State of Texas and United States federal agencies.

I understand that reasonable and appropriate accommodations may be provided in Field Placements and Student Teaching placements if I have a disability documented with the Office of Disability Services. Accommodations cannot pose an undue burden to the university or the hosting district. I understand that I am responsible for disclosing disabilities and requesting accommodations as far in advance as possible so that accommodations can be coordinated in a timely manner.
I understand that Student Teaching, which takes place only after all certification coursework is completed, is a mandatory, unpaid professional experience that requires the time commitment of a full-time job. I understand that the expectations for attendance and professionalism may be at a higher level than I may have experienced previously. I understand that I can request a particular district, but that the district HR staff will place me. While student teaching, I understand that I am responsible for transportation and lodging arrangements. I understand that I must be available for mandatory district orientation up to 6 weeks prior to the first day of Student Teaching placement. I understand that because Student Teaching is 6 credit hours I must determine, with the assistance of the Financial Aid Office, if and how my financial aid or scholarships may be affected by part-time enrollment.

I understand that Texas State faculty and staff may view my academic and Texas Education Agency (TEA) records, including, but not limited to, academic transcripts and exam score reports.

I understand that licensure exams are a requirement for certification, and that state statute limits me to five attempts of each exam. I understand that if I do not pass the Pedagogy and Professional Responsibility (PPR) exam within five attempts, I will not be eligible to become a certified teacher in the state of Texas.

I understand that it is my responsibility to prepare for the certification exams. I understand that if I fail an exam, I must apply for retake approval. Approval to retake an exam may be subject to the age of my coursework, current certification requirements, number of attempts, previous exam scores, and satisfactory completion of recommended study activities.

I understand that I am eligible for certification test approval and recommendation for certification up to two years after completing my Educator Preparation Program or until state statute/rules change, whichever comes first.

I understand that if I have ever been formally admitted into another Educator Preparation Program in the past (university-based or Alternative Certification Program) I must email a completed TEA Candidate Transfer Form to OEP to be eligible for admittance to Texas State’s Educator Preparation Program. (http://tea.texas.gov/Texas_Educators/Preparation_and_Continuing_Education/Program_Provider_Resources/)