Information regarding Advising, Certification and Application for

SPRING 2018

CLINICAL TEACHERS
Certification Information for Clinical Teachers

- mycehd.tamu.edu → Certification →

The myCEHD intranet provides a secure environment and central point for distributing information and tools for faculty, students and staff.
Prior to Friday, September 15th:

• Complete the **Pedagogy & Professional Responsibilities (PPR) Exam Information Form**

During the student clinical teaching semester, register and attempt the PPR exam.

- Submit the [PPR Information Form](https://texas.ets.org) to get approval.
- Register for the exam at [texas.ets.org](https://texas.ets.org) (Instructions)
- Must pass within 5 attempts to be eligible for a teacher certificate.
During your Clinical teaching semester, you will complete the following steps.

1. Submit the Certification Information Form.
2. Information from the form will create your Letter of Intent. Attach letters to employment applications.
3. Complete the EPP Exit Survey.
4. Submit your Application for a Standard Teaching Certificate ($77 Fee).
5. Applications due April 15 for Spring students and November 15 for Fall students.
7. Use the Certification Checklist to check that you are meeting all requirements.
8. The recommendation process will not begin until graduation dates are posted in Howdy.
Information Form

- Information used to produce **Letter of Intent**
  - Letter of Intent will be emailed to email listed on form
  - Form must be complete by **March 15, 2018** - Letters will be sent **AFTER March 16th**
- Information used as final clearance after graduation
  - Certificate recommendation may be delayed if form is not submitted
Apply for Standard Certificate

- Beginning April 15, Clinical Teachers may begin applying for Standard Teaching Certificate, if they have completed all certification exams.

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1. Submit the Certification Information Form.
2. Information from the form will create your Letter of Intent. Attach letters to employment applications.
3. Complete the EPP Exit Survey.
4. Submit your Application for a Standard Teaching Certificate ($77 Fee)
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7. Use the Certification Checklist to check that you are meeting all requirements.
8. The recommendation process will not begin until graduation dates are posted in Howdy.
Apply for Standard Certification

- $77 fee
- Only submit one application, regardless of the number of content areas sought
- Select Texas A&M University - “University Based”

• Applicant must complete EPP Exit Survey in order to submit application
Fingerprinting

- TEA requires that applicants for a Texas certification must be fingerprinted through the DPS vendor, MorphoTrust USA - http://www.l1enrollment.com/locations/?st=tx

- Fingerprint Processing Fees
  - $39.50 fee to DPS/ FBI/ TEA
  - $9.95 fee to MorphoTrust USA

- A FAST Fingerprint Pass is issued, by email, to the applicant by TEA once online payment has been made; a fingerprinting appointment cannot be scheduled without this document.

- If you have been fingerprinted prior to applying for your certificate, TEA recommends that you wait 2-3 days after you submit your standard teaching certificate application to choose a fingerprinting method. If your previous fingerprinting is in their database, it should sync up with your application during this time.
• Certificate recommendations will not be started until final grades and graduation date are posted to Howdy

  – Recommendation process may take up to 3-4 weeks after graduation to complete
  – You will receive an email from TEA once you have been recommended and once your certificate is available in your Educator Profile
Other Items (Cont.)

- Certification requirements ≠ Graduation requirements

- Information regarding applying for additional certificates

- PPR Exam Resources
  - ETS
  - T-CERT
  - Certify Teacher - Promo Code AGGIES4728

- Use the **Certification Checklist** on MyCEHD to make sure you’ve completed necessary requirements for recommendation
The U.S. Department of Education recently issued a “reinterpretation” of the “highly qualified” provisions for certain elementary (defined in Texas as EC-6 teachers new to the profession after 2009-2010) that requires those holding subject-specific certification, or Special Education EC-12 certification, to take and pass an additional Generalist certification exam in order to be “highly qualified”. Affected teachers include those holding certification in Math/Science 4-8, ELAR/Social Studies 4-8, ELAR 4-8 and Special Education EC-12. According to TEA, passing the TExES Generalist EC-6 will meet this requirement.

Although we have received special permission to give you approval for the Generalist EC-6 exam, we are unable to recommend you for the Generalist EC-6 certificate at the same time that you receive your Middle Grades certificate(s). This is not allowed because the EC-6 content is not covered by your Middle Grades degree program.
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Mr. Justin Smith
Assistant Director of Undergraduate Advising

Ms. Jennifer Lopez
Senior Academic Advisor I

Mr. Charles Otto
Academic Advisor II

Ms. Jenny Bilski
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http://tlac.tamu.edu/student-services/undergraduate-advising
Clinical Teaching Clearing

• TLAC advising appointments available through Sept 22nd
• Students will be seen:
  Monday - Thursday 8:30 am - 4:00 pm
  Walk-ins on Friday 8:00 am - 11:30 am
• Suite 115 Heaton Hall
• Schedule an appointment on Swan
  (swan.tamu.edu/tlac)

http://tlac.tamu.edu/student-services/undergraduate-advising
Coursework

- All course work needs be completed prior to clinical teaching.

- No classes may be taken during clinical teaching – no exceptions to this rule.
LOCAL PLACEMENT - Section 500
DISTANCE PLACEMENT - Section 550

TLAC:
- TEFB 426 (EC-6)
- MEFB 497 (MG)
- MEFB 497 or TEFB 429 (aggieTEACH & University Studies)
- TEED 425 (12 hr.)

http://tlac.tamu.edu/student-services/undergraduate-advising
If the “Exceptions for Verification of Enrollment” does not meet your requirements, and you need to be enrolled in 12 hours, register for:

LOCAL - TEED 425, Section 500

DISTANT - TEED 425, Section 550

http://tlac.tamu.edu/student-services/undergraduate-advising
Master of Education (M.Ed.) in Curriculum and Instruction

Dr. Diane Goldsby
Faculty Advisor/Program Coordinator
E-mail: dgoldsby@tamu.edu

TLAC Graduate Advising Office
Office Phone: (979) 862-8032
E-mail: tlacgant@tamu.edu

http://tlac.tamu.edu/degrees-and-programs/online-education
Kim Parish
Associate Director of Field Placements
&
Mary Ronsonet
Administrative Coordinator
clinical-teaching@tamu.edu
Local

- TAMU provides university supervisor and placement

- Starting Fall 2012, TLAC places local clinical teachers in outlying districts within 35 miles of the TAMU campus first. This guarantees clinical teachers will have a sustained experience working with diverse groups of students, which will in turn increase their marketability.

http://tlac.tamu.edu/teacher-certification/field-experiences
TLAC Clinical Teaching Placement Options

Local

A minimum of 3 students will be placed in each outlying district, to increase opportunities for carpooling.

Participating school districts within a 35-mile radius of TAMU campus:

- Anderson-Shiro
- Caldwell
- Franklin
- Iola
- Mumford
- Navasota
- North Zulch

*Bryan ISD & College Station ISD are considered once all outlying placements have been filled.

http://tlac.tamu.edu/teacher-certification/field-experiences
Distance

- Districts around state of Texas with established TAMU agreement
- Districts are listed on application and are subject to change at any time
- Districts decide placement based on CT application and needs of district
- University supervisor hired and trained by TAMU

http://tlac.tamu.edu/teacher-certification/field-experiences
If you are interested in clinical teaching at a district that is not on the application and is more than 35 miles from any current partnering district, you must stay after to discuss and receive the Spring 2018 TLAC Clinical Teaching District Request form.

http://tlac.tamu.edu/teacher-certification/field-experiences
Your Clinical Teaching Placement may default to LOCAL if you:

- do not submit requested information by due dates (i.e. application, criminal history, etc.)
- have been placed on a growth plan (written concerns from TAMU Instructor)
Placements are impacted by:

- Certification
- Supervisor location
- Mentor teacher availability
- District decisions
- Previous field experience
- Submission of required forms
- Meeting deadlines – advising, application, FEO and/or school district paperwork
- Passing your **primary content** certification exam
- Special considerations on application
T-TESS Qualified Supervisors

- Please note, ALL University Supervisors must be T-TESS trained.
- Our office will contact current/trained supervisors to cover various requested districts.
- If a district does not have a trained supervisor, you may have to select a second option to clinical teach.
  - you will be notified asap via email with other options
Clinical Teaching Application

- Primary Phone: Enter your cell number as you will be added to the REMIND app. The TLAC Field Experiences Office will send text reminders throughout the semester.
- Email: must be tamu.edu or email.tamu.edu account
- Certification Area:
  - Select the appropriate certification area(s).
    Note: Actual certification is dependent upon the successful completion of required course work, clinical teaching program and state certification exams. This information is for planning purposes only.
  - If “Secondary Education”, please specify your program and certification.
    - aggieTEACH, Post Baccalaureate, Accelerate Online, STEM Minor
    - Math, ELA, Science Comp, History, etc.
- Expected Graduation: make sure you enter appropriate semester & year
Application Notes

- Zip code for CT semester: based on district preference – may help districts place CT at schools in close proximity but there are no guarantees

- Preferences (i.e. grade and content) should be varied from early field experiences

- Special considerations: other information to consider in placement

- Four questions: Please write at least a paragraph to thoroughly and thoughtfully answer the questions. Be sure to edit and proofread before submitting. This information is shared with your school district.

- **Realize if this information is not correct, your application will not be included in the download and therefore will be considered late.**
Application Notes

• Save draft: Revisions may be made to application however your information will not be finalized until you apply

• Apply: Final submission of your application, confirmation will be sent to the TAMU email provided

If changes need to be made after you apply, another application will need to be submitted.

The most current application submitted will be used for your clinical teaching placement consideration.
Frequently Asked Questions

- May I request a specific school/teacher?
  You may include request in the special considerations section, but there is no guarantee that it will be granted.

  **Clinical teachers may not be placed on a campus with an immediate relative.**

- Can I have another job while clinical teaching?
  Clinical teaching is considered a full-time job so employment is discouraged. If necessary, working must be limited to no more than 10-12 hours per week, preferably on weekends and **may not interfere with clinical teaching responsibilities.**
• When is the first day of clinical teaching?
  Clinical teachers begin the first official district school day (with students) after the break. Clinical teachers follow the school district calendar, not TAMU.

  **Most public school students return on or close to January 3, 2018.**

• What is the clinical teaching attendance policy?

  **With clinical teaching graded Satisfactory/Unsatisfactory, the following guidelines apply:**
  
  – 1 excused absence = 1 make up day
  – 1 unexcused absence = 2 make up days
  – 2 unexcused absences = 4 make up days
  – 3 unexcused absences = **Unsatisfactory grade** (student will be required to re-enroll in Clinical Teaching the following semester)
Important Dates

- Clinical Teaching Application due
  Friday, September 22\textsuperscript{nd} by noon
  \texttt{tlac.tamu.edu/tlac-clinical-teaching-application}

- Mandatory Clinical Teaching Meeting
  Friday, November 10\textsuperscript{th} at 11:30 a.m. – 601 Rudder

- Deadline to **PASS** primary content certification exam
  Saturday, October 14\textsuperscript{th}
Clinical Teaching Placement

You will not be cleared to clinical teach or receive your official placement until you:

- attend both mandatory FEO meetings
- attend mandatory advising
- pass primary content certification exam by October 14
- submit application
- submit requested information from FEO and/or school district

http://tlac.tamu.edu/teacher-certification/field-experiences
Important Web Links

- Clinical Teaching Website:
  http://tlac.tamu.edu/teacher-certification/field-experiences

- Clinical Teaching Application:
  http://tlac.tamu.edu/tlac-clinical-teaching-application

- Certification Information:
  http://mycehd.tamu.edu/academic-services/certification
Monday, November 13th
The Brazos Expo Center

Great opportunity to learn more about districts recruiting Aggie teachers.

http://educationcareerfair.tamu.edu/participant-information

Host Opportunity
Questions?

Field Experiences Office

Department of Teaching, Learning and Culture
Texas A&M University
4232 TAMU | College Station, TX 77843-4232
ph: 979.845.8254 | clinical-teaching@tamu.edu

Like us on Facebook: TLAC Clinical Teaching

Always Expect More of Aggie Teachers

http://tlac.tamu.edu/teacher-certification/field-experiences
New District Partnership Agreements

- The Field Experiences Office will contact the district administrator to inquire about a clinical teaching partnership.
- Agreements must be received by **Wednesday, September 20\(^{\text{th}}\)**.
- Once the agreement is received, the FEO will contact the potential university supervisor.
  - Supervisors must have at least 3 years of classroom teaching experience with a Masters Degree and experience in mentoring new teachers.
  - A TEA qualified university supervisor must be hired before placements are finalized.
- Please wait until new districts have been added to submit your clinical teaching application.
- An email will be sent to all clinical teachers with any new districts by **Thursday, September 21\(^{\text{st}}\)**.

[http://tlac.tamu.edu/tlac-student-teaching-district-request](http://tlac.tamu.edu/tlac-student-teaching-district-request)
You must submit the electronic Spring 2018 TLAC Clinical Teaching District Request form by 5 pm on Monday, September 11th.