ETBU Post-Bacc Teacher Calendar of Events

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| Phase 1: Pass content exams | * Meet the screening criteria for admission requirements and gain approval to the program. All general and specific admission requirement for Master of Education program (certification tracks) in line with the State Board of Educator Certification and the Texas Education Agency must be met along with approval from the ETBU Department of Teacher Education
* Develop a certification plan- After meeting the screening criteria and being accepted into the program, students will meet with a graduate advisor to discuss their goals as a teacher. The advisor will advise students of the specific coursework, students teaching or internship, and tests that must be completed.
* Register for and complete the appropriate examinations -Students must be authorized to register for examinations when they are at an appropriate point in the program. This will vary based on type of program they are enrolled in. Persons in post-baccalaureate programs may be allowed to complete the content subjects tests earlier than persons in a undergraduate program. Testing fees by the state and/or testing organizations will apply
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| Phase 2: Admission to Clinical Teaching/Internship | * Complete the student teaching requirement (option 1)- If this is the option is chosen, the advisor or field experience supervisor will assist in finding an appropriate clinical teaching placement and will guide students through this process. Students holding a bachelor’s degree may qualify for a one-year paid internship as part of a post-baccalaureate program. If you qualify for an internship proceed to option 2
* Obtain a teaching position and apply for Probationary Certificate - If determined that students are eligible for a teaching internship based on progress and completion of any appropriate tests, an eligibility statement for employment purposes will be provided. Students will need to secure a teaching assignment at the grade level and in the subject area of their target certificates. Ince a position has been secured, students will have an experienced, certified mentor assigned to work with them and additional supervision will be provided. - If a teaching position has been secured for the internship, students need to apply online for a Probationary Certificate, valid for one calendar year to meet state certification rules for students and the school. Students will need to create an online account, apply, pay fees, and meet the requirements for a criminal background check. The ETBU Department of Teacher Education will need to make recommendation online for the appropriate certificate
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| Phase 3: Pass pedagogy exams | * Register for and complete the appropriate examinations -Students must be authorized to register for examinations when they are at an appropriate point in the program. This will vary based on type of program they are enrolled in. Persons in post-baccalaureate programs may be allowed to complete the content subjects tests earlier than persons in a undergraduate program. Testing fees by the state and/or testing organizations will apply
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| Phase 4: Applying for Certificate  | * Complete all requirements for a Standard Certificate. -Students will need to complete all coursework, clinical teaching or internship, and examination requirements indicated on their certification plans
* Apply for Standard Certificate - Upon completion of all requirements, students will need to apply online. When qualifications are met, the program will recommend you online for the Standard Certificate. A criminal background check will be conducted prior to issuance of any certificate. All first-time applicants for an initial credential must be fingerprinted as part of a national criminal background check. A fingerprinting fee, certification fees, and/or other fees will be changed by the state.
* Become a certified teacher. -When a student’s certificate is approved, it will be posted to the agency website. Students will be notified by email when your certificate is official.
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