



Application for a New Certification Field from an Accredited Educator Preparation Program

Texas Administrative Code (TAC) Chapter 228.10 (e) (1), Addition of Certificate Fields – Effective January 1, 2009.

Submit to TEA at least six weeks prior to the desired date for recommending candidates to take the certification examination or for admitting candidates into the program for the new certification field. The application cannot be reviewed until fees are submitted.

Part I: Complete ONE Matrix A for each certification area to be added using the template provided. **Provide the course/module names(s)** and a brief description of the course, major projects and activities, and assessments. **Assessment Guidelines:** Describe how candidates will be assessed for mastery of knowledge and skills required by the standards in the courses/modules. Include a brief identification of the assessment, knowledge or skills the assessment will cover, and how the candidate will be evaluated for mastery. If you are using performance assessments, please submit rubrics for scoring. **Examples:** 1) Twenty-item multiple choice quiz over plant life graded at 80% mastery; or 2) Lesson plan using cooperative learning for 5th grade math, graded on a six-point rubric; or 3) Science lab experiment graded by a checklist of safety procedures at 95% mastery.

Part II: Complete the following Curriculum Alignment Charts as applicable. A. Standards, Domains, and Competencies specific to the certification field(s) requested. Contact your Program Specialist for this chart. B. Standards, Domains, and Competencies Alignment Chart for the 17 mandated curriculum topics – only one is needed for each educator preparation program. If you have submitted one, omit this. C. PPR alignment chart – only one is needed on file for each educator preparation program. If your EPP has submitted one, omit this. D. TEKS Correlations specific to the certification area(s) requested (if applicable)

Part III: A. Describe field-based experiences prior to student teaching/clinical teaching/internship. B. Describe field supervision and mentoring in the student teaching/clinical teaching/ intern program. Include length of practicum, number of observations, length of observation, type of evaluation and documentation, methods of feedback, and who will receive feedback results. C. Address the expectations of the cooperating teacher/mentor. D. Describe the program support provided to candidates struggling in the program.

Part IV: Complete the chart showing faculty/instructor qualifications. Also include information for each field supervisor and administrator for this program.

Part V: Complete the Fee Payment Form per the instructions on the form.

Publically funded institutions of higher education must submit a letter of approval from the Texas Higher Education Coordinating Board (THECB).

Submit the completed matrix by email to janice.lopez@tea.state.tx.us.

**Dr. Janice Lopez, Director
Division of Educator Standards, 5-100E
Texas Education Agency
1701 N. Congress Avenue
Austin, TX 78701**

**Make Fee Payments to
TEA- Accounting Department
1701 N. Congress Ave.
Austin, TX 78701**

Application for a New Certification Field

2010-2011

Educator Preparation Program Name:

County/District Number:

Address:

Primary Contact Person:

Email:

Phone:

Certification Field Requested:

Grade Levels:

Check All Program(s) [for which you are applying]: ☐ Traditional Undergraduate ☐ Alternative Certification ☐ Post Baccalaureate

Correlation Chart for 17 Curriculum Topics and PPR on file at TEA: Yes No

Correlation Charts for 1) Certification Area Standards, Domains, and Competencies, 2) the TEKS: Yes No

Letter from Higher Ed. Coordinating Board if public institution: Yes No Not Applicable

Application Fee Paid: Yes No

Part I. Complete the Curriculum Matrix as shown in the example below. Also complete one Standards, Domains, and Competencies Alignment Chart for the certification area being requested.

Course/Module Name with description and objectives	Describe Major Projects and Activities	DESCRIBE Assessment Instrument(s) and HOW the candidates will be evaluated for mastery of knowledge and skills. Please provide details.
<i>Sample Entry:</i> ALTC 1030 Curriculum and Standards Language Arts Unit EC- 6	<i>Sample Entry:</i> Five Lesson Plans; Teach Two Demonstration Lessons	<i>Sample Entry:</i> Candidates will develop a lesson plan focusing on student oral language development that will be evaluated using a six point rubric.

Part II: Complete the following Curriculum Alignment Charts per instructions above.

B. Correlation Chart for the 17 Curriculum Topics

Please indicate where in the curriculum your program addresses the relevant 17 curriculum topics <i>Texas Administrative Code §228.30 (b)</i>	Pedagogy and Professionalism Preparation (Identify courses, modules, and/or training)																	Content Methodology Preparation in the Education Dept. or Program only. (Identify courses, modules, and/or training)																
Reading instruction for each certificate Domain I, III																																		
1.Text Structure (organization)																																		
2.Vocabulary teaching strategies																																		
3.Identifying the word (root, prefix, suffix)																																		
4.Fluency (words per minute correct) basic teaching strategies																																		
5.Comprehension (finding main idea, summarizing, supporting details, synthesizing/making connections, inferences, making generalizations																																		
Code of Ethics per Chapter 247 Domain II, IV																																		
Child Development Domain I, II, III																																		
Motivation Domain I, II, III																																		
Learning theories Domain I, II, III																																		
TEKS organization, structure, and skills Domain I, III																																		
TEKS in the content areas Domain I, III																																		
State assessment of students (TAKS Responsibilities)																																		

Domain I, II, IV																												
Curriculum development and lesson planning Domain I, II, III																												
Classroom assessment for instruction/diagnosing learning needs Domain I, III																												
Special Populations Domain I, II, III, IV																												
ELPS																												
Special Education																												
Gifted and Talented																												
ESL/Bilingual																												
Parent conferencing/communication skills Domain III, IV																												
Instructional technology Domain I,III																												
Pedagogy/Instructional strategies Domain I, III, IV																												
Differentiated instruction Domain I, II, III, IV																												
Classroom Management Domain II, IV																												
Certification test preparation Domain IV																												

C. Correlation Chart for Pedagogy and Professional Responsibilities EC-12

Please indicate where in the curriculum your program addresses the relevant Pedagogy and Professional Responsibilities standards, domains, and competencies. <i>Texas Administrative Code §228.30</i>	Pedagogy and Professionalism Responsibilities (Identify courses, modules, and/or training)																											
Standard I: Domain I: Competency 001-004 Domain III: Competency 007-010: The teacher designs instruction appropriate for all students that reflects an understanding of relevant content and is based on continuous and appropriate assessment.																												
Standard II: Domain II: Competency 005-006: The teacher creates a classroom environment of respect and rapport that fosters a positive climate for learning, equity and excellence.																												
Standard III: Domain III: Competency 007-010: The teacher promotes student learning by providing responsive instruction that makes use of effective communication techniques, instructional strategies that actively engage students in the learning process and timely and high-quality feedback.																												
Standard IV: Domain IV: Competency 011-013: The teacher fulfills professional roles and responsibilities and adheres to legal and ethical requirements of the profession.																												
Technology Applications Standard I: Domain III: Competency 007-010: All teachers use technology-related terms, concepts, data input strategies and ethical practices to make informed decisions about current technologies and their applications.																												
Technology Applications Standards II: Domain III: Competency 007-010: All teachers identify task requirements, apply search strategies and use current technology to efficiently acquire, analyze and evaluate a variety of electronic information.																												
Technology Applications Standard III: Domain III: Competency 007-010: All teachers use task-appropriate tools to synthesize knowledge, create and modify solutions and evaluate results in a way that supports the work of individuals and groups in problem-solving situations.																												
Technology Applications Standard IV: Domain III: Competency 007-010: All teachers communicate information in different formats and for diverse audiences.																												
Technology Applications Standard V: Domain III: Competency 007-010: All teachers know how to plan, organize, deliver and evaluate instruction for all students that incorporates the effective use of current technology for teaching and integrating the Technology Applications Texas Essential Knowledge and Skills.																												

D. TEKS Correlation Chart for the Certification Requested

Please indicate where the relevant Texas Essential Knowledge and Skills (TEKS) for the identified certificate field are addressed in your program's curriculum <i>Texas Administrative Code §228.30 (a)</i>																				
	Ex: Module I: Designing																			
	Standards Reflecting TEKS																			
Knows and understands the importance of the state content and performance standards as outlined in the TEKS																				
Uses the TEKS to plan instruction	x																			
Knows and understands the importance of designing instruction that reflects the TEKS	x																			
Plans instructional activities that progress sequentially and support stated instructional goals based on the TEKS	x																			
Knows the connection between the statewide Texas assessment program, the TEKS, and instruction	x																			

Part III:

- A. Describe field-based experiences prior to student teaching/clinical teaching/internship.**
- B. Describe the field supervision and mentoring in the student teaching/clinical teaching/ intern program. Include length of practicum, number of observations, length of observation, type of evaluation and documentation, methods of feedback, and who will receive feedback results.**
- C. Address the expectations of the cooperating teacher/mentor.**
- D. Describe the support provided to students struggling in the program.**

Part IV. Complete the table provided. Include information for each faculty/instructor responsible for professional coursework, field supervision or administration for this program.

Faculty/Instructor Name	Highest Degree, Field	Assignment: Indicate the role of the faculty/instructor	Certified Texas Teacher (Yes/ No)	Certification Areas	Teaching or other professional experience in EC-12 schools

Part V: Fee Payment

TEXAS EDUCATION AGENCY Division of Educator Standards

Educator Preparation Program (EPP) Fee Form

Texas Administrative Code 19 TAC Chapter §229.9 ***Fees for Educator Preparation Program Approval and Accountability*** requires payment for certain services provided by Texas Education Agency (TEA). Please check service fee type and list the total amount submitted.

Name of the Person Submitting the Form:

Full Program Name:

County/District Number:

Contact Person:

Mailing Address

Street/P. O. Box:

City:

State:

Zip Code:

Area Code/Phone:

Email Address:

Please check the type of service fee enclosed:

√	Cost	Service Fee Type
	\$1000.00	Non-refundable new program application fee due prior to submission of the new program proposal (includes pre-approval visit)
	\$1000.00	Non-refundable new program approval fee (includes post-approval visit)
	\$2000.00	Non-refundable 10 year reapplication fee for programs approved after August 31, 2008 (includes approval site visit)
	\$1500.00	Non-refundable 5 year continuing approval visit pursuant to §228.10(c)
	\$1500.00	Non-refundable monitoring or technical assistance visit
	\$500.00	Non-refundable addition of a new certification field or addition of clinical teaching
	\$1000.00	Non-refundable addition of a new class of certificate

Total Amount Submitted \$ _____

Please send a money order or check made payable to **TEA Educator Standards** prior to services being rendered.

If the payment sent to TEA is not honored by the financial institution, we will not be able to ensure a EPPs accountability status, reapplication, new EPP approval, the addition of a certification field or class, or clinical teaching.

Failure to return this form with the correct or complete payment may result in a delay.

Please send your payment(s) to the following address:

**TEA - Accounting
1701 N. Congress Ave.
Austin, TX 78701-1494**