2017-2018 GPA Spreadsheet
Data Dictionary
Texas Education Agency
December 2017

Table of Contents

2017-2018 GPA Spreadsheet Data Dictionary

TEA has created a data dictionary to supplement the guidance, webinars, blank and sample spreadsheets we have provided in the past. Please populate your GPA spreadsheets according to the following tables. Your GPA spreadsheet will be due to TEA on or before Saturday, September 15, 2018. The GPA spreadsheet is used for reporting data only on candidates admitted during the specified reporting year (September 1, 2017-August 31, 2018). It can also be a useful tool for monitoring your candidate enrollment and compliance with law and rule. We encourage you to fill it out through the year as you admit new candidates to your program.

What's new about the GPA spreadsheet for the 2017-2018 reporting year?

- Report candidates by license name, rather than by test name.
- Changed subject area GPA calculation for Core Subjects candidates to include only English, Math, Science, and Social Studies for Core Subjects 4-8. Core Subjects EC-6 candidates' subject area GPA should include all coursework in English, Math, Science, Social Studies, Fine Arts and Physical Education.
- Specifies that the subject area GPA calculation for persons who will earn only a special education certificate but no subject area certificate should include all English, Mathematics, Science and Social Studies courses.
- Clarifies that if a candidate has no content hours in the certification area, that you will record 0 in the hours but leave the Content GPA column blank.
- Requires SAT®, ACT® and GRE® dates as appropriate.
- Record an "N" rather than a "Y" if GRE®/SAT®/ACT® scores are not required for admission to the institution/program.
- Changes reporting requirements for candidates pursuing career and technical education (CTE), special education, deaf or hard of hearing and visually impaired candidates.
- Requires reporting Intern or Probationary certificate, rather than just Probationary.
- Adds columns concerning principal certification and managerial experience for superintendent candidates.
- Reinstates the columns concerning teaching experience for librarian candidates.

If you have questions about how to populate your GPA spreadsheet, please contact your program specialist or Tim Miller. When you are ready to submit your GPA spreadsheet, send it to the Educator Standards mailbox at edstandards@tea.texas.gov using the secure methods described in the "Sending Completed Files to TEA" section. If you have suggestions about how to improve the GPA spreadsheet, please contact Tim Miller at tim.miller@tea.texas.gov.

2017-2018 GPA Spreadsheet Checklist

Use this checklist to ensure your GPA Spreadsheet is correct before you submit it.

1. Does the GPA spreadsheet only include candidates who were admitted from 9/1/2017-8/31/2018?

2. Does the number of unique persons submitted on the GPA spreadsheet equal the number "All" "Admitted" on the Annual Performance Report?

3. Are the candidates listed on the GPA spreadsheet also listed in Test Approval?
   a. Copy two columns of TEA ID numbers, one from the GPA spreadsheet and one from the Test Approval list. Sort small to large. Remove duplicates. The columns of numbers should match exactly.

4. Sort your spreadsheet by column C, Date Admitted to EPP. Are all the dates between 9/1/2017 and 8/31/2018?

5. Are the GPAs on spreadsheet the GPAs at the time of admission?

6. Is there an overall and an admission GPA for all candidates (except career and technical education candidates who do not require a bachelor's degree)?

7. Does the admission GPA (teacher column G) equal either the overall GPA (teacher column E) or the last 60 hours GPA (teacher column F)?

8. Are the certification fields identified by the corresponding [license name](#)?
   a. For example, use "Core Subjects EC-6" rather than "elementary education."

9. Is each candidate associated with only one certification field?
   a. Candidates should be admitted for one certification field only.
      i. SPED EC-12 and supplemental certificates are exceptions Include these certificates, if appropriate, on the same line with the certification field. (Example: Core Subjects EC-6/SPED EC-12, ELAR 7-12/ESL).

10. For each candidate, are all content hours and content GPAs included?
    a. All completed coursework hours relevant to the certification field that are on the transcript at admission are included, not just the 12 or 15 used for admission.

11. Does each teacher candidate (row) have an "M" or "E" in column J, Basic Skills Determination?

12. Does each teacher candidate (row) have a "Y" or "N" in column K, PACT or Content Test Passed at Admission?

13. Does each teacher candidate (row) have either a "Y" in column AE, GRE®/SAT®/ACT® Not Required, or scores in the GRE®, SAT® or ACT® columns (columns Q-AD) and a date in column AF?

14. Sort by GRE®/SAT®/ACT®. Are the reported scores in the appropriate range (e.g. 1-36 for the ACT®)?

15. Does each teacher candidate (row) have either a "Y" or "N" in column AG, Probationary Certificate?

16. Are the service record columns complete for administrative/student services tabs?
    a. Submit an exception letter if you have not been able to collect candidates' service records.

17. Do administrative/student services candidate rows include information about the teaching/principal certificates held by each candidate?
    a. Certificate information is available through "Certificate Look Up" on the TEA website.

18. Do administrative/student services candidates have either GRE® Scores or a "Y" in the No Test Required column?

19. Do administrative/student services candidates with admission GPAs below 2.5 have GRE® scores?

20. Is the file you are about to send to TEA properly named according to the list?

21. Did you follow the procedures for securely sending your GPA spreadsheet to TEA before Saturday, September 15, 2018?

GPA Spreadsheet Format Requirements – Teacher Tab

Column	Title	Content - Teacher	Required Field	Example	Notes
A	EPP County/ District Code	The reporting institution's six-digit CDN	Yes	123456	Format as text. Do not include dashes or spaces
B	Candidate TEA ID Number	The candidate's TEA ID number	Yes	1967890	Format as text. ***Do not use social security numbers.***
C	Date Admitted to EPP	Date EPP formally admitted the candidate	Yes	10/22/2017	Format as date. (MM/DD/YYYY)
D	Candidate Certification Field	The primary certification the candidate is pursuing. For CTE candidates in fields not requiring a degree record "Trade and Industrial." Use the License Name list near the end of this document.	Yes	Core Subjects 4-8	Include the certification field where the candidate will teach 60% of the time in an internship. Special education may be added if a candidate is pursuing both. You may add the name of a supplemental certificate if appropriate. Format as text.
E	GPA - Overall GPA[1]	The grade point average on all college or university coursework the candidate took before entering the preparation program.	Yes	3.52	Format GPAs as numbers with two decimal points between 0.00 and 4.00[2].
F	GPA - GPA for Last 60 Hrs.	The grade point average on the most recent 60 hours of college or university coursework the candidate took before entering the preparation program.	No	3.52	Only include this if the candidate was admitted based on the last 60-hours rather than the overall GPA[1]. Format as a number with two decimal points between 0.00 and 4.00.

---

[1] All GPAs should be the GPA at time of admission. An Overall GPA is required for all candidates except non-degreed CTE candidates. Include an Overall GPA even if you admit the candidate on the strength of her last 60 hours of coursework.

[2] See TEC 21.0441(a)(1)(A) & TAC 227.10(a)(3)(i) - … a person, other than a person seeking career and technology education certification, is not eligible for admission to an educator preparation program, including an alternative educator preparation program, unless the person:

(1) except as provided by Subsection (b), satisfies the following minimum grade point average requirements:

(A) an overall grade point average of at least 2.50 on a four-point scale or the equivalent on any course work previously attempted at a public or private institution of higher education; or

(B) a grade point average of at least 2.50 on a four-point scale or the equivalent for the last 60 semester credit hours attempted at a public or private institution of higher education;

For CTE candidates pursuing certification that does not require a bachelor's degree, leave cells E, F and G blank. The term "Trade and Industrial" in column D tell us no GPA information is required. For candidates pursuing a certification that requires a bachelor's degree, complete cells E and/or F as appropriate.

Column	Title	Content - Teacher	Required Field	Example	Notes
G	GPA - Admission GPA	The grade point average the program used to determine admission to the program.	Yes	3.52	Column G should equal either column E or F, i.e. either the overall GPA or the last 60-hour GPA[3]. Format GPAs as numbers with two decimal points between 0.00 and 4.00.[4]

---

[3] There are several considerations for a candidate from an institution with "unconventional" grading practices, for example, that don't award traditional letter grades on a 4-point scale.

> 1. Confirm the candidate's institution is accredited [TAC §227.10(a)(2)].
> 2. This candidate will be part of your 10% exception to the GPA minimum since you can't verify that they crossed the GPA threshold [TEC §21.0441(b)].
> 3. Document the extraordinary circumstances that require admitting the candidate without a GPA above 2.5 [TAC §227.10(a)(3)(B)].
> 4. Document the applicant's work, business or career experience that demonstrates achievement equivalent to a 2.5 GPA5 [TAC §227.10(a)(3)(B)(i)].
> 5. Record N/A (Not Available) for the candidate's Overall and Subject Areas GPA.
> 6. Confirm and record that the candidate passed a content test verifying her subject knowledge (column K) [TEC §21.0441(b)(2)].
> 7. Send an exception letter to your program specialist along with the GPA spreadsheet explaining this candidate's unique circumstances.

Leave the Admission GPA cell blank for CTE candidates, regardless of the degree requirements for their certification field.

[4] Refer to cell G4 for the average admission GPA for the 2017-2018 cohort. The overall GPA of each incoming class admitted between September 1 and August 31 of each year by an EPP may not be less than 3.00 on a four-point scale. This is for reference only. All candidates count toward the institutional GPA, and maintaining a minimum cohort GPA is the program's responsibility alone. [TEC 21.0441(c) and TAC §227.19(a)]

Column	Title	Content - Teacher	Required Field	Example	Notes
H	Content GPA - Certification Subject Area Courses: Total Hours	The number of college or university content hours the candidate has in her certification subject area.[5]	Yes	18.0	Required for degreed candidates. Format as number with one decimal point.[6] For non-degree CTE candidates leave the cell blank.[7]
I	Content GPA - Certification Subject Area Courses: GPA	The GPA the candidate earned on content in the certification field.	Yes	3.52	Required for degreed candidates.[8] Format GPAs as numbers with two decimal points between 0.00 and 4.00. For non-degree CTE candidates and candidates without hours in the subject area leave the cell blank.

---

[5] Sec. 21.0441. ADMISSION REQUIREMENTS FOR EDUCATOR PREPARATION PROGRAMS. (a)(2)(A) has successfully completed at least:

(i) 15 semester credit hours in the subject-specific content area in which the person is seeking certification, if the person is seeking certification to teach mathematics or science at or above grade level seven; or

(ii) 12 semester credit hours in the subject-specific content area in which the person is seeking certification, if the person is not seeking certification to teach mathematics or science at or above grade level seven; or

[6] Generally, coursework selected as appropriate to a candidate's certification field should align with the TEKS (Commissioner's Rules 19 TAC Chapters 110-128) coursework for that subject.

1. For single subject candidates, record the hours and average GPA for all relevant courses at admission. For example, record all English courses and average GPA for an ELAR candidate.

2. For dual (Math/Science) or composite (Social Studies, Science) subject candidates record the hours and average GPA at admission for all relevant courses. For example, record history, economics, geography, anthropology, government, political science, social studies, sociology and psychology courses for a Social Studies candidate.

3. For Generalist (Core Subjects) EC-6 candidates record the overall GPA in all English, Mathematics, Science and Social Studies, Fine Arts and Physical Education. For Core Subjects 4-8 candidates record the overall GPA in English, Mathematics, Science and Social Studies courses.

4. For special education, deaf and hard of hearing, and visually impaired certification candidates without a content area specialty, record the overall GPA in all English, Mathematics, Science and Social Studies courses. For candidates with a content area specialty, include the hours and GPA in their subject area.

5. For pursuing more than one certification area, identify the primary subject area and report the hours for only that subject.

6. For a candidate who passed a PACT content test but has no hours in the subject area, report 0 in the GPA hours column, but leave the GPA column blank.

[7] TAC §227.10(a)(3)(C) – An applicant who is seeking a career and technical education (CTE) certificate that does not require a degree from an accredited IHE is exempt from the minimum GPA requirement.

[8] If a candidate has no college hours in the subject for which she wishes to become certified, record zero in the Subject Area Hours column, but leave the Content GPA cell blank.

Column	Title	Content - Teacher	Required Field	Example	Notes
J	Basic Skills Determination	How the candidate met the basic skills requirements for admission to your program	Yes	E	Record "E" for candidates who were TSI exempt for whatever reason[9]. Record "M" for candidates who met basic skills requirements through testing or coursework.
K	PACT or Content Test at Admission (Y or N)	Record if the candidate passed a Pre-Admission Content Test (PACT) or a Content test in the Certification field identified in column D prior to admission.	Yes	Y	Y or N are the only responses. Y says the candidate passed a PACT or a Content test in the certification field identified in Column D before admission. Format as text.
L	TOEFL – Speaking Score	Record the candidate's TOEFL Speaking score	Maybe	26	Required for candidates who earned their degree in an institution where English was not the primary language of instruction and must demonstrate English language proficiency (TAC §230.11(b)(5)) [10]. Record as a two-digit number without decimal points.
M	TOEFL – Listening Score	Record the candidate's TOEFL Hearing score	Maybe	24	Required for candidates who earned their degree in an institution where English was not the primary language of instruction and must demonstrate English language proficiency[10]. Record as a two-digit number without decimal points.

---

[9] In accordance with Texas Higher Education Coordinating Board (THECB) Title 19, Part 1, Chapter 4, Subchapter C, Rule §4.54, Exemptions, Exceptions, and Waivers. You may find the Overview: Texas Success Initiative more user-friendly than the regulation.

[10] TAC §230.11(b)(5)(C) verification of satisfactory scores on an English language proficiency examination(s) approved by the State Board for Educator Certification (SBEC).

Column	Title	Content - Teacher	Required Field	Example	Notes
N	TOEFL – Writing Score	Record the candidate's TOEFL Writing score	Maybe	24	Required for candidates who earned their degree in an institution where English was not the primary language of instruction and must demonstrate English language proficiency[10]. Record as a two-digit number without decimal points.
O	TOEFL - Reading Score	Record the candidate's TOEFL Reading score	Maybe	24	Required for candidates who earned their degree in an institution where English was not the primary language of instruction and must demonstrate English language proficiency[10]. Record as a two-digit number without decimal points.
P	ULT – University-Specific Language Test	Indicates that the candidate proved English language proficiency through a university specific language test.	Maybe	Y	If the candidate demonstrated English language proficiency through a university-specific language test, then record "Y." Otherwise leave blank.
Q	GRE® Scores - Overall	Sum of Verbal and Quantitative GRE® scores	No	321	Report only if the GRE® is an admission requirement for your institution[11]. Format as number with no decimals.
R	GRE® Scores – Verbal Reasoning Score	Record the candidate's Verbal Reasoning GRE® score on the 130-170 or 200-800 scale	No	155	Report only if the GRE® is an admission requirement for your institution[11]. Format as number with no decimals.
S	GRE® Scores – Quantitative Reasoning Score	Record the candidate's Quantitative Reasoning GRE® score on the 130-170 or 200-800 scale	No	145	Report only if the GRE® is an admission requirement for your institution[11]. Format as number with no decimals.

---

[11] If test scores are required for entry into your institution, but not necessarily for your program, include those scores. For example, if a candidate must have SAT® scores to enter your university, but SAT® scores are not required for the school of education, record those scores.

Column	Title	Content - Teacher	Required Field	Example	Notes
T	GRE® Scores – Analytical Writing Score	Record the candidate's Analytical Writing GRE® score on the 0-6 scale	No	3.5	Report only if the GRE® is an admission requirement for your institution[11]. Format as number with one decimal point.
U	GRE®/ACT®/SAT® Scores –Date	Date the candidate took the GRE®/ACT®/SAT®	No	10/22/2017	Because scores changed scales, the date may link the test to the proper scale. Report only if the test is an admission requirement[11].
V	SAT® Score - Overall Score	Sum of Critical Reading and Mathematics scores	Maybe	1250	Record the SAT® or ACT® scores for traditional students[11].
W	SAT® Score – Critical Reading Score	Record the candidate's SAT® Critical Reading score on the 200-800 scale	Maybe	450	Record the SAT® or ACT® scores for traditional students[11].
X	SAT® Score - Mathematics Score	Record the candidate's SAT® Mathematics score on the 200-800 scale	Maybe	450	Record the SAT® or ACT® scores for traditional students[11].
Y	SAT® Score – Essay Score	Record the candidate's SAT® Essay score on the 2-12 scale	Maybe	9	Record the SAT® or ACT® scores for traditional students[11].
Z	ACT® Score - Composite Score	Record the candidate's ACT® Composite score on the 1-36 scale	Maybe	21	Record the SAT® or ACT® scores for traditional students[11].
AA	ACT® Score - English Score	Record the candidate's ACT® English score on the 1-36 scale	Maybe	24	Record the SAT® or ACT® scores for traditional students[11].
AB	ACT® Score - Mathematics Score	Record the candidate's ACT® Mathematics score on the 1-36 scale	Maybe	19	Record the SAT® or ACT® scores for traditional students[11].
AC	ACT® Score - Reading Score	Record the candidate's ACT® Reading score on the 1-36 scale	Maybe	23	Record the SAT® or ACT® scores for traditional students[11].
AD	ACT® Score - Science Score	Record the candidate's ACT® Science score on the 1-36 scale	Maybe	18	Record the SAT® or ACT® scores for traditional students[11].
AE	GRE®/SAT®/ACT® Not Required	Record a N if the candidate did not have to submit GRE®, SAT® or ACT® test scores to enter the institution.	Maybe	N	N means the candidate did not have to submit GRE®, SAT® or ACT® scores to enter the institution. Otherwise leave blank. If candidates had to submit ACT®, SAT®, or GRE® scores to enter your institution, but not necessarily your program, record those scores.

Column	Title	Content - Teacher	Required Field	Example	Notes
AF	Intern or Probationary Certificate 9/1/17 - 8/31/18?	Record if the candidate was issued a probationary certificate during the academic year.	Yes	I	I, P or N are the only responses. P says the candidate got a probationary certificate between 9/1/17 and 8/31/18. I indicates the candidate got an intern certificate, while N affirms the candidate had no intern or probationary certificate. Format as text.
AG	ME - Military Experience	Indicate if the candidate's military experience was credited towards program requirements [12].	Maybe	Y	Leave blank for non-military candidates. Y – the candidate served in the military and that military service, training or education was credited toward program requirements. N – the candidate served in the military and that military service, training or education was not credited toward program requirements.

---

[12] See TAC §234.5(d) and (e). A military service member or a military veteran shall be entitled to credit verified military service, training, or education toward the training, education, work experience, or related requirements (other than certification examinations) for educator certification. TEA staff and educator preparation programs (EPPs) shall use information from the U.S. Department of Veterans Affairs or other reliable sources to assist in crediting applicable military service, training, or education to certification requirements.

GPA Spreadsheet Format Requirements – Principal Tab

Column	Title	Content - Principal	Required Field	Example	Notes
A	EPP County/ District Code	The reporting institution's six-digit CDN	Yes	123456	Format as text. Do not include dashes or spaces
B	Candidate TEA ID Number	The candidate's TEA ID number	Yes	1967890	Format as text.
C	Date Admitted to EPP	Date EPP formally admitted the candidate	Yes	10/22/2017	Format as date.
D	GPA - Overall	The grade point average on all college or university coursework the candidate took before entering the preparation program.	Yes	3.52	Format GPAs as numbers with two decimal points between 0.00 and 4.00[13].
E	GPA - Last 60 Hrs.	The grade point average on the most recent 60 hours of college or university coursework the candidate took before entering the preparation program.	No	3.52	Only include this if the candidate was admitted based on the last 60-hour rather than the overall GPA. Format as a number with two decimal points between 0.00 and 4.00.
F	GPA - Admission GPA	The grade point average the program used to determine admission to the program.	Yes	3.52	Column F should equal either column D or E, i.e. Admission GPA should equal either Overall GPA or GPA – Last 60 hours[14]. Format GPAs as numbers with two decimal points between 0.00 and 4.00.

---

[13] See TEC 21.0441(a)(1)(A) & TAC 227.10(a)(3)(i).

[14] There are several considerations for a candidate from an institution with "unconventional" grading practices.
   1. Confirm the candidate's institution is accredited [TAC §227.10(a)(2)].
   2. This candidate will be part of your 10% exception to the GPA minimum since you can't verify that they crossed the GPA threshold [TEC §21.0441(b)].
   3. Document the extraordinary circumstances that require admitting the applicant without a GPA above 2.5 [TAC 227.10(a)(3)(B)].
   4. Document the applicant's work, business or career experience that demonstrates achievement equivalent to a 2.5 GPA [TAC 227.10(a)(3)(B)(i)].
   5. Record N/A (Not Available) for the candidate's Overall and Subject Areas GPA.
   6. Confirm and record that the candidate performed at or above a score equivalent to a 2.5 GPA on the Verbal Reasoning, Quantitative Reasoning, and Analytic Writing sections of the Graduate Record Exam (GRE®) [TAC 227.10(a)(3)(D)].
   7. Send an exception letter to your program specialist along with the GPA spreadsheet explaining this candidate's unique circumstances.

Column	Title	Content - Principal	Required Field	Example	Notes
G	Credentials – Years in Classroom at Date of Admission	Record the number of years of classroom experience the candidate had at the date of admission in half-year increments.	Yes	10.5	Record years of teaching experience at the date of admission from the candidate's service record in half-year increments. Format as number.
H	Credentials – Valid Teaching Certificate - Issuing State	Record the 2-letter identifier for the state that issued the candidate's valid teaching certificate.	Yes	TX	Use Post Office identifiers for states, e.g. TX, OK, LA, NM, CA, etc. Record only one state. Format as text.
I	Credentials – Valid Teaching Certificate – Expiration Year	Record the year the candidate's valid teaching certificate expires	Yes	2020 LIFE	Record years as 4-digits only. Format as number. Record "LIFE" for candidates with lifetime or other certificates without expirations dates.
J	Credentials - Degree at Date of Admission	Record the degree the candidate held when admitted to the program	Yes	BA	Use initials without punctuation marks, e.g. BA, MS. Format as text.
K	GRE® Scores - Overall Score	Sum of Verbal and Quantitative GRE® scores	No	321	Report if the GRE® is a program admission requirement[15]. Format as number with no decimals.
L	GRE® Scores – Verbal Reasoning Score	Record the candidate's Verbal Reasoning GRE® score on the 130-170 or 200-800 scale	No	155	Report if the GRE® is a program admission requirement. Format as number with no decimals.
M	GRE® Scores – Quantitative Reasoning Score	Record the candidate's Quantitative Reasoning GRE® score on the 130-170 or 200-800 scale	No	145	Report if GRE® is a program admission requirement. Format as number with one decimal point.
N	GRE® Scores – Analytical Writing Score	Record the candidate's Analytical Writing GRE® score on the 0-6 scale	No	3.5	Report if the GRE® is a program admission requirement. Format as number with no decimals.
O	GRE® Scores – GRE® Date	Date the candidate took the GRE®	No	10/22/2017	Because GRE® scores changed scales in August 2011, the date will link the test to the proper scale.

---

[15] GRE® information is required for candidates with low GRE® scores. TAC §227.10(a)(3)(D) An applicant who does not meet the minimum GPA requirement and is seeking certification in a class other than classroom teacher must perform at or above a score equivalent to a 2.5 GPA on the Verbal Reasoning, Quantitative Reasoning, and Analytic Writing sections of the GRE® (Graduate Record Examinations) revised General Test. The State Board for Educator Certification will use equivalency scores established by the Educational Testing Service, and the Texas Education Agency (TEA) will publish those equivalency scores annually on the TEA website.

Column	Title	Content - Principal	Required Field	Example	Notes
P	No GRE® Required	Record a N if the candidate did not have to submit GRE®, SAT® or ACT® test scores to enter the institution.	Maybe	N	N means the candidate did not have to submit GRE®, SAT® or ACT® scores to enter the institution. Otherwise leave blank. If candidates had to submit ACT®, SAT®, or GRE® scores to enter your institution, but not necessarily your program, record those scores.
Q	Military Experience	Indicate if the candidate's military experience was credited towards program requirements[16].	No	Y	Leave blank for non-military candidates. Y – the candidate served in the military and that military service, training or education was credited toward program requirements. N – the candidate served in the military and that military service, training or education was not credited toward program requirements.

---

[16] See TAC §234.5(d) and (e). A military service member or a military veteran shall be entitled to credit verified military service, training, or education toward the training, education, work experience, or related requirements (other than certification examinations) for educator certification. TEA staff and educator preparation programs (EPPs) shall use information from the U.S. Department of Veterans Affairs or other reliable sources to assist in crediting applicable military service, training, or education to certification requirements.

GPA Spreadsheet Format Requirements – Counselor Tab

Column	Title	Content - Counselor	Required Field	Example	Notes
A	EPP County/ District Code	The reporting institution's six-digit CDN	Yes	123456	Format as text. Do not include dashes or spaces
B	Candidate TEA ID Number	The candidate's TEA ID number	Yes	1967890	Format as text.
C	Date Admitted to EPP	Date EPP formally admitted the candidate	Yes	10/22/2017	Format as date.
D	GPA - Overall	The grade point average on all college or university coursework the candidate took before entering the preparation program.	Yes	3.52	Format GPAs as numbers with two decimal points between 0.00 and 4.00[17].
E	GPA - Last 60 Hrs.	The grade point average on the most recent 60 hours of college or university coursework the candidate took before entering the preparation program.	No	3.52	Only include this if the candidate was admitted based on the last 60-hour rather than the overall GPA. Format as a number with two decimal points between 0.00 and 4.00.
F	GPA - Admission GPA	The grade point average the program used to determine admission to the program.	Yes	3.52	Column F should equal either column D or E, i.e. Admission GPA should equal either Overall GPA or GPA – Last 60-hours[18]. Format GPAs as numbers with two decimal points between 0.00 and 4.00.
G	Credentials – Years in Classroom at Date of Admission	Record the number of years of classroom experience the candidate had at the date of admission in half-year increments.	Yes	10.5	Record years of teaching experience at the date of admission from the candidate's service record in half-year increments. Format as number.

---

[17] See TEC 21.0441(a)(1)(A) & TAC 227.10(a)(3)(i).

[18] There are several considerations for a candidate from an institution with "unconventional" grading practices.

1. Confirm the candidate's institution is accredited [TAC §227.10(a)(2)].

2. This candidate will be part of your 10% exception to the GPA minimum since you can't verify that they crossed the GPA threshold [TEC §21.0441(b)].

3. Document the extraordinary circumstances that require admitting the applicant without a GPA above 2.5 [TAC 227.10(a)(3)(B)].

4. Document the applicant's work, business or career experience that demonstrates achievement equivalent to a 2.5 GPA [TAC 227.10(a)(3)(B)(i)].

5. Record N/A (Not Available) for the candidate's Overall and Subject Areas GPA.

6. Confirm and record that the candidate performed at or above a score equivalent to a 2.5 GPA on the Verbal Reasoning, Quantitative Reasoning, and Analytic Writing sections of the Graduate Record Exam (GRE®) [TAC 227.10(a)(3)(D)].

Column	Title	Content - Counselor	Required Field	Example	Notes
H	Credentials – Valid Teaching Certificate - Issuing State	Record the 2-letter identifier for the state that issued the candidate's valid teaching certificate.	Yes	TX	Use Post Office identifiers for states, e.g. TX, OK, LA, NM, CA, etc. Record only one state. Format as text[19].
I	Credentials – Valid Teaching Certificate – Expiration Year	Record the year the candidate's valid teaching certificate expires	Yes	2020 LIFE	Record years as 4-digits only. Format as number. Record "LIFE" for candidates with lifetime or other certificates without expirations dates[20].
J	Credentials - Degree at Date of Admission	Record the degree the candidate held when admitted to the program	Yes	BA	Use initials without punctuation marks, e.g. BA, MS. Format as text.
K	GRE® Scores - Overall	Sum of Verbal and Quantitative GRE® scores	No	321	Report if the GRE® is a program admission requirement[21]. Format as number with no decimals.
L	GRE® Scores – Verbal Reasoning Score	Record the candidate's Verbal Reasoning GRE® score on the 130-170 or 200-800 scale	No	155	Report if the GRE® is a program admission requirement. Format as number with no decimals.
M	GRE® Scores – Quantitative Reasoning Score	Record the candidate's Quantitative Reasoning GRE® score on the 130-170 or 200-800 scale	No	145	Report if the GRE® is a program admission requirement. Format as number with no decimals.
N	GRE® Scores – Analytical Writing Score	Record the candidate's Analytical Writing GRE® score on the 0-6 scale	No	3.5	Report if the GRE® is a program admission requirement. Format as number with one decimal.
O	GRE® Scores – GRE® Date	Date the candidate took the GRE®	No	10/22/2017	Because GRE® scores changed scales in August 2011, the date will link the test to the proper scale.

---

[19] If the candidate does not have a certificate, enter NA in column H.

[20] If the candidate does not have a certificate, enter "NONE" in column I.

[21] GRE® information is required for candidates with low GRE® scores. TAC §227.10(a)(3)(D) An applicant who does not meet the minimum GPA requirement and is seeking certification in a class other than classroom teacher must perform at or above a score equivalent to a 2.5 GPA on the Verbal Reasoning, Quantitative Reasoning, and Analytic Writing sections of the GRE® (Graduate Record Examinations) revised General Test. The State Board for Educator Certification will use equivalency scores established by the Educational Testing Service, and the Texas Education Agency (TEA) will publish those equivalency scores annually on the TEA website.

Column	Title	Content - Counselor	Required Field	Example	Notes
P	No GRE® Required	Record a N if the candidate did not have to submit GRE®, SAT® or ACT® test scores to enter the institution.	Maybe	N	N means the candidate did not have to submit GRE®, SAT® or ACT® scores to enter the institution. Otherwise leave blank. If candidates had to submit ACT®, SAT®, or GRE® scores to enter your institution, but not necessarily your program, record those scores.
Q	Military Experience	Indicate if the candidate's military experience was credited towards program requirements[22].	No	Y	Leave blank for non-military candidates. Y – the candidate served in the military and that military service, training or education was credited toward program requirements. N – the candidate served in the military and that military service, training or education was not credited toward program requirements.

---

[22] See TAC §234.5(d) and (e). A military service member or a military veteran shall be entitled to credit verified military service, training, or education toward the training, education, work experience, or related requirements (other than certification examinations) for educator certification. TEA staff and educator preparation programs (EPPs) shall use information from the U.S. Department of Veterans Affairs or other reliable sources to assist in crediting applicable military service, training, or education to certification requirements.

GPA Spreadsheet Format Requirements – Superintendent Tab

Column	Title	Content - Superintendent	Required Field	Example	Notes
A	EPP County/ District Code	The reporting institution's six-digit CDN	Yes	123456	Format as text. Do not include dashes or spaces
B	Candidate TEA ID Number	The candidate's TEA ID number	Yes	1967890	Format as text.
C	Date Admitted to EPP	Date EPP formally admitted the candidate	Yes	10/22/2017	Format as date.
D	GPA - Overall	The grade point average on all college or university coursework the candidate took before entering the preparation program.	Yes	3.52	Format GPAs as numbers with two decimal points between 0.00 and 4.00[23].
E	GPA - Last 60 Hrs.	The grade point average on the most recent 60 hours of college or university coursework the candidate took before entering the preparation program.	No	3.52	Only include this if the candidate was admitted based on the last 60-hour rather than the overall GPA. Format as a number with two decimal points between 0.00 and 4.00.
F	GPA - Admission GPA	The grade point average the program used to determine admission to the program. Format GPAs as numbers with two decimal points between 0.00 and 4.00.	Yes	3.52	Column F should equal either column D or E, i.e. Admission GPA should equal either Overall GPA or GPA – Last 60-hours[24]. Format GPAs as numbers with two decimal points between 0.00 and 4.00.

---

[23] See TEC §21.0441(a)(1)(A) & TAC §227.10(a)(3)(i).

[24] There are several considerations for a candidate from an institution with "unconventional" grading practices.
   1. Confirm the candidate's institution is accredited [TAC §227.10(a)(2)].
   2. This candidate will be part of your 10% exception to the GPA minimum since you can't verify that they crossed the GPA threshold [TEC §21.0441(b)].
   3. Document the extraordinary circumstances that require admitting the applicant without a GPA above 2.5 [TAC 227.10(a)(3)(B)].
   4. Document the applicant's work, business or career experience that demonstrates achievement equivalent to a 2.5 GPA [TAC 227.10(a)(3)(B)(i)].
   5. Record N/A (Not Available) for the candidate's Overall and Subject Areas GPA.
   6. Confirm and record that the candidate performed at or above a score equivalent to a 2.5 GPA on the Verbal Reasoning, Quantitative Reasoning, and Analytic Writing sections of the Graduate Record Exam (GRE®) [TAC 227.10(a)(3)(D)].

Column	Title	Content - Superintendent	Required Field	Example	Notes
G	Credentials – Years of Managerial Experience in a Public School District at Date of Admission	Record the number of years of managerial experience the candidate had in a public school district at the date of admission in half-year increments.	Yes	10.5	Record the years of managerial experience in a public school district at the date of admission from the candidate's service record in half-year increments. Format as number[25].
H	Credentials – Valid Principal Certificate - Issuing State	Record the 2-letter identifier for the state that issued the candidate's valid principal certificate.	Yes	TX	Use Post Office identifiers for states, e.g. TX, OK, LA, NM, CA, etc. Record only one state. Format as text[26].
I	Credentials – Valid Principal Certificate – Expiration Year	Record the year the candidate's valid principal certificate expires	Yes	2020 LIFE	Record years as 4-digits only. Format as number. Record "LIFE" for candidates with lifetime or other certificates without expirations dates[27].
J	Credentials - Degree at Date of Admission	Record the degree the candidate held when admitted to the program	Yes	BA	Use initials without punctuation marks, e.g. BA, MS. Format as text[28].
K	GRE® Scores - Overall Score	Sum of Verbal and Quantitative GRE® scores	No	321	Report if the GRE® is a program admission requirement[29]. Format as number with no decimals.
L	GRE® Scores – Verbal Reasoning Score	Record the candidate's Verbal Reasoning GRE® score on the 130-170 or 200-800 scale	No	155	Report if the GRE® is a program admission requirement. Format as number with no decimals.
M	GRE® Scores – Quantitative Reasoning Score	Record the candidate's Quantitative Reasoning GRE® score on the 130-170 or 200-800 scale	No	145	Report if the GRE® is a program admission requirement. Format as number with no decimals.
N	GRE® Scores – Analytical Writing Score	Record the candidate's Analytical Writing GRE® score on the 0-6 scale	No	3.5	Report if the GRE® is a program admission requirement. Format as number with one decimal.

---

[25] See TAC §242.20(5).
[26] See TAC §242.20(4). If the candidate does not have a certificate, enter NA in column H.
[27] If the candidate does not have a certificate, enter "NONE" in column I.
[28] See TAC §242.5(a)
[29] GRE® information is required for candidates with low GRE® scores [TAC §227.10(a)(3)(D)]. An applicant who does not meet the minimum GPA requirement and is seeking certification in a class other than classroom teacher must perform at or above a score equivalent to a 2.5 GPA on the Verbal Reasoning, Quantitative Reasoning, and Analytic Writing sections of the GRE® (Graduate Record Examinations) revised General Test. The State Board for Educator Certification will use equivalency scores established by the Educational Testing Service, and the Texas Education Agency (TEA) will publish those equivalency scores annually on the TEA website.

Column	Title	Content - Superintendent	Required Field	Example	Notes
O	GRE® Scores – GRE® Date	Date the candidate took the GRE®	No	10/22/2017	Because GRE® scores changed scales in August 2011, the date will link the test to the proper scale.
P	No GRE® Required	Record a N if the candidate did not have to submit GRE®, SAT® or ACT® test scores to enter the institution.	Maybe	N	N means the candidate did not have to submit GRE®, SAT® or ACT® scores to enter the institution. Otherwise leave blank. If candidates had to submit ACT®, SAT®, or GRE® scores to enter your institution, but not necessarily your program, record those scores.
Q	Military Experience	Indicate if the candidate's military experience was credited towards program requirements[30].	No	Y	Leave blank for non-military candidates. Y – the candidate served in the military and that military service, training or education was credited toward program requirements. N – the candidate served in the military and that military service, training or education was not credited toward program requirements.

---

[30] See TAC §234.5(d) and (e). A military service member or a military veteran shall be entitled to credit verified military service, training, or education toward the training, education, work experience, or related requirements (other than certification examinations) for educator certification. TEA staff and educator preparation programs (EPPs) shall use information from the U.S. Department of Veterans Affairs or other reliable sources to assist in crediting applicable military service, training, or education to certification requirements.

GPA Spreadsheet Format Requirements – Librarian Tab

Column	Title	Content - Librarian	Required Field	Example	Notes
A	EPP County/ District Code	The reporting institution's six-digit CDN	Yes	123456	Format as text. Do not include dashes or spaces
B	Candidate TEA ID Number	The candidate's TEA ID number	Yes	1967890	Format as text.
C	Date Admitted to EPP	Date EPP formally admitted the candidate	Yes	10/22/2017	Format as date.
D	GPA - Overall	The grade point average on all college or university coursework the candidate took before entering the preparation program.	Yes	3.52	Format GPAs as numbers with two decimal points between 0.00 and 4.00[31].
E	GPA - Last 60 Hrs.	The grade point average on the most recent 60 hours of college or university coursework the candidate took before entering the preparation program.	No	3.52	Only include this if the candidate was admitted based on the last 60-hour rather than the overall GPA. Format as a number with two decimal points between 0.00 and 4.00.
F	GPA - Admission GPA	The grade point average the program used to determine admission to the program.	Yes	3.52	Column F should equal either column D or E, i.e. Admission GPA should equal either Overall GPA or GPA – Last 60-hours[32]. Format GPAs as numbers with two decimal points between 0.00 and 4.00.
G	Credentials – Years in Classroom at Date of Admission	Record the number of years of classroom experience the candidate had at the date of admission in half-year increments.	Yes	10.5	Record years of teaching experience at the date of admission from the candidate's service record in half-year increments. Format as number[33].

[31] See TEC §21.0441(a)(1)(A) & TAC §227.10(a)(3)(i).

[32] There are several considerations for a candidate from an institution with "unconventional" grading practices.

> 1. Confirm the candidate's institution is accredited [TAC §227.10(a)(2)].
> 2. This candidate will be part of your 10% exception to the GPA minimum since you can't verify that they crossed the GPA threshold [TEC §21.0441(b)].
> 3. Document the extraordinary circumstances that require admitting the applicant without a GPA above 2.5 [TAC 227.10(a)(3)(B)].
> 4. Document the applicant's work, business or career experience that demonstrates achievement equivalent to a 2.5 GPA [TAC 227.10(a)(3)(B)(i)].
> 5. Record N/A (Not Available) for the candidate's Overall and Subject Areas GPA.
> 6. Confirm and record that the candidate performed at or above a score equivalent to a 2.5 GPA on the Verbal Reasoning, Quantitative Reasoning, and Analytic Writing sections of the Graduate Record Exam (GRE®) [TAC 227.10(a)(3)(D)].

[33] See TAC §239.60(4).

Column	Title	Content - Librarian	Required Field	Example	Notes
H	Credentials – Valid Teaching Certificate - Issuing State	Record the 2-letter identifier for the state that issued the candidate's valid teaching certificate.	Yes	TX	Use Post Office identifiers for states, e.g. TX, OK, LA, NM, CA, etc. Record only one state. Format as text[34].
I	Credentials – Valid Teaching Certificate – Expiration Year	Record the year the candidate's valid teaching certificate expires	Yes	2020 LIFE	Record years as 4-digits only. Format as number. Record "LIFE" for candidates with lifetime or other certificates without expirations dates[35].
J	Credentials - Degree at Date of Admission	Record the degree the candidate held when admitted to the program	Yes	BA	Use initials without punctuation marks, e.g. BA, MS. Format as text.
K	GRE® Scores - Overall Score	Sum of Verbal and Quantitative GRE® scores	No	321	Report if the GRE® is a program admission requirement[36]. Format as number with no decimals.
L	GRE® Scores – Verbal Reasoning Score	Record the candidate's Verbal Reasoning GRE® score on the 130-170 or 200-800 scale	No	155	Report if the GRE® is a program admission requirement. Format as number with no decimals.
M	GRE® Scores – Quantitative Reasoning Score	Record the candidate's Quantitative Reasoning GRE® score on the 130-170 or 200-800 scale	No	145	Report if the GRE® is a program admission requirement. Format as number with no decimals.
N	GRE® Scores – Analytical Writing Score	Record the candidate's Analytical Writing GRE® score on the 0-6 scale	No	3.5	Report if the GRE® is a program admission requirement. Format as number with one decimal.
O	GRE® Scores – GRE® Date	Date the candidate took the GRE®	No	10/22/2017	Because GRE® scores changed scales in August 2011, the date will link the test to the proper scale.

---

[34] If the candidate does not have a certificate, enter NA in column H.

[35] If the candidate does not have a certificate, enter "NONE" in column I.

[36] GRE® information is required for candidates with low GRE® scores. TAC §227.10(a)(3)(D) An applicant who does not meet the minimum GPA requirement and is seeking certification in a class other than classroom teacher must perform at or above a score equivalent to a 2.5 GPA on the Verbal Reasoning, Quantitative Reasoning, and Analytic Writing sections of the GRE® (Graduate Record Examinations) revised General Test. The State Board for Educator Certification will use equivalency scores established by the Educational Testing Service, and the Texas Education Agency (TEA) will publish those equivalency scores annually on the TEA website.

Column	Title	Content - Librarian	Required Field	Example	Notes
P	No GRE® Required	Record a N if the candidate did not have to submit GRE®, SAT® or ACT® test scores to enter the institution.	Maybe	N	N means the candidate did not have to submit GRE®, SAT® or ACT® scores to enter the institution. Otherwise leave blank. If candidates had to submit ACT®, SAT®, or GRE® scores to enter your institution, but not necessarily your program, record those scores.
Q	Military Experience	Indicate if the candidate's military experience was credited towards program requirements[37].	No	Y	Leave blank for non-military candidates. Y – the candidate served in the military and that military service, training or education was credited toward program requirements. N – the candidate served in the military and that military service, training or education was not credited toward program requirements.

---

[37] See TAC §234.5(d) and (e). A military service member or a military veteran shall be entitled to credit verified military service, training, or education toward the training, education, work experience, or related requirements (other than certification examinations) for educator certification. TEA staff and educator preparation programs (EPPs) shall use information from the U.S. Department of Veterans Affairs or other reliable sources to assist in crediting applicable military service, training, or education to certification requirements.

GPA Spreadsheet Format Requirements – Educational Diagnostician Tab

Column	Title	Content – Educational Diagnostician	Required Field	Example	Notes
A	EPP County/ District Code	The reporting institution's six-digit CDN	Yes	123456	Format as text. Do not include dashes or spaces
B	Candidate TEA ID Number	The candidate's TEA ID number	Yes	1967890	Format as text.
C	Date Admitted to EPP	Date EPP formally admitted the candidate	Yes	10/22/2017	Format as date.
D	GPA - Overall	The grade point average on all college or university coursework the candidate took before entering the preparation program.	Yes	3.52	Format GPAs as numbers with two decimal points between 0.00 and 4.00[38].
E	GPA - Last 60 Hrs.	The grade point average on the most recent 60 hours of college or university coursework the candidate took before entering the preparation program.	No	3.52	Only include this if the candidate was admitted based on the last 60-hour rather than the overall GPA. Format as a number with two decimal points between 0.00 and 4.00.
F	GPA - Admission GPA	The grade point average the program used to determine admission to the program.	Yes	3.52	Column F should equal either column D or E, i.e. Admission GPA should equal either Overall GPA or GPA – Last 60-hours[39]. Format GPAs as numbers with two decimal points between 0.00 and 4.00.
G	Credentials – Years in Classroom at Date of Admission	Record the number of years of classroom experience the candidate had at the date of admission in half-year increments.	Yes	10.5	Record years of teaching experience at the date of admission from the candidate's service record in half-year increments. Format as number[40].

---

[38] See TEC §21.0441(a)(1)(A) & §TAC 227.10(a)(3)(i).

[39] There are several considerations for a candidate from an institution with "unconventional" grading practices.
1. Confirm the candidate's institution is accredited [TAC §227.10(a)(2)].
2. This candidate will be part of your 10% exception to the GPA minimum since you can't verify that they crossed the GPA threshold [TEC §21.0441(b)].
3. Document the extraordinary circumstances that require admitting the applicant without a GPA above 2.5 [TAC 227.10(a)(3)(B)].
4. Document the applicant's work, business or career experience that demonstrates achievement equivalent to a 2.5 GPA [TAC 227.10(a)(3)(B)(i)].
5. Record N/A (Not Available) for the candidate's Overall and Subject Areas GPA.
6. Confirm and record that the candidate performed at or above a score equivalent to a 2.5 GPA on the Verbal Reasoning, Quantitative Reasoning, and Analytic Writing sections of the Graduate Record Exam (GRE®) [TAC 227.10(a)(3)(D)].

[40] See §TAC 239.84(5)

Column	Title	Content – Educational Diagnostician	Required Field	Example	Notes
H	Credentials – Valid Teaching Certificate - Issuing State	Record the 2-letter identifier for the state that issued the candidate's valid teaching certificate.	Yes	TX	Use Post Office identifiers for states, e.g. TX, OK, LA, NM, CA, etc. Record only one state. Format as text.
I	Credentials – Valid Teaching Certificate – Expiration Year	Record the year the candidate's valid teaching certificate expires	Yes	2020 LIFE	Record years as 4-digits only. Format as number. Record "LIFE" for candidates with lifetime or other certificates without expirations dates.
J	Credentials - Degree at Date of Admission	Record the degree the candidate held when admitted to the program	Yes	BA	Use initials without punctuation marks, e.g. BA, MS. Format as text.
K	GRE® Scores - Overall Score	Sum of Verbal and Quantitative GRE® scores	No	321	Report if the GRE® is a program admission requirement[41]. Format as number with no decimals.
L	GRE® Scores – Verbal Reasoning Score	Record the candidate's Verbal Reasoning GRE® score on the 130-170 or 200-800 scale	No	155	Report if the GRE® is a program admission requirement. Format as number with no decimals.
M	GRE® Scores – Quantitative Reasoning Score	Record the candidate's Quantitative Reasoning GRE® score on the 130-170 or 200-800 scale	No	145	Report if the GRE® is a program admission requirement. Format as number with no decimals.
N	GRE® Scores – Analytical Writing Score	Record the candidate's Analytical Writing GRE® score on the 0-6 scale	No	3.5	Report if the GRE® is a program admission requirement. Format as number with one decimal.
O	GRE® Scores – GRE® Date	Date the candidate took the GRE®	No	10/22/2017	Because GRE® scores changed scales in August 2011, the date will link the test to the proper scale.

---

[41] GRE® information is required for candidates with low GRE® scores. TAC §227.10(a)(3)(D) An applicant who does not meet the minimum GPA requirement and is seeking certification in a class other than classroom teacher must perform at or above a score equivalent to a 2.5 GPA on the Verbal Reasoning, Quantitative Reasoning, and Analytic Writing sections of the GRE® (Graduate Record Examinations) revised General Test. The State Board for Educator Certification will use equivalency scores established by the Educational Testing Service, and the Texas Education Agency (TEA) will publish those equivalency scores annually on the TEA website.

Column	Title	Content – Educational Diagnostician	Required Field	Example	Notes
P	No GRE® Required	Record a N if the candidate did not have to submit GRE®, SAT® or ACT® test scores to enter the institution.	Maybe	N	N means the candidate did not have to submit GRE®, SAT® or ACT® scores to enter the institution. Otherwise leave blank. If candidates had to submit ACT®, SAT®, or GRE® scores to enter your institution, but not necessarily your program, record those scores.
Q	Military Experience	Indicate if the candidate's military experience was credited towards program requirements[42].	No	Y	Leave blank for non-military candidates. Y – the candidate served in the military and that military service, training or education was credited toward program requirements. N – the candidate served in the military and that military service, training or education was not credited toward program requirements.

---

[42] See TAC §234.5(d) and (e). A military service member or a military veteran shall be entitled to credit verified military service, training, or education toward the training, education, work experience, or related requirements (other than certification examinations) for educator certification. TEA staff and educator preparation programs (EPPs) shall use information from the U.S. Department of Veterans Affairs or other reliable sources to assist in crediting applicable military service, training, or education to certification requirements.

GPA Spreadsheet Format Requirements – Reading Specialist Tab

Column	Title	Content – Reading Specialist	Required Field	Example	Notes
A	EPP County/ District Code	The reporting institution's six-digit CDN	Yes	123456	Format as text. Do not include dashes or spaces
B	Candidate TEA ID Number	The candidate's TEA ID number	Yes	1967890	Format as text.
C	Date Admitted to EPP	Date EPP formally admitted the candidate	Yes	10/22/2017	Format as date.
D	GPA - Overall	The grade point average on all college or university coursework the candidate took before entering the preparation program.	Yes	3.52	Format GPAs as numbers with two decimal points between 0.00 and 4.00[43].
E	GPA - Last 60 Hrs.	The grade point average on the most recent 60 hours of college or university coursework the candidate took before entering the preparation program.	No	3.52	Only include this if the candidate was admitted based on the last 60-hour rather than the overall GPA. Format as a number with two decimal points between 0.00 and 4.00.
F	GPA - Admission GPA	The grade point average the program used to determine admission to the program.	Yes	3.52	Column F should equal either column D or E, i.e. Admission GPA should equal either Overall GPA or GPA – Last 60-hours[44]. Format GPAs as numbers with two decimal points between 0.00 and 4.00.
G	Credentials – Years in Classroom at Date of Admission	Record the number of years of classroom experience the candidate had at the date of admission in half-year increments.	Yes	10.5	Record years of teaching experience at the date of admission from the candidate's service record in half-year increments. Format as number[45].

---

[43] See TEC §21.0441(a)(1)(A) & TAC §227.10(a)(3)(i).

[44] There are several considerations for a candidate from an institution with "unconventional" grading practices.

> 1. Confirm the candidate's institution is accredited [TAC §227.10(a)(2)].
> 2. This candidate will be part of your 10% exception to the GPA minimum since you can't verify that they crossed the GPA threshold [TEC §21.0441(b)].
> 3. Document the extraordinary circumstances that require admitting the applicant without a GPA above 2.5 [TAC 227.10(a)(3)(B)].
> 4. Document the applicant's work, business or career experience that demonstrates achievement equivalent to a 2.5 GPA [TAC 227.10(a)(3)(B)(i)].
> 5. Record N/A (Not Available) for the candidate's Overall and Subject Areas GPA.
> 6. Confirm and record that the candidate performed at or above a score equivalent to a 2.5 GPA on the Verbal Reasoning, Quantitative Reasoning, and Analytic Writing sections of the Graduate Record Exam (GRE®) [TAC 227.10(a)(3)(D)].

[45] See §TAC 239.93(4).

Column	Title	Content – Reading Specialist	Required Field	Example	Notes
H	Credentials – Valid Teaching Certificate - Issuing State	Record the 2-letter identifier for the state that issued the candidate's valid teaching certificate.	Yes	TX	Use Post Office identifiers for states, e.g. TX, OK, LA, NM, CA, etc. Record only one state. Format as text.
I	Credentials – Valid Teaching Certificate – Expiration Year	Record the year the candidate's valid teaching certificate expires	Yes	2020 LIFE	Record years as 4-digits only. Format as number. Record "LIFE" for candidates with lifetime or other certificates without expirations dates.
J	Credentials - Degree at Date of Admission	Record the degree the candidate held when admitted to the program	Yes	BA	Use initials without punctuation marks, e.g. BA, MS. Format as text.
K	GRE® Scores - Overall Score	Sum of Verbal and Quantitative GRE® scores	No	321	Report if the GRE® is a program admission requirement[46]. Format as number with no decimals.
L	GRE® Scores – Verbal Reasoning Score	Record the candidate's Verbal Reasoning GRE® score on the 130-170 or 200-800 scale	No	155	Report if the GRE® is a program admission requirement. Format as number with no decimals.
M	GRE® Scores – Quantitative Reasoning Score	Record the candidate's Quantitative Reasoning GRE® score on the 130-170 or 200-800 scale	No	145	Report if the GRE® is a program admission requirement. Format as number with one decimal.
N	GRE® Scores – Analytical Writing Score	Record the candidate's Analytical Writing GRE® score on the 0-6 scale	No	3.5	Report if the GRE® is a program admission requirement. Format as number with one decimal.
O	GRE® Scores – GRE® Date	Date the candidate took the GRE®	No	10/22/2017	Because GRE® scores changed scales in August 2011, the date will link the test to the proper scale.

---

[46] GRE® information is required for candidates with low GRE® scores. TAC §227.10(a)(3)(D) An applicant who does not meet the minimum GPA requirement and is seeking certification in a class other than classroom teacher must perform at or above a score equivalent to a 2.5 GPA on the Verbal Reasoning, Quantitative Reasoning, and Analytic Writing sections of the GRE® (Graduate Record Examinations) revised General Test. The State Board for Educator Certification will use equivalency scores established by the Educational Testing Service, and the Texas Education Agency (TEA) will publish those equivalency scores annually on the TEA website.

Column	Title	Content – Reading Specialist	Required Field	Example	Notes
P	No GRE® Required	Record a N if the candidate did not have to submit GRE®, SAT® or ACT® test scores to enter the institution.	Maybe	N	N means the candidate did not have to submit GRE®, SAT® or ACT® scores to enter the institution. Otherwise leave blank. If candidates had to submit ACT®, SAT®, or GRE® scores to enter your institution, but not necessarily your program, record those scores.
Q	Military Experience	Indicate if the candidate's military experience was credited towards program requirements[47].	No	Y	Leave blank for non-military candidates. Y – the candidate served in the military and that military service, training or education was credited toward program requirements. N – the candidate served in the military and that military service, training or education was not credited toward program requirements.

---

[47] See TAC §234.5(d) and (e). A military service member or a military veteran shall be entitled to credit verified military service, training, or education toward the training, education, work experience, or related requirements (other than certification examinations) for educator certification. TEA staff and educator preparation programs (EPPs) shall use information from the U.S. Department of Veterans Affairs or other reliable sources to assist in crediting applicable military service, training, or education to certification requirements.

GPA Spreadsheet Format Requirements – Master Teacher Tab

Column	Title	Content – Master Teacher	Required Field	Example	Notes
A	EPP County/ District Code	The reporting institution's six-digit CDN	Yes	123456	Format as text. Do not include dashes or spaces
B	Candidate TEA ID Number	The candidate's TEA ID number	Yes	1967890	Format as text.
C	Date Admitted to EPP	Date EPP formally admitted the candidate	Yes	10/22/2017	Format as date.
D	Master Teacher Content Area	Identify the subject area the candidate in which the candidate is specializing	Yes	Reading	Record one of four options: Reading, Math, Science or Technology. Format as text.
E	GPA - Overall	The grade point average on all college or university coursework the candidate took before entering the preparation program.	Yes	3.52	Format GPAs as numbers with two decimal points between 0.00 and 4.00[48].
F	GPA - Last 60 Hrs.	The grade point average on the most recent 60 hours of college or university coursework the candidate took before entering the preparation program.	No	3.52	Only include this if the candidate was admitted based on the last 60-hour rather than the overall GPA. Format as a number with two decimal points between 0.00 and 4.00.
G	GPA - Admission GPA	The grade point average the program used to determine admission to the program.	Yes	3.52	Column F should equal either column D or E, i.e. Admission GPA should equal either Overall GPA or GPA – Last 60-hours[49]. Format GPAs as numbers with two decimal points between 0.00 and 4.00.

---

[48] See TEC 21.0441(a)(1)(A) & TAC 227.10(a)(3)(i).

[49] There are several considerations for a candidate from an institution with "unconventional" grading practices.
  1. Confirm the candidate's institution is accredited [TAC §227.10(a)(2)].
  2. This candidate will be part of your 10% exception to the GPA minimum since you can't verify that they crossed the GPA threshold [TEC §21.0441(b)].
  3. Document the extraordinary circumstances that require admitting the applicant without a GPA above 2.5 [TAC 227.10(a)(3)(B)].
  4. Document the applicant's work, business or career experience that demonstrates achievement equivalent to a 2.5 GPA [TAC 227.10(a)(3)(B)(i)].
  5. Record N/A (Not Available) for the candidate's Overall and Subject Areas GPA.
  6. Confirm and record that the candidate performed at or above a score equivalent to a 2.5 GPA on the Verbal Reasoning, Quantitative Reasoning, and Analytic Writing sections of the Graduate Record Exam (GRE®) [TAC 227.10(a)(3)(D)].

Column	Title	Content – Master Teacher	Required Field	Example	Notes
H	Credentials – Years in Classroom at Date of Admission	Record the number of years of classroom experience the candidate had at the date of admission in half-year increments.	Yes	10.5	Record years of teaching experience at the date of admission from the candidate's service record in half-year increments. Format as number[50].
I	Credentials – Valid Teaching Certificate - Issuing State	Record the 2-letter identifier for the state that issued the candidate's valid teaching certificate.	Yes	TX	Use Post Office identifiers for states, e.g. TX, OK, LA, NM, CA, etc. Record only one state. Format as text.
J	Credentials – Valid Teaching Certificate – Expiration Year	Record the year the candidate's valid teaching certificate expires	Yes	2020 LIFE	Record years as 4-digits only. Format as number. Record "LIFE" for candidates with lifetime or other certificates without expirations dates.
K	Credentials - Degree at Date of Admission	Record the degree the candidate held when admitted to the program	Yes	BA	Use initials without punctuation marks, e.g. BA, MS. Format as text.
L	Reading Specialist (RS), Technology Applications (TA), or Technology Education (TE) Certificate held at Date of Admission?	If the candidate has one of these certifications at the time of admission, indicate which certificate with the appropriate initials.	No	RS	Record as one of three options: RS, TA or TE. Use initials only. If the candidate does not have one of these qualifications, leave blank. Format as text.
M	GRE® Scores - Overall Score	Sum of Verbal and Quantitative GRE® scores	No	321	Report if the GRE® is a program admission requirement[51]. Format as number with no decimals.
N	GRE® Scores – Verbal Reasoning Score	Record the candidate's Verbal Reasoning GRE® score on the 130-170 or 200-800 scale	No	155	Report if the GRE® is a program admission requirement. Format as number with no decimals.
O	GRE® Scores – Quantitative Reasoning Score	Record the candidate's Quantitative Reasoning GRE® score on the 130-170 or 200-800 scale	No	145	Report if the GRE® is a program admission requirement. Format as number with one decimal.

---

[50] See TAC §§239.101-104

[51] GRE® information is required for candidates with low GRE® scores. TAC §227.10(a)(3)(D) An applicant who does not meet the minimum GPA requirement and is seeking certification in a class other than classroom teacher must perform at or above a score equivalent to a 2.5 GPA on the Verbal Reasoning, Quantitative Reasoning, and Analytic Writing sections of the GRE® (Graduate Record Examinations) revised General Test. The State Board for Educator Certification will use equivalency scores established by the Educational Testing Service, and the Texas Education Agency (TEA) will publish those equivalency scores annually on the TEA website.

Column	Title	Content – Master Teacher	Required Field	Example	Notes
P	GRE® Scores – Analytical Writing Score	Record the candidate's Analytical Writing GRE® score on the 0-6 scale	No	3.5	Report if the GRE® is a program admission requirement. Format as number with one decimal.
Q	GRE® Scores – GRE® Date	Date the candidate took the GRE®	No	10/22/2017	Because GRE® scores changed scales in August 2011, the date will link the test to the proper scale.
R	No Test Required	Record a N if the candidate did not have to submit GRE®, SAT® or ACT® test scores to enter the institution.	Maybe	N	N means the candidate did not have to submit GRE®, SAT® or ACT® scores to enter the institution. Otherwise leave blank. If candidates had to submit ACT®, SAT®, or GRE® scores to enter your institution, but not necessarily your program, record those scores.
S	Military Experience	Indicate if the candidate's military experience was credited towards program requirements[52].	No	Y	Leave blank for non-military candidates. Y – the candidate served in the military and that military service, training or education was credited toward program requirements. N – the candidate served in the military and that military service, training or education was not credited toward program requirements.

---

[52] See TAC §234.5(d) and (e). A military service member or a military veteran shall be entitled to credit verified military service, training, or education toward the training, education, work experience, or related requirements (other than certification examinations) for educator certification. TEA staff and educator preparation programs (EPPs) shall use information from the U.S. Department of Veterans Affairs or other reliable sources to assist in crediting applicable military service, training, or education to certification requirements.

Frequently Asked Questions

Q: How do I count a grade for a course for which the candidate received credit/no credit, pass/fail or some variation?

A: Generally, the graded courses in the subject area count toward GPA calculations. The pass/fail courses do not count toward the GPA calculations.

Q: If a candidate has multiple certificates, which certificate and expiration date do we report?

A: Generally, choose the most relevant, most recent certificate. If an EC-6 Generalist is trying to become a Reading Specialist, and she[53] also has ESL and Special Education certificates, the most relevant certificate would be the EC-6 certificate. If she was trying to become a counselor, you might rate the Special Education certificate as most relevant. If she's trying to be a principal arguably none of the certificates is more important than the other, so you could record the most recent certificate. There is ample room for judgment on this variable.

Q: We have Master's degree candidates in our program who are not pursuing certification. We have Counselor candidates who do not want school certification, only an LPC. Should they be included on the GPA spreadsheet?

A: Texas Education Code §21.0452 focuses on candidates in the educator preparation program, so if a student pursuing a Master's degree will not and cannot ever obtain teacher certification through the classes they are attending, they do not have to be included on the GPA spreadsheet. The student should not be able to change her mind at some point after matriculation and begin pursuing certification. She should only be able to pursue certification after reapplying and being admitted. On readmission, she would be included in the GPA spreadsheet.

Q: The highlighting or embedded calculations on my spreadsheet don't work as I expected.

A: TEA included conditional highlighting and calculations to help you with processing your data. You can easily remove conditional highlighting from the document or modify it to suit your needs. Similarly, you can copy and paste formulas where you need them, or embed other formulas that help you. The most important thing for TEA is to get accurate and complete data on the candidates in your program. The conditional highlighting and embedded formulas are a courtesy to help you meet that goal.

Q: We are an alternative program that accepts only applicants with a Bachelor's degree or higher. Some of our applicants' transcripts indicate that they met TSI testing standards as undergraduates. Do we report them as "E" for exempt or "M" since they met the standard through testing?

A: Since your applicants already have a degree report them "E" for exempt. They did not have to pass the TSI exam to enter your institution.

Q: Our program does not require PACT, but we have accepted candidates who took the PACT or have tested with other programs. How do we report them?

---

[53] Because most educators are female, this document generally uses the female pronoun. No sexism is intended or implied.

A: If a candidate took a content test or PACT before entering your program in the field they are seeking certification, please indicate with a "Y." If that candidate did not otherwise have enough content hours, that would allow us to immediately see the candidate was qualified by examination.

Q: Do I include Master Reading/Math/Science/Technology teachers on the GPA spreadsheet and in ASEP?

A: Yes, if they were admitted to your program they belong on the GPA spreadsheet and in ASEP. Master Teachers are not reported for Title II.

Q: How do I attribute content hours for a candidate pursuing an ELAR/Social Studies or Math/Science combination certificate?

A: Calculate the total number of hours the candidate has in both types of courses, and the GPA for those courses, and include the results in the Content Hours: Total Hours and Content Hours: GPA columns.

Q: Our program requires a test for admission, but not necessarily the SAT®/ACT® or GRE®. How do we report these candidates in Column AE, GRE®/SAT®/ACT® Not Required?

A: The legislature specifically asked about GRE®/SAT®/ACT® scores. If your program admits candidates based on a different test, then you should record N in column AE to indicate the candidate was admitted without having to submit GRE®/SAT®/ACT® scores.

Q: Our program has a candidate who took the ACT®; however, her scores were not high enough, so she took and passed a different test that allowed us to accept her. How do I reflect this on the GPA spreadsheet?

A: Record the candidate's ACT® scores for reporting purposes for the legislature. Leave column AE blank since the candidate could have been admitted on the strength of the ACT® scores if they were good enough.

Q: We have a candidate who left our program and was re-admitted this year. Do we include them on the GPA spreadsheet?

A: It depends upon what you mean by left your program and was re-admitted to your program. Candidates might stop their work toward certification for a time but still be pursuing certification. So, the questions are 1) did they really leave the program and 2) were they really admitted to the program.

Strong Indications the candidate left the program
- The candidate submitted a formal resignation.
- The program gave the candidate official notice that they have been removed from the program.
- The program removed the candidate from the Other Enrolled list (using the Remove option in the dropdown).
- The program withdrew test approval.

Weak indications the candidate left the program
- The candidate has just been rolling over from year to year on the Other Enrolled list
- Test approval has been available but unused.

Strong indications the candidate has been re-admitted to the program
- The candidate submitted a new application.
- The candidate re-submitted transcripts and other documentation.
- The candidate paid an admission processing fee.
- The candidate was interviewed or accomplished another program entry requirement.

If you can support that the candidate was removed from and then readmitted to your program, then include her on the GPA spreadsheet in the year she was readmitted.[54]

Q: How do we report a candidate who is pursuing certification in more than one classification, for example, Master Technology Teacher and Librarian?

A: Record the candidate on each tab that applies to a certification she is pursuing.

---

[54] For Title II reporting purposes, you cannot remove and readmit a candidate.
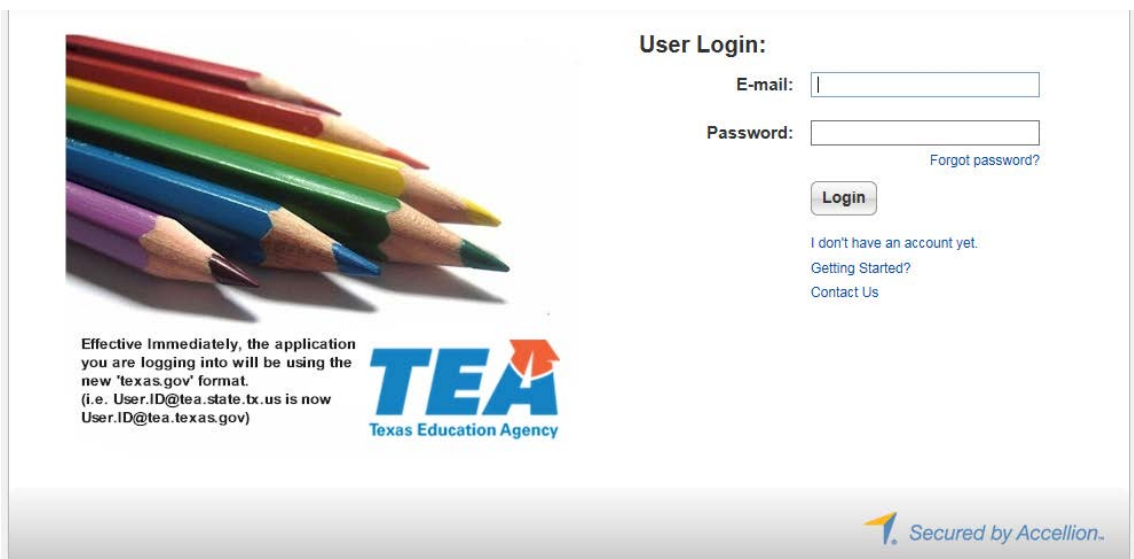
Sending Completed Files to TEA

Your GPA spreadsheet is due to TEA on or before Saturday, September 15, 2018. Please send your completed GPA spreadsheet to us through TEA's Secure File Transfer service. If you have not registered for the service in the past, follow these procedures. These procedures are posted on the TEA website with the Contact information under the Sending Files Securely link.

1. Go to https://sendfiles.tea.state.tx.us.
2. Click on **I don't have an account yet**.
3. Enter your email address.
4. You should then receive a verification email at the email address you entered. Follow the link in that email to verify that address.
5. Create a password. Passwords must be at least eight characters long and must contain a minimum of one number and one uppercase letter.
6. Once the account is created, use the **Send File** tab to send a secure email with your file attached to edstandards@tea.texas.gov.
   - Do not copy your program specialist or anyone else on the submission. Your program specialist will specifically look for and save your submission from the edstandards email box. When you copy others at TEA, you are overloading mailboxes.
   - Please use the following suggested file names when submitting your GPA spreadsheet. If you make corrections and resubmit your spreadsheet, use the same name with a "v2" or "v3" suffix (e.g. ACU_221502_GPA2018v2) for the second submission.

Step-by-Step Directions

1. Enter your email address and password.

2. Click the "Send File" tab. Click Run or OK to remove popup notices.

3. To: Enter edstandards@tea.texas.gov in the "To" box.
4. Subject: Enter your institution's name and GPA spreadsheet: University of Teachers 2018 GPA Spreadsheet
5. Choose File/Folder: Click the button and add the UniversityofTeachers_123456_GPA2018 spreadsheet to the message.
6. Add a note if desired.
7. Click Send

Contact your program specialist if you are not able to use these procedures for an alternative way to send files securely.
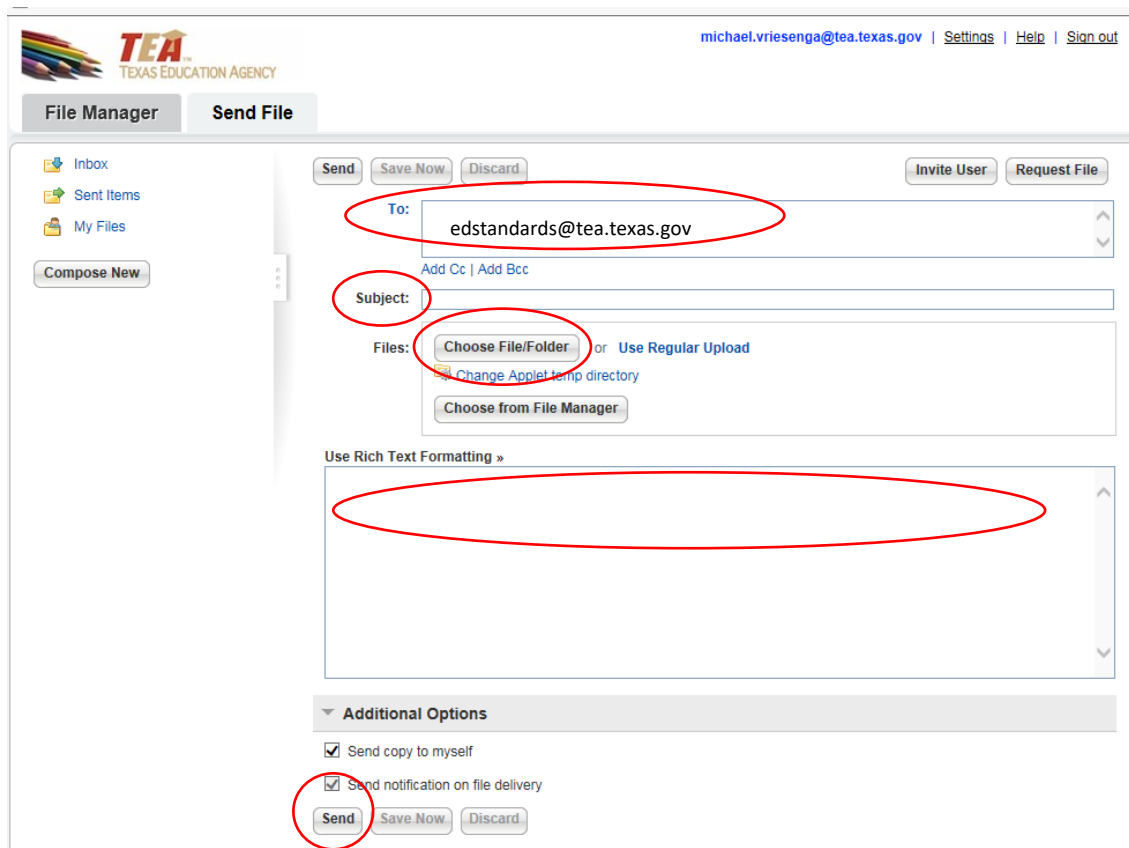
Certification Licenses and Certification Codes

License Code	License Name
1797	Agriculture, Food & Natural Resources 6-12
1800	Agriculture, Food & Natural Resources 6-12 (Alt)
1258	American Sign Language (ASL) EC-12
1256	American Sign Language (ASL) EC-12 (Alt)
986	Art EC-12
1376	Art EC-12 (Alt)
1792	Business and Finance (6-12)
1795	Business and Finance 6-12 (Alt)
1711	Chemistry 7-12
1703	Chemistry 7-12 (Alt)
828	Computer Science 8-12
826	Computer Science 8-12 (Alt)
1778	Core Subjects 4-8
1775	Core Subjects 4-8 (Alt)
1772	Core Subjects EC-6
1770	Core Subjects EC-6 (Alt)
1146	Dance 8-12
1149	Dance 8-12 (Alt)
1827	Dance 6-12
1828	Dance 6-12 (Alt)
892	English Language Arts and Reading/Social Studies 4-8
865	English Language Arts and Reading/Social Studies 4-8 (Alt)
891	English Language Arts and Reading 4-8
864	English Language Arts and Reading 4-8 (Alt)
1717	English Language Arts and Reading 7-12
1709	English Language Arts and Reading 7-12(Alt)
1158	Family and Consumer Sciences Composite 6-12
974	Family and Consumer Sciences Composite 6-12 (Alt)
977	Health EC-12
1112	Health EC-12 (Alt)
1788	Health Science 6-12
1780	Health Science 6-12 (Alt)
1715	History 7-12
1707	History 7-12(Alt)
1118	Hospitality, Nutrition and Food Sciences (Alt)
1119	Hospitality, Nutrition and Food Sciences
1116	Human Development & Family Studies 8-12
1117	Human Development & Family Studies 8-12 (Alt)
1760	Journalism 7-12
1747	Journalism 7-12 (Alt)
984	Journalism 8-12
976	Journalism 8-12 (Alt)

License Code	License Name
1712	Life Science 7-12
1704	Life Science 7-12(Alt)
1458	LOTE Arabic EC-12
1444	LOTE Arabic EC-12 (Alt)
1459	LOTE Chinese EC-12
1445	LOTE Chinese EC-12 (Alt)
1269	LOTE French EC-12
1267	LOTE French EC-12 (Alt)
1273	LOTE German EC-12
1271	LOTE German EC-12 (Alt)
1676	LOTE Hindi EC-12
1674	LOTE Hindi EC-12 (Alt)
1680	LOTE Italian EC-12
1678	LOTE Italian EC-12 (Alt)
1460	LOTE Japanese EC-12
1443	LOTE Japanese EC-12 (Alt)
1815	LOTE Korean EC-12
1816	LOTE Korean EC-12 (Alt)
1394	LOTE Latin EC-12
1275	LOTE Latin EC-12 (Alt)
1821	LOTE Portuguese EC-12
1822	LOTE Portuguese EC-12 (Alt)
1461	LOTE Russian EC-12
1446	LOTE Russian EC-12 (Alt)
1263	LOTE Spanish EC-12
1262	LOTE Spanish EC-12 (Alt)
1688	LOTE Turkish EC-12
1686	LOTE Turkish EC-12 (Alt)
1462	LOTE Vietnamese EC-12
1447	LOTE Vietnamese EC-12 (Alt)
1789	Marketing 6-12
1781	Marketing 6-12 (Alt)
893	Mathematics 4-8
866	Mathematics 4-8 (Alt)
1714	Mathematics 7-12
1706	Mathematics 7-12(Alt)
1377	Mathematics/Phys Science/Engineering 8-12 (Alt)
1761	Mathematics/Physical Science/Engineering 6-12
1748	Mathematics/Physical Science/Engineering 6-12 Alt
985	Mathematics/Physical Science/Engineering 8-12
1369	Mathematics/Science 4-8
1048	Mathematics/Science 4-8 (Alt)
1113	Music EC-12
1290	Music EC-12 (Alt)

License Code	License Name
978	Physical Education EC-12
1286	Physical Education EC-12 (Alt)
1710	Physical Science 6-12
1702	Physical Science 6-12 (Alt)
1762	Physics Mathematics 7-12
1749	Physics Mathematics 7-12 (Alt)
894	Science 4-8
867	Science 4-8 (Alt)
1713	Science 7-12
1705	Science 7-12 (Alt)
895	Social Studies 4-8
868	Social Studies 4-8 (Alt)
1716	Social Studies 7-12
1708	Social Studies 7-12(Alt)
953	Special Education EC-12
932	Special Education EC-12 (Alt)
1580	Speech 7-12
1576	Speech 7-12 (Alt)
1163	Teacher of Deaf and Hard of Hearing EC-12
1164	Teacher of Deaf and Hard of Hearing EC-12 (Alt)
829	Technology Applications 8-12
827	Technology Applications 8-12 (Alt)
902	Technology Applications EC-12
875	Technology Applications EC-12 (Alt)
981	Technology Education 6-12
1280	Technology Education 6-12 (Alt)
1142	Theatre EC-12
1143	Theatre EC-12 (Alt)
1763	Trade and Industrial Education 6-12
1750	Trade and Industrial Education 6-12 (Alt)

Preferred File Names for GPA Spreadsheets

Please use the file name below when you send your program's GPA spreadsheet to TEA.

CDN	Program Name	GPA Spreadsheet Name
057708	21ST CENTURY LEADERSHIP	21stCenturyLdr_057708_GPA2018
178701	A CAREER IN EDUCATION-ACP	ACareerInEd_178701__GPA2018
108708	A CAREER IN TEACHING-EPP (MCALLEN)	ACareerInTchMcAllen_108708__GPA2018
108703	A CAREER IN TEACHING-EPP (CORPUS CHRISTI)	ACareerInTchCC_108703_GPA2018
101714	A+ TEXAS TEACHERS	APlus_101714_GPA2018
221502	ABILENE CHRISTIAN UNIVERSITY	ACU_221502_GPA2018
101712	ACT-HOUSTON	ACTHouston_101712_GPA2018
101723	ACT-HOUSTON AT DALLAS	ACTHoustonDallas_101723_GPA2018
108701	ACT-RIO GRANDE VALLEY	ACTRGV_108701_GPA2018
015702	ACT-SAN ANTONIO	ACTSA_015702_GPA2018
015709	ALAMO COLLEGES	Alamo_015709_GPA2018
031701	ALTERNATIVE-SOUTH TEXAS EDUCATOR PROGRAM	ASTEP_031701_GPA2018
057508	AMBERTON UNIVERSITY	Amberton_057508_GPA2018
057715	AMERICAN COLLEGE OF EDUCATION	AmericanCOE_057715_GPA2018
226501	ANGELO STATE UNIVERSITY	ASU_226501_GPA2018
057714	ARGOSY UNIVERSITY	Argosy_057714_GPA2018
220703	ARLINGTON BAPTIST COLLEGE	ABC_220703_GPA2018
091502	AUSTIN COLLEGE	AustinCollege_091502_GPA2018
227502	AUSTIN COMMUNITY COLLEGE	AustinCC_227502_GPA2018
161503	BAYLOR UNIVERSITY	Baylor_161503_GPA2018
227505	CONCORDIA UNIVERSITY	Concordia_227505_GPA2018
057702	CRISWELL COLLEGE	Criswell_057702_GPA2018
057504	DALLAS BAPTIST UNIVERSITY	DBU_057504_GPA2018
057703	DALLAS CHRISTIAN COLLEGE	DCC_057703_GPA2018
057905	DALLAS ISD	DallasISD_057905_GPA2018
102501	EAST TEXAS BAPTIST UNIVERSITY	ETBU_102501_GPA2018
220701	EDUCATION CAREER ALTERNATIVES PROGRAM	ECAP_220701_GPA2018
227703	EDUCATORS OF EXCELLENCE ACP	EDeX_227703_GPA2018
108709	EIT: EXCELLENCE IN TEACHING	EIT_108709_GPA2018
221501	HARDIN-SIMMONS UNIVERSITY	HardinSimmons_221501_GPA2018
101000	HARRIS COUNTY DEPARTMENT OF ED	HarrisCounty_101000_GPA2018
101510	HOUSTON BAPTIST UNIVERSITY	HBU_101510_GPA2018
101506	HOUSTON COMMUNITY COLLEGE SYSTEM	HoustonCC_101506_GPA2018
101912	HOUSTON ISD	HoustonISD_101912_GPA2018
025501	HOWARD PAYNE UNIVERSITY	HowardPayne_025501_GPA2018
227503	HUSTON-TILLOTSON UNIVERSITY	HTU_227503_GPA2018
101717	INTERN TEACHER ACP	InternTeacher_101717_GPA2018
057709	ITEACHTEXAS	ITeachTx_057709_GPA2018
250501	JARVIS CHRISTIAN COLLEGE	JarvisChristian_250501_GPA2018
123501	LAMAR UNIVERSITY	Lamar_123501_GPA2018
092502	LETOURNEAU UNIVERSITY	LeTourneau_092502_GPA2018
101702	LONE STAR COLLEGES	LoneStar_101702_GPA2018
152502	LUBBOCK CHRISTIAN UNIVERSITY	LCU_152502_GPA2018
161502	MCLENNAN COMMUNITY COLLEGE	MclennanCC_161502_GPA2018
221503	MCMURRY UNIVERSITY	McMurray_221503_GPA2018
243501	MIDWESTERN STATE UNIVERSITY	MSU_243501_GPA2018
057710	MOUNTAIN VIEW COLLEGE	MountainView_057710_GPA2018

CDN	Program Name	GPA Spreadsheet Name
101725	NORTH AMERICAN UNIVERSITY	NorthAmerican_101725_GPA2018
015502	OUR LADY OF THE LAKE UNIVERSITY	OLLU_015502_GPA2018
101917	PASADENA ISD	PasadenaISD_101917_GPA2018
161504	PAUL QUINN COLLEGE	PaulQuinn_161504_GPA2018
237501	PRAIRIE VIEW A&M UNIVERSITY	PVAMU_237501_GPA2018
057712	QUALITY ACT: ALTERNATIVE CERTIFIED TCHRS	QualityACT_057712_GPA2018
108950	REG 01 EDUCATION SERVICE CENTER	RESC01_108950_GPA2018
178950	REG 02 EDUCATION SERVICE CENTER	RESC02_178950_GPA2018
101950	REG 04 EDUCATION SERVICE CENTER	RESC04_101950_GPA2018
181950	REG 05 EDUCATION SERVICE CENTER	RESC05_181950_GPA2018
236950	REG 06 EDUCATION SERVICE CENTER	RESC06_236950_GPA2018
092950	REG 07 EDUCATION SERVICE CENTER	RESC07_092950_GPA2018
057950	REG 10 EDUCATION SERVICE CENTER	RESC10_057950_GPA2018
220950	REG 11 EDUCATION SERVICE CENTER	RESC11_220950_GPA2018
161950	REG 12 EDUCATION SERVICE CENTER	RESC12_161950_GPA2018
227950	REG 13 EDUCATION SERVICE CENTER	RESC13_227950_GPA2018
221950	REG 14 EDUCATION SERVICE CENTER	RESC14_221950_GPA2018
165950	REG 18 EDUCATION SERVICE CENTER	RESC18_165950_GPA2018
071950	REG 19 EDUCATION SERVICE CENTER	RESC19_071950_GPA2018
015950	REG 20 EDUCATION SERVICE CENTER	RESC20_015950_GPA2018
101726	RELAY GSE	Relay_101726_GPA2018
101718	RICE EDUCATION ENTREPRENEURSHIP PROGRAM	REEP_101718_GPA2018
101513	RICE UNIVERSITY	Rice_101513_GPA2018
236501	SAM HOUSTON STATE UNIVERSITY	SHSU_236501_GPA2018
133501	SCHREINER UNIVERSITY	Schreiner_133501_GPA2018
108707	SOUTH TEXAS COLLEGE	SouthTxCollege_108707_GPA2018
108706	SOUTH TEXAS TRANSITION TO TEACHING ACP	SouthTxTTT_108706_GPA2018
057502	SOUTHERN METHODIST UNIVERSITY	SMU_057502_GPA2018
126501	SOUTHWESTERN ADVENTIST UNIVERSITY	SAU_126501_GPA2018
070501	SOUTHWESTERN ASSEMBLIES OF GOD UNIV	SAGU_070501_GPA2018
246501	SOUTHWESTERN UNIVERSITY	Southwestern_246501_GPA2018
227504	ST EDWARD'S UNIVERSITY	StEdwards_227504_GPA2018
015506	ST MARY'S UNIVERSITY	StMarys_015506_GPA2018
174501	STEPHEN F AUSTIN STATE UNIVERSITY	SFASU_174501_GPA2018
022501	SUL ROSS STATE UNIVERSITY - ALPINE	SulRossAlpine_022501_GPA2018
232502	SUL ROSS STATE UNIVERSITY - RIO GRANDE	SulRossRGV_232502_GPA2018
072501	TARLETON STATE UNIVERSITY	Tarleton_072501_GPA2018
108704	TEACHERBUILDER.COM	TeacherBuilder_108704_GPA2018
071701	TEACHERS FOR THE 21ST CENTURY	Tchrs21Century_071701_GPA2018
240502	TEXAS A&M INTERNATIONAL UNIVERSITY	TAMIU_240502_GPA2018
021501	TEXAS A&M UNIVERSITY	TAMU_021501_GPA2018
014702	TEXAS A&M UNIVERSITY - CENTRAL TEXAS	TAMUCentralTx_014702_GPA2018
116501	TEXAS A&M UNIVERSITY - COMMERCE	TAMUCommerce_116501_GPA2018
178504	TEXAS A&M UNIVERSITY - CORPUS CHRISTI	TAMUCC_178504_GPA2018
137501	TEXAS A&M UNIVERSITY - KINGSVILLE	TAMUKingsville_137501_GPA2018
015712	TEXAS A&M UNIVERSITY - SAN ANTONIO	TAMUSA_015712_GPA2018
019502	TEXAS A&M UNIVERSITY - TEXARKANA	TAMUTexarkana_019502_GPA2018
227708	TEXAS ALTERNATIVE CERT PGM @ AUSTIN	TACPAustin_227708_GPA2018
031702	TEXAS ALTERNATIVE CERT PGM @ BROWNSVILLE	TACPBrownsville_031702_GPA2018
101724	TEXAS ALTERNATIVE CERT PGM @ HOUSTON	TACPHouston_101724_GPA2018
015708	TEXAS ALTERNATIVE CERT PGM @ SAN ANTONIO	TACPSA_015708_GPA2018
220501	TEXAS CHRISTIAN UNIVERSITY	TCU_220501_GPA2018

CDN	Program Name	GPA Spreadsheet Name
212502	TEXAS COLLEGE	TxCollege_212502_GPA2018
094501	TEXAS LUTHERAN UNIVERSITY	TLU_094501_GPA2018
101503	TEXAS SOUTHERN UNIVERSITY	TxSouthern_101503_GPA2018
105501	TEXAS STATE UNIVERSITY	TSU_105501_GPA2018
152501	TEXAS TECH UNIVERSITY	TTU_152501_GPA2018
220504	TEXAS WESLEYAN UNIVERSITY	TWU_220504_GPA2018
061502	TEXAS WOMAN'S UNIVERSITY	TxWomans_061502_GPA2018
061701	THE TX INSTITUTE FOR TEACHER EDUCATION	TTITE_061701_GPA2018
220707	TNTP ACADEMY - FORT WORTH	TNTP_220707_GPA2018
227701	TRAINING VIA E-LEARNING: AN ALT CRT HYBR	TEACH_227701_GPA2018
015504	TRINITY UNIVERSITY	Trinity_015504_GPA2018
057507	UNIVERSITY OF DALLAS	UDallas_057507_GPA2018
101502	UNIVERSITY OF HOUSTON	UHouston_101502_GPA2018
101509	UNIVERSITY OF HOUSTON-CLEAR LAKE	UHCL_101509_GPA2018
101512	UNIVERSITY OF HOUSTON-DOWNTOWN	UHD_101512_GPA2018
235502	UNIVERSITY OF HOUSTON-VICTORIA	UHV_235502_GPA2018
014503	UNIVERSITY OF MARY HARDIN-BAYLOR	UMHB_014503_GPA2018
061501	UNIVERSITY OF NORTH TEXAS	UNT_061501_GPA2018
161701	UNIVERSITY OF NORTH TEXAS - DALLAS	UNTDallas_161701_GPA2018
015705	UNIVERSITY OF PHOENIX	UPhoenix_015705_GPA2018
101508	UNIVERSITY OF ST THOMAS	UST_101508_GPA2018
220503	UNIVERSITY OF TEXAS - ARLINGTON	UTArlington_220503_GPA2018
227501	UNIVERSITY OF TEXAS - AUSTIN	UTAustin_227501_GPA2018
057506	UNIVERSITY OF TEXAS - DALLAS	UTDallas_057506_GPA2018
071501	UNIVERSITY OF TEXAS - EL PASO	UTEP_071501_GPA2018
068502	UNIVERSITY OF TEXAS - PERMIAN BASIN	UTPB_068502_GPA2018
108501	UNIVERSITY OF TEXAS - RIO GRANDE VALLEY	UTRGV_108501_GPA2018
015505	UNIVERSITY OF TEXAS - SAN ANTONIO	UTSA_015505_GPA2018
212503	UNIVERSITY OF TEXAS - TYLER	UTTyler_202503_GPA2018
015503	UNIVERSITY OF THE INCARNATE WORD	UIW_015503_GPA2018
057722	URBAN TEACHERS	URBAN_057722_GPA2018
095501	WAYLAND BAPTIST UNIVERSITY	WBU_095501_GPA2018
184501	WEATHERFORD COLLEGE	Weatherford_184501_GPA2018
101715	WEB-CENTRIC ALTERNATIVE CERT PROGRAM	WebCentric_101715_GPA2018
191501	WEST TEXAS A&M UNIVERSITY	WTAMU_191501_GPA2018
101708	WESTERN GOVERNORS UNIVERSITY	WGU_101708_GPA2018
102502	WILEY COLLEGE	Wiley_102502_GPA2018
101845	YES PREP PUBLIC SCHOOLS INC	YesPrep_101845_GPA2018

GRE Equivalents

GRE® revised General Test Score Bands to be used for Admission to an Educator Preparation Program under the 10% Exception Rule in 19 TAC 227.10(a)(3)(D).

An applicant who does not meet the minimum GPA requirement and is seeking certification in a class other than classroom teacher must perform at or above a score equivalent to a 2.5 GPA on the Verbal Reasoning, Quantitative Reasoning, and Analytical Writing sections of the GRE® revised General Test. The following scores shall be used for applicants seeking admission to educator preparations on or after December 27, 2016.

Self-reported Undergraduate GPA	GRE® Verbal Reasoning[55]	GRE® Quantitative Reasoning	GRE® Analytical Writing[56]
B- (2.7 GPA)	143-157	140-155	3.0-4.5

---

[55] GRE® Verbal and Quantitative scores are reported on a 130-170 scale.
[56] GRE® Analytical Writing scores are reported on a 0 to 6 scale in half-point increments.