USE INSTITUTIONAL LETTERHEAD

October XX, 2017

**FROM**: Your legal authority/EPP

**SUBJECT**: Exceptions to the 2016-2017 Test Approval List

**TO**: Texas Education Agency/Educator Preparation and Program Accountability

We have reviewed the list of candidates to whom we granted test approval from September 1, 2016 through August 31, 2017. Below is a list of candidates who are exceptions for test approval and admittance purposes, as well as the reasons for the exception.

|  |  |  |
| --- | --- | --- |
| **TEA ID** | **Candidate Name** | **Reason for Exception** |
| 808080 | Ivana Teach | Admit date on test approval list is inaccurate. Candidate admitted 8/21/2015 |
| 123456 | Tee Chercandidate | Candidate given test approval but not admitted into the program. |
| 234567 | P.E. Teacher | Candidate was admitted but not granted test approval within 7 days of admittance. Approval granted on September 27, 2017 with admittance date August 15, 2017. |

If you have any questions, please contact Dr. Certification Officer at (512) 123-4567 or certification.officer@myepp.eduorg. Thank you in advance for your assistance in this matter.

Sincerely,

Legal Authority

Legal Authority

My Educator Preparation Program

(512) 789-4561

# Guidelines for Resolving Test Approval Lists

1. **The candidate withdrew or was removed from program**
   1. If the candidate was admitted, regardless of how long she stayed in the program, she should be included on the test approval list and on the GPA spreadsheet as an admitted candidate. No exception is granted.
2. **The candidate was given test approval but not admitted to the program.** 
   1. Programs must only provide test approval to candidates they admitted into their program. Note this problem on the admittance exception letter. This situation is a violation of TAC §227.17(f), a program “shall not provide coursework, training, and/or examination approval ….”
3. **The candidate was admitted but not given test approval.**
   1. Note this on the exception letter with the actual date of admittance. Simultaneously provide test approval for the candidate. This situation is a violation of TAC §227.17(e), “An EPP must notify the Texas Education Agency within seven calendar days of a candidate’s formal admission.”
4. **Test approval date was entered incorrectly.**
   1. You are not able to change the admittance dates in the Test Approval menu. Include the candidate on the exception letter with the correct admittance date.
5. **The candidate was given test approval but not listed on the GPA spreadsheet.**
   1. Fix the GPA spreadsheet during the resolution period. No exception is granted.