



Form & Function Webinar

Non-Teacher Classes

April 10, 2019



Welcome to the Webinar

TEA Division of Educator Standards, Testing & Preparation

Grace Wu - Director, Educator Standards, Testing, & Preparation

Dr. Tam Jones - Director, Educator Preparation

Vanessa Alba - Program Specialist, Educator Preparation

Lorrie Ayers - Program Specialist, Educator Preparation

Kerri Elzie - Program Specialist, Educator Preparation

Jennifer Perez – Testing Specialist

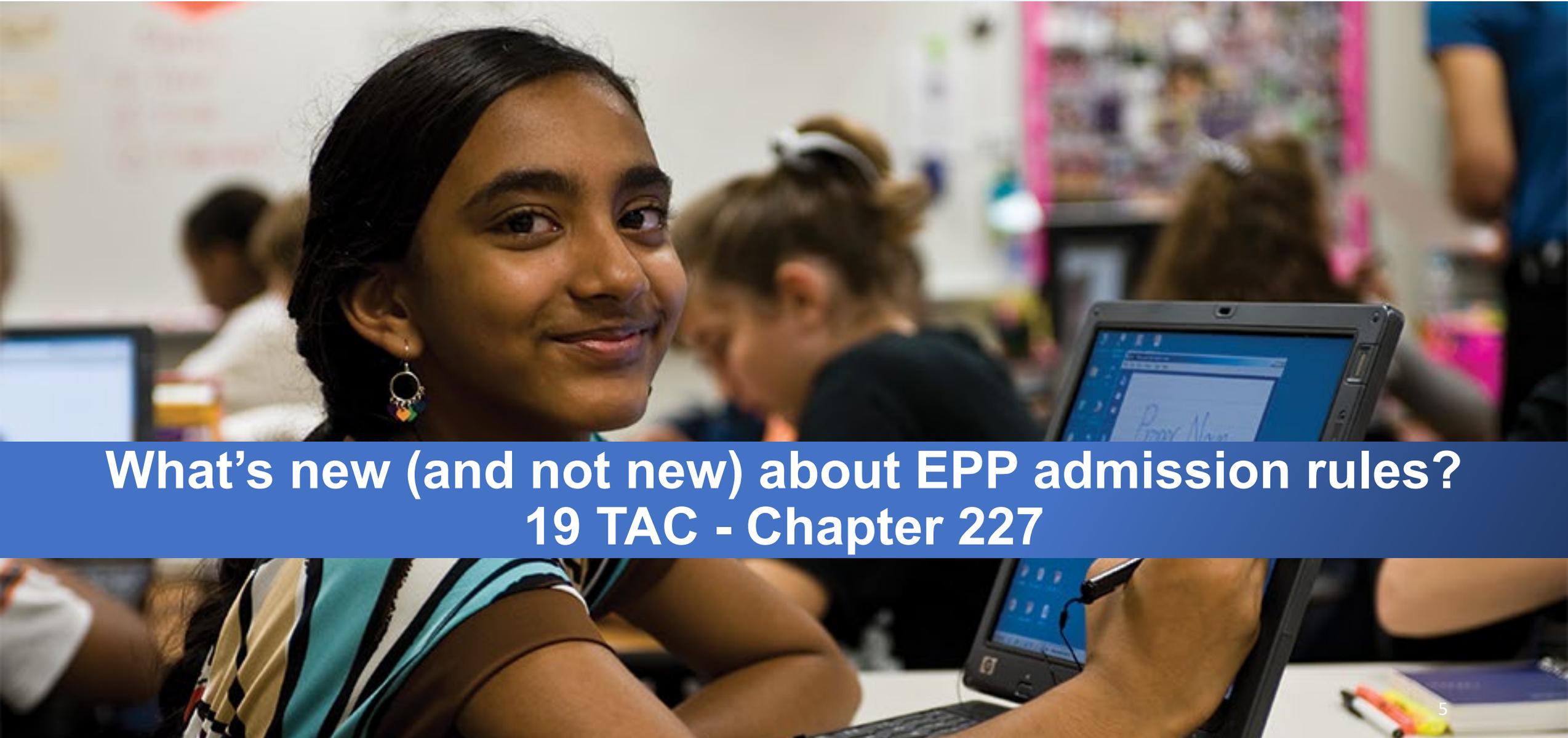
Beth Burkhart – Program Specialist, Educator Standards

Background and Purpose

- Provide an overview of some of the recent changes to the Texas Administrative Code (TAC) governing educator preparation and certification for non-teacher classes and provide clarification of existing rules.
- The last Form and Function webinar was conducted in January 2017, following rule changes that were effective 12/27/2016.
- Since rules are frequently revised as a result of legislation, stakeholder and TEA staff recommendations, or to align with other state guidelines, we believe that this training may help you to stay abreast of these changes.

Today's Agenda - Admission





**What's new (and not new) about EPP admission rules?
19 TAC - Chapter 227**

Alternative vs. Post-Baccalaureate Program

Alternative Certification Program is an approved EPP designed as an alternative to a traditional undergraduate or post-baccalaureate certification program. Individuals already hold an appropriate college degree.

Post-baccalaureate Program is an EPP delivered by an accredited and approved institution of higher education, and is designed for individuals who already hold at least a bachelor's degree and are seeking an additional degree. These individuals are seeking a master's degree or higher as well as certification.

[19 TAC §227.5]

To be formally admitted, the candidate must:

- meet all requirements in TAC and those specific to the EPP.
- receive the offer in writing and accept in writing.
- be given a specific date for admission.

The EPP must:

- notify TEA within 7 days by uploading test approval in ECOS.
- use the same admission date in the Test Approval upload.
- use the same admission date on the GPA spreadsheet.
- upload the candidate to the Finisher Records List as Enrolled.

[19 TAC §227.17 and §229.3]

Background Checks and Fingerprinting

Educator preparation programs should inform all applicants that:

- (1) pursuant to the Texas Education Code (TEC), §22.083, candidates must undergo a criminal history background check prior to employment as an educator; and
- (2) pursuant to the TEC, §22.0835, candidates must undergo a criminal history background check prior to clinical teaching.

Fingerprinting can be initiated as an applicant for certification, or through employment with a Texas school district or charter school.

- Applicants for Certification – *TEC §22.0831*
- School District Employees (Certified and Non-Certified) - *§22.0831 & §22.0833*
- Substitute Teachers - *§22.0836*

Fingerprinting requires the candidate to have a social security number. Persons issued temporary file numbers by TEA must obtain an SSN before they will be able to fingerprint. A copy of the SSN card must be sent to TEA through the Help Desk prior to the fingerprinting to allow the records to be corrected.

[19 TAC §227.1(b)]

Providing Coursework Prior to Admission

Prior to formal admission, an Alternative or Post-Baccalaureate EPP shall not provide coursework, training and/or examination approval in any class of certificate. (Not a new rule)

New Rule Exception:

An Alternative or Post-Baccalaureate EPP at an institution of higher education (IHE) may admit a candidate based on coursework provided by the same IHE if the coursework was part of a:

- previously conferred degree;
- prerequisite for a master's degree leading to initial certification; or
- different post-baccalaureate program of study.

[19 TAC §227.17(f)(1-3)]

10% Exception to the 2.5 GPA Minimum

An EPP may admit a candidate whose GPA is less than 2.5 only in extraordinary circumstances and may not use this provision for more than 10% of an incoming class of candidates.

- Document extraordinary circumstance
- Document work, business, or career experiences equivalent to academic achievement represented by a 2.5 GPA
- There is no content examination (PACT) for non-teacher classes
- The GRE is the expected exam

NOTE: The overall GPA of each incoming class (Sept 1 to Aug 31) may not be less than 3.0 on a four-point scale.

[19 TAC §227.10(a)(3)(B) and §227.19]

An applicant may be accepted into an ACP or Post-Bac program on a contingency basis, pending receipt of an official transcript showing degree conferred, provided that:

- Applicant is currently enrolled (in an IHE) and expects to earn a bachelor's degree at the end of the semester in which admission to the EPP is sought;
- All other admission requirements, are met;
- Written notification and acceptance is provided, with an effective date;
- The EPP must notify TEA within 7 days of the offer of contingency admission;
- May begin training and take examinations; however,
- May not be issued an intern or probationary certificate until a bachelor's degree is conferred.

Contingency admission is valid for the fall, spring, or summer semester for which it is granted and may not be extended if the candidate does not graduate or postpones admission.

Remember: There is no such thing as “conditional” or “provisional” admission.

[19 TAC §227.15]

All Non-Teacher Classes **New (6/3/2018)**

- For an applicant who will be seeking an initial certificate in a class other than classroom teacher, the applicant shall meet the minimum requirements for admission described in Chapter 239 ; Chapter 241; and Chapter 242. If an applicant has not met the minimum certification, degree, and/or experience requirement(s) for issuance of a standard certificate prior to admission, the EPP shall inform the applicant in writing of any deficiency prior to admission [19 TAC §227.10(5)]

Educational Diagnostician

- Must have a valid teaching certificate. [19 TAC §239.81(a)(2)]

Principal as Instructional Leader & Principal

- Must include screening activities to determine a candidate's appropriateness for the Principal as Instructional Leader or Principal Certificate as identified in Chapter 227. [19 TAC §241.5(c) & 19 TAC §241.15(c)]

Superintendent

- Must hold, at a minimum, a master's degree. [19 TAC §242.5(a)]
- Must include screening activities to determine a candidate's appropriateness for the Superintendent Certificate. [19 TAC §242.5(c)]

Options for English Language Proficiency

Effective 10-17-2017

An applicant to an EPP must demonstrate the English language proficiency skills as specified in 19 TAC §230.11(b)(5).

- Undergraduate or graduate degree at an accredited institution of higher education in the United States; or
- Undergraduate or graduate degree earned at an institution of higher education in a country outside the United States listed in

[Figure: 19 TAC §230.11\(b\)\(5\)\(C\)](#)

- Verification of minimum scaled scores on the **Texas of English as a Foreign Language (TOEFL iBT)** -

Speaking - 24 Listening - 22 Reading - 22 Writing - 21

[19 TAC §227.10(a)(7)]

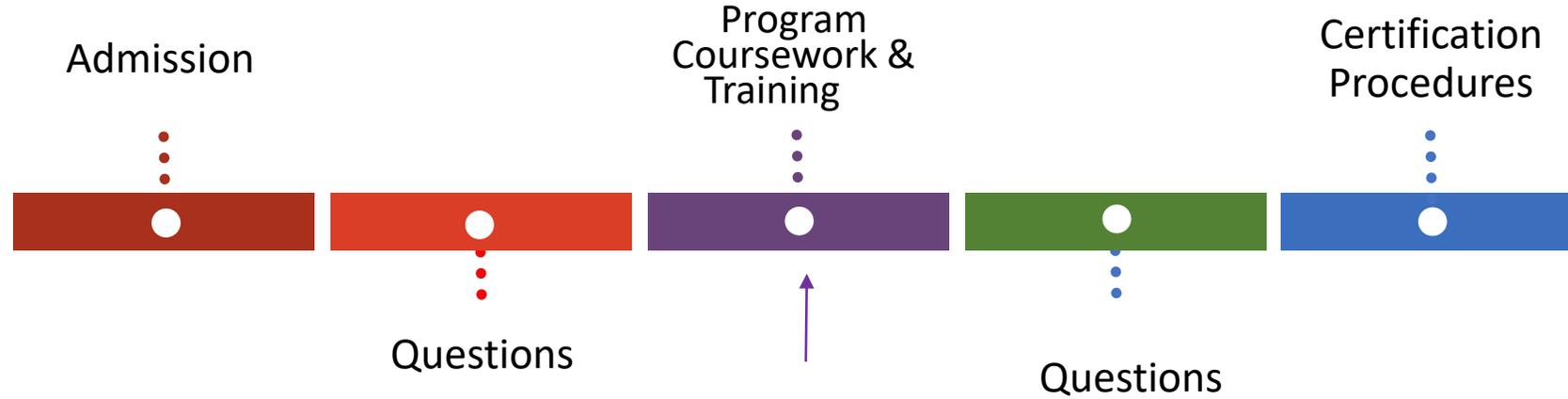
EPP Process for Data Fix **NEW**

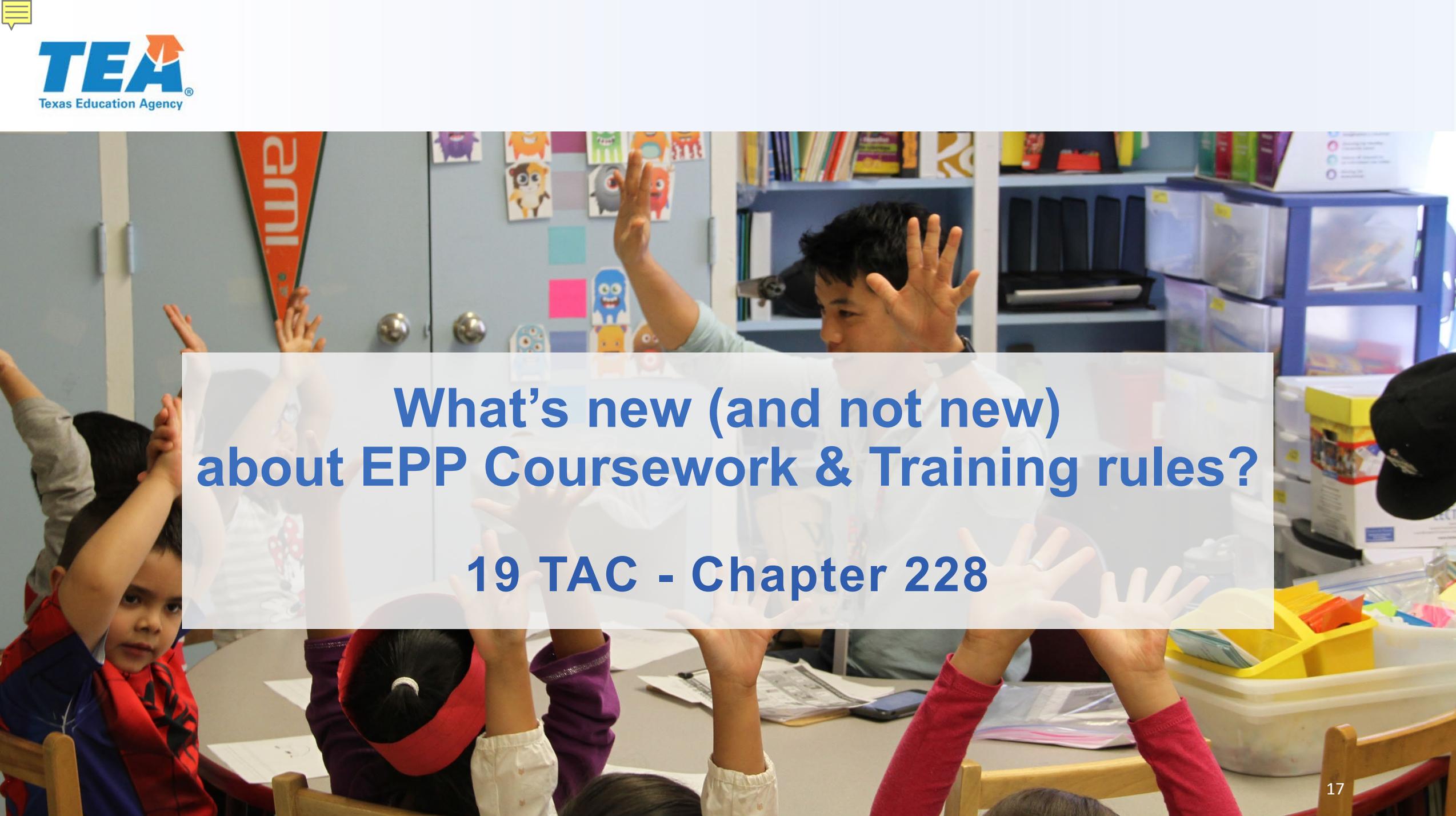
If your EPP identified one or more candidates that should have been reported in ASEP as a “Finisher” in a previous reporting year but were not, follow these steps to request a “data fix”:

- Do not upload a past finisher onto the current reporting year.
- Submit the relevant candidate information to TEA using the Excel File provided by TEA.
- Save the file using the file name scheme with your EPP name & CDN. For example, an EPP named Texas EPP has the County/District Number (CDN) 123456. The file submitted by this EPP will be named Texas EPP_123456.
- Send via [Secure File Transfer](#) to edstandards@tea.texas.gov.
- TEA will add the finishers to the appropriate academic year.

Questions about Admission?

Today's Agenda – Program Coursework & Training





**What's new (and not new)
about EPP Coursework & Training rules?**

19 TAC - Chapter 228

Required Curriculum Topics

Code of Ethics

Dyslexia

Mental Health, Substance Abuse and Youth Suicide training by an approved provider of a best-practice, research-based curriculum. *TEA continues to work with EPPs to identify acceptable providers that are readily available at a low cost.*

Appropriate relationships, boundaries, and communications between educators and students – *provided by the EPP.*

Digital learning and literacy evaluation aligned with the International Society for Technology in Education (ISTE) standards – *provided by the EPP.*

[19 TAC §228.30(c)(1)-(8); 19 TAC §247.2]

Specific to Candidates Seeking Principal Certification:

- Curriculum shall include the skills and competencies captured in the Texas [Administrator Standards](#), as indicated in Chapter 149, Subchapter BB, of this title (relating to Administrator Standards).

[19 TAC §228.30(e)]

Every non-teacher candidate must have:

- Site Supervisor – Collaboratively assigned by the campus or district administrator and the educator preparation program (EPP) and currently certified in the certification class in which the practicum candidate is seeking certification. Guides, assists, and supports the candidate during the practicum; and who reports the candidate's progress to the candidate's field supervisor. Serves as a coach & mentor to the candidate.
- Field Supervisor - Hired by the educator preparation program, who preferably has advanced credentials, to observe candidates, monitor their performance, and provide constructive feedback to improve their effectiveness as educators

Both the Site Supervisor and Field Supervisor:

- Are trained within 3 weeks of the candidate's assignment.
- Have 3 years of experience and certification in the same class as the candidate seeking certification

[19 TAC §228.2(30) & 19 TAC §228.2(16)]

Practicum Must:

- Be a minimum of 160 clock-hours in duration
- Require candidate to demonstrate proficiency in each of the standards for the certificate class sought
- Take place in an actual school setting

Practicum Shall Not:

- Take place in a distance lab or virtual school setting
- Take place in a setting where candidate has an administrative role over the site supervisor or is related to the field supervisor or site supervisor by blood (consanguinity) within the third degree or by marriage (affinity) within the second degree

Practicum is Successful:

- When the field supervisor and the site supervisor recommend to the EPP that the candidate should be recommended for a standard certificate

The following certificates may be issued during the practicum:

- Intern [19 TAC §230.36(e)(1)-(3)]
- Probationary [19 TAC §230.37(e)(1)-(3)]
- Regardless of the type of certificate held by the candidate during the practicum, EPP must provide a minimum of one formal observation within the first third of the practicum, one formal observation within the second third of the practicum, and one formal observation within the final third of the practicum. [19 TAC §228.35(h)(3)]

Must meet the requirements and conditions, including the subject matter knowledge requirement, prescribed in §230.37

Field Supervision Must:

- Be provided by the field supervisor who has been trained as a field supervisor.
- Initial contact must occur within the first quarter of the assignment.
- Formal observations must be 135 minutes in duration in total throughout the practicum.
- Minimum of three formal observations required as follows: First third, second third, third third of practicum

Each Formal Observation by Field Supervisor Must Include:

- An individualized pre-observation conference with the candidate.
- Documentation of educational practices observed.
- Provide written feedback through an individualized, synchronous, and interactive post-observation conference with the candidate.
- Informal observations and coaching provided as appropriate.

If a formal observation is not conducted on the candidate's site in a face-to-face setting, the formal observation may be provided by use of electronic transmission or other video or technology-based method. A formal observation that is not conducted on the candidates' site in a face-to-face setting must include a pre- and post-conference.

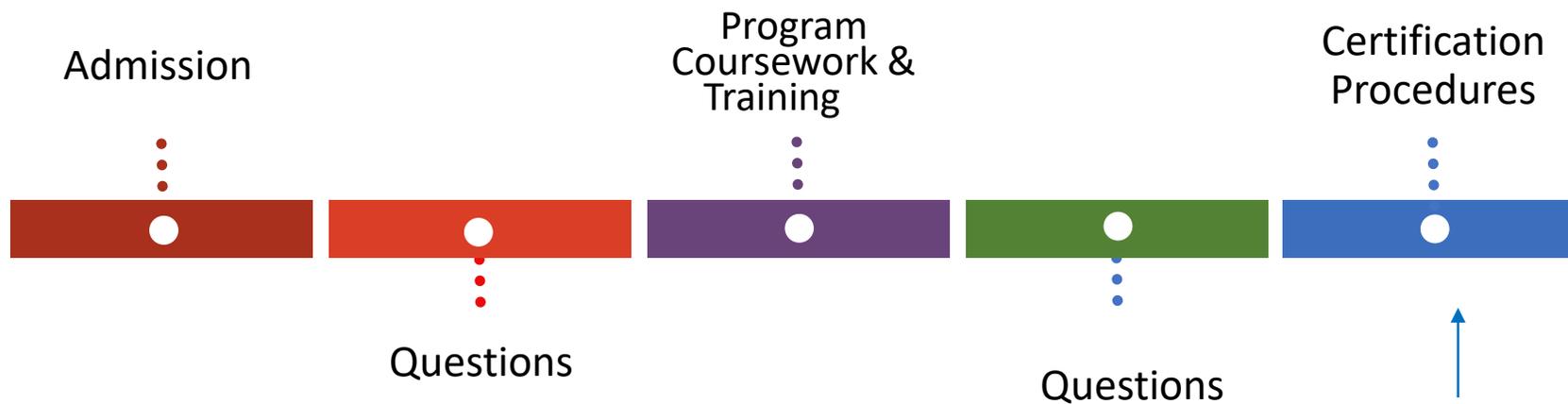
One Unique Field Supervision Situation for Reading Specialist /Master Reading Teacher Concurrent Certificates

Field Supervision Requirements:

- Only one practicum placement is required because the standards for each certificate are similar.
- Field supervision needs to include effective professional peer mentoring techniques

Questions about EPP Coursework & Training?

Today's Agenda – Certification Requirements





Certification Requirements – Chapter 230



Readiness to Test and Finisher Status

A candidate seeking a standard certificate as an educator based on completion of an approved EPP may take the appropriate certification examination(s) only at such time as the EPP determines the candidate's readiness to take the examinations, or upon successful completion of the EPP, whichever comes first.

- EPP must establish criteria for test readiness.
- The EPP can and should offer assistance with test preparation to their candidates.
- If a candidate has finished all requirements for a given certificate at an EPP, he or she must be given test approval.

[19 TAC §230.21(b)]

Test Attempt Limits and Waivers

A candidate seeking certification as an educator must pass the required examinations and shall not retake an examination more than four times, unless the limitation is waived for good cause. The burden of proof shall be upon the candidate to demonstrate good cause.

- Effective 09-01-2018, all attempts of an examination count toward the limit.
- Waiver application, process, fee and FAQs on the TEA [Educator Testing](#) webpage.
- Must **wait 45 days** after the unsuccessful 4th retake; or
- Must **wait 90 days** after the most recent denied waiver attempt; or
- Must **wait 180 days** after the most recent unsuccessful attempt resulting from a waiver.
- Rule does not limit the number of waivers granted to an educator.

Best Practice: EPPs should assist their candidates with the waiver process.

[19 TAC §230.21(a) and TEC § 21.048]

Updates to Principal Testing

Initially, there was a period in which the 268 test was offered as a pilot exam (test 968). Candidates may be certified in this certificate area using either the 968 test or the 268 test by completing all program requirements by 8/31/2019 and being recommended for their standard certificate by 10/30/2019. Candidates who have not met requirements by 8/31/2019 must meet program requirements and must meet required scores on both the 268 and 368 (PASL) exams. **Note: Registration has closed for the 968 test.**

Test Number	Test Vendor	Test Registration Opens	First Test Given	Last Test Given	Frequency of Test Administration	Required Test(s) for Certification	Requirements Must be Complete By...	Deadline for EPP to Recommend Candidate for Certificate Using Required Test(s)
968 Pilot Exam	Pearson	11/6/2018	12/3/2018	1/13/2019	1x per Candidate	968	8/31/2019	10/30/2019
268	Pearson	Summer 2019	Summer 2019	NA	At least 4x per Year	268	8/31/2019	10/30/2019
368 (PASL)	ETS	Fall 2019	Fall 2019	NA	2x per Year	268 + 368	NA	Future

A note about the test approval menu:

- Test 268 will not be available to candidates until Summer 2019; however, the test was added to the test approval menu to enable EPPs to meet the 7-day admission notification required in 19 TAC §227.17(e). When candidates are admitted into the Principal as Instructional Leader program, they should be identified in Test Approval as “Eligible” for the 268 with the formal admission date. Candidates should not be 'Approved for One Attempt' for the 268 until test registration opens in Summer 2019.

A note about PASL:

- Staff who grant test approval should be aware that task submission windows are limited each year. Information about the PASL registration windows is found on the [ETS website](#).

A note about the Principal EC-12 Certificate (test 068):

- Test 068 is no longer available for first-time testers. EPPs should advise candidates that Pearson will cancel the 068 test for any individual that registers for an exam with a test administration date after 12/31/2018. Test 068 will be available for re-testers through 8/31/2019. To be certified in Principal EC-12 using test 068, candidates must complete all requirements by 8/31/2019 and must be recommended for the certificate by 10/30/2019.

Intern and Probationary Certificates

Effective 09-01-2017

An intern certificate may be recommended to a candidate who has **not yet taken** the required content examination and is completing requirements through an approved EPP. Valid for **12 months** and is nonrenewable. Must be observed by the EPP field supervisor at least 3 times.

A probationary certificate is issued to a candidate who **has passed** the required examination and is completing requirements through an approved EPP. Valid for **12 months** and **may be renewed** for one additional year if the internship was not successful or coursework is remaining. Must be observed by the EPP field supervisor at least 3 times.

Candidates serving on either certificate:

- Must be **enrolled** in a Texas EPP.
- Must hold a **bachelor's or master's degree**.
- Must be **employed** in the certificate class in a Texas school in an assignment that matches the certificate sought.
- Without obtaining standard certification, an individual **may not serve for more than three 12-month periods** while holding any combination of temporary certificates or permits.

[19 TAC §230.36, §230.37, §228.35]

School Counselor:

- Minimum of 48-hour master's in counseling. **NEW**
- 2 creditable years of teaching experience as a classroom teacher.

School Librarian and Reading Specialist:

- Master's Degree.
- 2 creditable years of teaching experience as a classroom teacher.

Principal and Principal as Instructional Leader **NEW:**

- Master's degree.
- Valid classroom teaching certificate.
- 2 creditable years of teaching experience.

Educational Diagnostician:

- Master's degree.
- Valid classroom teaching certificate.
- 3 creditable years of classroom teaching experience. **NEW**

Master Reading Teacher:

- Valid classroom teaching certificate.
- Master's degree.
- 3 creditable years of teaching experience.
- Must complete a knowledge-based and skills-based course of instruction through an approved EPP on the science of teaching children to read that includes training in effective reading instruction techniques, identification of dyslexia & related reading disorders and effective reading techniques for students with those disorders, and effective professional peer mentoring techniques.

Master Math Teacher:

- 3 creditable years of teaching experience
- Valid teaching certificate

Master Technology Teacher:

- Hold technology applications or technology education certificate
- Valid teaching certificate
- 3 creditable years of experience

Master Science Teacher:

- Valid teaching certificate
- 3 creditable years of teaching experience

Superintendent:

- Minimum of a master's degree.
- Hold a principal certificate or equivalent issued in another state or country; or
- Have 3 years of creditable managerial experience in a public school that includes responsibility for supervising or appraising faculty or staff, conducting district-level planning and coordination of programs, activities, or initiatives and creating or maintaining a budget. That application is submitted by the candidate to TEA certification staff – approval or denial within 60 days of receipt.
TAC §242.20(1)-(5)

Certification Procedures

- Candidates **apply online** and are recommended online by the EPP through ECOS.
- Effective 09-01-2017, all certificates cost \$75, paid online with a credit card or electronic check. The e-pay supplemental fee is \$3 for a total of **\$78**.
- The **issuance date** of a certificate shall not precede the date all requirements are completed, including any required examinations and the conclusion of the internship.
- The certificate shall not become effective more than **60 calendar days** before TEA receives the application and recommendation.
- **Correcting an incorrect** certificate requires a written request from the EPP and a fee equal to the fee for the original certificate - \$78. If the error was made by TEA, no fee will be required.
- The representation of an individual's certificate status as maintained on the TEA website is considered to be the **official record** of education certification.

[19 TAC §230.91(d), §230.93, §230.97(a), §230.101, §230.103, §230.104]

Any final questions?



Thank you!