

Post- Bac Secondary Certification Program User Guide

I. General Questions

1. Must I maintain continuous enrollment to remain in the program?

Students must maintain continuous enrollment and maintain acceptable progress during the fall and spring semester to remain in the program. Students who do not maintain continuous enrollment or make acceptable progress will be dropped from the program. If the student is enrolled in a teaching internship, then the employing school district will be notified.

2. How do I get a certification plan?

Students who complete the admission requirements for the program will be provided with a certification plan. It takes approximately 4-6 weeks to process an application to the Toulouse Graduate School.

3. What are causes for dismissal from the program?

- The student does not maintain continuous enrollment in the fall and spring semester.
- The student cannot pass a criminal background check.
- The student drops out of the internship or student teaching.
- The student is dismissed by the school during internship or student teaching.
- The student has less than a 3.0 average in the Online Program coursework.
- The student violates the Texas Code of Ethics for teachers.

4. Can graduate and undergraduate education courses taken at UNT be combined for certification purposes?

Contact program advisors for information about what courses can be combined (940.565.3319).

5. How old can education coursework be for consideration in a certification program?

Courses must be no older than four years. Please contact a program advisor for more information (940.565.3319).

6. How can I apply the coursework taken in the Online Teacher Certification Program to a master's degree in secondary education?

Students must submit an application to the Graduate School at www.applytexas.org indicating they will be seeking a "Masters of Education in Teaching." Students should gain acceptance to Post Baccalaureate Master's Program in secondary education prior to completion of 12 hours of coursework in the Secondary Post Baccalaureate Online Teacher Certification Program. This will allow for all 18 hours taken toward teacher certification to be applied to the master's program.

The master's degree requires the addition of EDSE 5001, EDSE 5003, and 12 additional subject elective in the teaching field.

II. Courses

7. Is it necessary to come to campus during participation in the Online Teacher Certification Program?

Online courses EDCI 5010, EDCI 5020, and practicum courses have mandatory meetings on campus and/or at designated sites. The mandatory meeting dates are listed in the UNT's course schedule during the registration process. Attendance for the mandatory meetings is required. Important information regarding the course, state testing, internship, and student advising are some of the topics covered in the mandatory meetings. Students who miss the mandatory meetings will be administratively dropped from the courses they are enrolled in.

8. Can I take all four courses in one semester?

The maximum coursework that is recommended to be taken in one semester is two courses. Please see the tables below to view the sequence of coursework for each of the model tracks.

9. Are textbooks required for the Online Teacher Certification courses?

Yes. Each course requires at least one textbook to complete the course. Texts can be ordered by phone, (940) 565-3191, or via the Internet, <http://unt.bncollege.com>

10. What is a teaching portfolio?

All online students begin and maintain a teaching portfolio. Each online course has specific artifacts that are required for the teaching portfolio. Students are encouraged to add examples of materials that document professional growth and expertise related to the art and science of teaching and that follow state and national standards. Students may go to <http://www.coe.unt.edu/tk20> to purchase a Tk20 account.

11. What is the sequence of courses I should take?

There are several models with multiple tracks for completing the required coursework, teaching internship, and state mandated tests. Some students may desire to work on teacher certification while working as the teacher of record in a Texas Education Agency (TEA) accredited school district.

Table 1. Optimal One Year –Student Teaching and Coursework Model

Student Teaching - Track 1		
1 st semester (Summer or Spring)	EDCI 5010 and EDSE 5004	Take subject area TExES
2 nd semester	EDCI 5020 and EDCI 5030	Take PPR TExES
3 rd semester	EDSE 5108 and EDSE 5118	Apply for certification

* EDSE 5108 and EDSE 5118 are not offered and cannot be completed in a summer term.

A majority of teacher certification opt to complete a one semester long student teaching through the clinical practice office. The track shown above is the fastest and most efficient way to complete the program. Below you will see some alternative tracking options.

	1 st semester	2 nd semester	3 rd semester	4 th semester	5 th semester
Track 1	EDCI 5010	EDSE 5004	EDSE 5020	EDCI 5030	EDSE 5108/18
Track 2	EDCI 5010	EDSE 5004 EDCI 5020	EDCI 5030	EDSE 5108 EDSE 5118	
Track 3	EDCI 5010 EDCI 5020	EDSE 5004	EDCI 5030	EDSE 5108 EDSE 5118	
Track 4	EDCI 5010 EDSE 5004	EDCI 5020 EDCI 5030	EDSE 5108 EDSE 5118		

*EDSE 5108 and EDSE 5118 are not offered and cannot be completed in a summer term.

Table 2. Coursework followed by Teaching Internship Model

	1 st semester	2 nd semester	3 rd semester	4 th semester	5 th semester	6 th semester
Track 1	EDCI 5010	EDCI 5020**	EDSE 5004**	EDCI 5030	EDSE 5105*	EDSE 5115*
Track 2	EDCI 5010	EDSE 5004**/ EDCI 5020**	EDCI 5030	EDSE 5105*	EDSE 5115*	
Track 3	EDCI 5010/5020**	EDSE 5004**	EDCI 5030	EDSE 5105*	EDSE 5115*	
Track 4	EDCI 5010/5020**	EDSE 5004**/ EDCI 5030	EDSE 5105*	EDSE 5115*		

* EDSE 5105 and EDSE 5115 are not offered and cannot be completed in a summer term.

** EDSE 5004 and EDCI 5020 may be reversed.

However, the Online Teacher Certification Program is highly flexible and a number of additional tracks are possible. General characteristics of any model track include continuous enrollment, completion at least one course in the fall and spring semesters (summer enrollment is not required), completion of a teaching internship in fall and spring semesters (internships are not available during the summer term), and enrollment in one or two courses per semester. .

Table 3. Begin Coursework in a Fall Semester

	Fall	Spring	Summer	Fall	Spring	Fall
Track 1	EDCI 5010	EDSE 5004	EDCI 5020	EDCI 5030	EDSE 5105	EDSE 5115
Track 2	EDCI 5010	EDSE 5004/ EDCI 5020	EDCI 5030	EDSE 5105	EDSE 5115	
Track 3	EDCI 5010/ EDSE 5004	EDCI 5020	EDCI 5030	EDSE 5105	EDSE 5115	
Track 4	EDCI 5010/ EDSE 5004	EDCI 5020/ 5030		EDSE 5105	EDSE 5115	
Track 5	EDCI 5010	EDSE 5004	EDCI 5020/5030	EDSE 5105	EDSE 5115	

The subject area TExES is taken during the first semester of coursework. EDSE 5004 and EDCI 5020 may be reversed.

Table 4. Begin Coursework in a Spring Semester

	Spring	Summer	Fall	Spring	Fall	Spring
Track 1	EDCI 5010	EDSE 5004	EDCI 5020	EDCI 5030	EDSE 5105	EDSE 5115
Track 2	EDCI 5010	EDSE 5004/ EDCI 5020	EDCI 5030	EDSE 5105	EDSE 5115	
Track 3	EDCI 5010/ EDSE 5004	EDCI 5020/5030	EDSE 5105	EDSE 5115		
Track 4	EDCI 5010/ EDSE 5004	EDCI 5020	EDCI 5030	EDSE 5105	EDSE 5115	

The subject area TExES is taken during the first semester of coursework. EDSE 5004 and EDCI 5020 may be reversed.

Table 5. Begin Coursework in a Summer Semester

	Summer	Fall	Spring	Summer	Fall	Spring
Track 1	EDCI 5010	EDSE 5004	EDCI 5020	EDCI 5030	EDSE 5105	EDSE 5115
Track 2	EDCI 5010	EDSE 5004	EDCI 5020/5030		EDSE 5105	EDSE 5115
Track 3	EDCI 5010/ EDSE 5004	EDCI 5020	EDC 5030		EDSE 5105	EDSE 5115
Track 4	EDCI 5010/ EDSE 5004	EDCI 5020/5030	EDSE 5105		EDSE 5115	

The subject area TExES is taken during the first semester of coursework. EDSE 5004 and EDCI 5020 may be reversed. Students who successfully pass the competency test given in EDCI 5030 will be given access to the PPR TExES.

12. What are the course descriptions for the online classes?

EDCI 5010 - Everyone Can Learn--Applying Theory to Teaching Practice

This course provides information about the processes of learning and development related to teaching in diverse EC-12 school settings. Cognitive, social, physical and moral development research is presented, and practical examples applied to teaching practice are demonstrated. Also explored are student differences with regard to intelligence, learning style, culture, economic status and gender. Additional topics include operant conditioning, social learning theory, information processing, constructivism and motivation theory as well as various approaches to instruction.

EDSE 5004 -Literacy for All

This course provides a brief overview of relevant theory with emphasis on practical applications. Designed to help prospective and practicing middle and secondary school teachers in all content areas increase and enhance students' learning, especially from printed materials. Also helps secondary teachers recognize and compensate for the variety of students' ability levels. Includes cognition related to reading, Metacognition, schemata, constructivism, vocabulary learning, writing to learn, literacy strategy instruction, assessment of literacy, text analysis, academic diversity and the use of resources other than textbooks to enhance learning.

EDCI 5020 - Curriculum Development for Culturally Diverse Learners.

This course provides knowledge and skills required for the development and organization of curriculum and instructional strategies in diverse EC-12 classrooms. Topics include philosophy and principles of multicultural education; racial and cultural influences on education; Texas Essential Knowledge and Skills; alignment of district, state and national curriculum standards; standardized testing; impact of teaching and learning on instruction and assessment; alternative assessment theories; and the relationship of instruction to classroom management.

EDCI 5030 - Maintaining Classroom Discipline

Models and procedures for classroom management and discipline, as well as techniques for motivating and instructing diverse student populations. Human relations strategies are discussed in great detail and methods for increasing parental involvement are also addressed. Topics include: what to do before students arrive, creating the learning environment, behavioral analysis, legal considerations, conferencing, learning contracts, incentives, planning, staying organized and time management.

Field Experience: EDSE 5105 -5115 Practicum I and II (OR) EDSE 5108-5118 Student Teaching

EDSE 5105 - 5115 Practicum I and Practicum II

Supervised teaching experience in the public schools as teacher of record. Required for initial teacher certification for those already holding a baccalaureate degree. Interns are guided by a school district mentor who assists them with classroom management strategies, student problems and concerns, and general guidance. Interns are also monitored and counseled by qualified university supervisors who frequently visit/observe/assess in the classroom. A teaching portfolio is required. Must show proof of employment in a school recognized by the Texas Teacher Education Agency in order to enroll.

EDSE 5108-5118 Student Teaching in the Secondary Schools

Teaching under supervision. Required for initial teacher certification for those already holding a baccalaureate degree. Student teachers are monitored and counseled by qualified university supervisors who frequently visit/observe/assess in the classroom. A teaching portfolio is required. ESDE 5108 and EDSE 5118 are taken concurrently.

III. Internship

Participation in the teaching internship, EDSE 5105 and EDSE 5115, requires working with school-aged children. According to state law, all candidates must be able to successfully pass a criminal background check in order to work in a school. Candidates who are unable to pass a criminal background check will be immediately dismissed from the program.

13. When can I begin applying for a teaching position?

Individuals who have been admitted to the Online Teacher Certification Program may begin applying to school districts after all certification courses are passed and all TExES exams are passed. Applicants should contact local school districts for applications. Copies of the following documents should be attached to each application filed with a school district:

- letter of acceptance to the Online Teacher Certification
- certification plan
- Teaching Internship Eligibility form. According to state law, all candidates must be able to successfully pass a criminal background check in order to work in a school. Candidates who are unable to pass a criminal background check will be immediately dismissed from the program.

14. What can I teach?

Public law §230.601 ties Texas teaching certificates to teaching assignments. These teaching assignments can be downloaded from the State Board for Educator Certification website at:

http://info.sos.state.tx.us/fids/19_0230_0601-2.html

Candidates must complete the teaching internship as specified in public law §230.601. Candidates assigned to teaching assignments that DO NOT match the Texas teaching field on their certification plan will NOT receive credit for the teaching internship.

TEXAS REQUIREMENTS FOR ASSIGNMENTS OF TEACHERS

<http://www.tea.state.tx.us/portals.aspx?id=2147484909>

15. Does UNT place me in an internship?

The Online Teacher Certification does **NOT** place interns in school districts. It is the responsibility of the applicant to secure a teaching position in order to participate in the teaching internship.

16. Is it possible to enroll in student teaching instead of the teaching internship?

Applicants who are unable to secure a teaching internship or who do not desire to participate in a teaching internship may elect to participate in student teaching. Student teaching is an unpaid position in which the student teacher works one semester full-time under the supervision of a master teacher in a local school district. UNT will place student teachers in local school districts that partner with UNT. Please contact the program administrator for information regarding participation and requirements for participation in student teaching. Placement in student teaching is not guaranteed. According to state law, all candidates must be able to successfully pass a criminal background check in order to work in a school. Candidates who are unable to pass a criminal background check will be immediately dismissed from the program.

****You must apply online for a student teaching placement through TK20 during the preceding long semester. You may see the Field Experience Calendar for deadlines at: <http://www.coe.unt.edu/field-experience/calendar>
Click on this link for more detailed information <http://www.coe.unt.edu/tk20>*

17. Who can student teach?

Anyone who has completed all four courses, and passed all TExES exams.

IV. Probationary Certificate

18. What is a probationary certificate?

When a candidate is hired to work as the teacher of record in a Texas Education Agency (TEA) accredited school, they will need the probationary certificate to legally teach for one year in Texas. This allows the candidate to complete certification requirements during the probationary year. There is a fee that is required in order to apply for the probationary certificate. The candidate will complete the probationary application online with the State Board for Educator Certification. UNT will: (a) verify the candidate's participation in the program, (b) verify that the candidate's teaching assignment and certification field meet the legal requirements for the State Board for Educator Certification (SBEC), and (c) recommend the student for a probationary certificate if they meet program requirements. Candidates should receive the probationary certificate from SBEC in approximately 6-8 weeks. According to state law, all candidates must be able to successfully pass a criminal background check in order to work in a school. Candidates must submit fingerprints as part of the application for the probationary certificate. Candidates who are unable to pass a criminal background check will be immediately dismissed from the program. A candidate may teach with a probationary certificate up to two years.

19. How do I get the probationary certificate?

Candidates who have been offered a teaching position and who have been admitted to and are in good standing with the Online Teacher Certification Program will complete the Statement Eligibility Form, which can be obtained from an advisor by calling 940.565.3319. This is also included in the acceptance packet to the program. Candidates must also have passed all their certification courses and all TExES exams before being eligible for a probationary certificate. Candidates should:

Application for the Probationary Certificate- (Must be enrolled before applying)

You must submit an application for a Probationary certificate online through the Texas Education Agency (TEA) website www.tea.state.tx.us in order to be recommended for and receive a Probationary certificate.

- Go to www.tea.state.tx.us
- Click on the box that reads "Educator Login" at the top right of the screen.
- If you have not already done so, you will need to create new TEAL account. You can view detailed instructions for this process on the same page by clicking on the link that reads TEAL Instructions With Graphics.
- Once you have created a TEAL account and have logged in to your educator account, you will click on the Applications tab on the left hand side of the screen, and then choose the Probationary Certificate Texas Program tab.
- Which Recommending Entity do you select? **Option: University of North Texas (Post-Baccalaureate)**

Once the teacher candidate has successfully applied for the probationary certificate, the state will issue a Probationary Certificate in approximately 4-6 weeks. The school district can view a virtual probationary certificate online in approximately two weeks after recommendation by UNT.

V. TExES

20. What is the TExES (Texas Examinations of Educator Standards)?

TExES represent state-mandated teacher tests in Texas. Teachers in Texas must demonstrate competency in both teaching and in their subject area. More information about the TExES may be found by visiting the following website:

<http://texas.ets.org/>

21. When do I take the TExES?

Students who have been admitted to the program are advised to immediately register to take the subject TExES. All students should register to take the subject TExES before or during the first course, EDCI 5010. The Pedagogy and Professional Responsibilities (PPR) TExES is taken when registered for course EDCI 5030.

22. Where can I find information about study guides and preparation manuals for the TExES?

TExES study guides and preparation manuals with sample tests can be downloaded from the State Board for Educator Certification website:

<http://www.texas.ets.org/prepMaterials/>

If you are interested in purchasing prep materials and/or attending test preparation seminars, there are a number of TExES websites that contain information that will help you. Please use the following links to locate study guides and seminar information related to passing the TExES:

<http://www.passthetexas.com/>

<http://www.texas.net/learningcenter/about.php>

<http://www.texas-teachingsolutions.com/>

<http://www.texasreviews.com/dallas.htm>

23. How do I register for the TExES?

All candidates are provided with information before and/or during the mandatory orientation meeting for EDCI 5010. Please consult our office (940.565.3319) for information about deadlines for applying to take TExES during the academic year. Go to the following website to learn about registering for your tests. View the section titled,

"Instructions on how to create your Texas Education Agency (TEA) and ETS (testing account)"

<http://www.coe.unt.edu/texas/>

VI. Applying for Teacher Certification

24. How do I apply for Teacher Certification?

Once you have successfully completed all of your coursework, internship or student teaching hours, and passed the TExES test(s), and satisfied all program requirements, then you may apply for Teacher Certification. Please go to the following website and follow the directions on that web page.

<https://www.coe.unt.edu/texas-advising-office/applying-certification>

Be sure that you include the "s" in https:// or else you not be able to access the above website. Make certain you select University of North Texas University Based Program from the dropdown menu and NOT University of North Texas Alternative Certification Program.

VII. Contact Information

25. Who can I meet with to talk about the Online Teacher Certification Program?

For more information about the Online Teacher Certification Program or to speak with an advisor, please contact:

Phone

940.565.3319

Email

Bethany Garay –Bethany.Garay@unt.edu

Taylor Williams- Taylor.Williams@unt.edu