

Request for Licensure Examination Approval

Directions: Complete this form for each examination requested (one test per form) and the requested information below for all candidate sections. Remember to attach all required documents as the Office of Teacher Certification and Accountability (OTCA) will return incomplete forms and/or forms with incomplete attachments.

Please allow at least five (5) business days prior to the target examination date for processing.

Candidate Name First Middle Last

Candidate TEA ID **UNT ID #**

Phone Numbers Mobile Home

Preferred Email Address **Date of Request**

Directions: Check the appropriate category below and **attach** a copy of your SOE admission to the program letter. In accordance with state law, candidates who have not received official notification of or replied with formal acceptance to program admission cannot be granted permission to test. TEA requires a **criminal history check for all certification applicants** - https://tea.texas.gov/Texas_Educators/Investigations/National_Criminal_History_Checks-FAQs/. Candidates who have not completed certification requirements at the time of program completion bear the responsibility to remain abreast and informed of any testing and certification changes that are implemented.

Approved Certification Areas

<input type="radio"/> Core Subjects EC-6	<input type="radio"/> Mathematics 7-12
<input type="radio"/> Bilingual Education Supplemental	<input type="radio"/> Special Education EC-12
<input type="radio"/> Bilingual Target Language Proficiency Test (BTLPT) Spanish	<input type="radio"/> Languages other than English (LOTE) Spanish EC-12
<input type="radio"/> English as a Second Language (ESL) Supplemental	<input type="radio"/> Other TEA Approved Area (specify below):
<input type="radio"/> ELAR 4-8	
<input type="radio"/> Math 4-8	Professional Certificate Programs
<input type="radio"/> Science 4-8	<input type="radio"/> Principal EC-12
<input type="radio"/> Social Studies 4-8	<input type="radio"/> School Counselor (requires School of Human Sciences Approval)

Undergraduate and Graduate Candidate Academic Status

Current Semester Fall Spring Summer Year _____ **Highest Degree Earned** Fall Spring Summer Year _____

Semester Applied to Academic Program Fall Spring Summer Year _____

Enrollment Status Graduated and Completed Intern/Student Teacher Fall Spring Summer Year _____
 Current Intern/Student Teacher
 Currently Enrolled in Program Courses (*excluding* Internship/Student Teaching)
 Expected Degree Completion Date Fall Spring Summer Year _____

Graduate Candidate Requirements for Principal, School Counselor, Alternative Teacher Certification Program (ATCP), Post-baccalaureate Program Areas

- Signed Service Record Attached** Yes No
- Number of Years of teaching experience** (must be 2 or more): _____
- Teacher Certified in the State of Request** Yes No
- State/Country of Application for Certification** _____

Request for Licensure Examination Approval

Information on the Texas educator examinations can be found at <http://www.tx.nesinc.com/>. For information on the national examinations outside of Texas, go to <https://www.ets.org/praxis/>. Currently, the State of Texas limits the number of attempts on any certification exams under TEC §21.048(a-1) to five attempts and there is a waiting period for retests between attempts. See https://tea.texas.gov/Texas_Educators/Certification/Educator_Testing/. Also, see <https://tea.texas.gov/sites/default/files/Candidate%20Guidance%20re.%205-Time%20Test%20Limit.pdf>

Employee Receiving Request for Licensure Examination Approval Form _____

Date of Requested Approval of Licensure Examination Registration _____ (##/##/#### Format)

Test Attempt #	Date	Score	Documentation of Review/Preparation Strategies w/ Attached Documentation
Required Candidate Review Documentation with Each Submission of Form			
Certificate or Documentation of T-CERT, Certify Teacher, UNTD/Region 10/Approved TExES CEU Provider Review Participation (See last page for resource options.)			
Representative Practice Exam Attempt			
<input type="checkbox"/> 1 st State/National Exam Attempt			
Representative Practice Exam Attempt # 2			
<input type="checkbox"/> 2 nd State/National Exam Attempt			
Representative Practice Exam Attempt # 3			
<input type="checkbox"/> 3 rd State/National Exam Attempt			
Representative Practice Exam Attempt # 4			
<input type="checkbox"/> 4 th State/National Exam Attempt			
Representative Practice Exam Attempt # 5			
<input type="checkbox"/> 5 th State/National Attempt			

Approvals (For approval, the completed transcript, service record (where applicable), and documentation of review hours are required.)

Candidate Name		Signature	Date
SOE Coordinator Name		Signature	Date
SHS Coordinator Name		Signature	Date
SHS Dean Name		Signature	Date
Certification Officer Name		Signature	Date
SOE Dean Name		Signature	Date

Texas Education Agency Login (TEAL) Process – OTAC Only

OTCA Date of Receipt _____ (##/##/#### Format)

Processed Denied Returned due to _____

Comments:

Completed by:

Name	Initials	Date
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Appendix of Supporting Information

(Do not submit with the required form pages 1-2.)

Approved Certificate Areas for University of North Texas - Dallas
Art (Grades EC-12)
Bilingual Education Supplemental-Spanish (Grades NA)
Chemistry (Grades 7-12)
Core Subjects (Grades 4-8)
Core Subjects (Grades EC-6)
Dance (Grades 6-12)
English Language Arts and Reading (Grades 4-8)
English Language Arts and Reading (Grades 7-12)
English as a Second Language Supplemental (Grades NA)
Family and Consumer Sciences (Grades 6-12)
Gifted and Talented Supplemental (Grades NA)
Health (Grades EC-12)
History (Grades 7-12)
Hospitality, Nutrition and Food Sciences (Grades 8-12)
Human Development and Family Studies (Grades 8-12)
Journalism (Grades 7-12)
Languages Other Than English - French (Grades EC-12)
Languages Other Than English - German (Grades EC-12)
Languages Other Than English - Spanish (Grades EC-12)
Life Science (Grades 7-12)
Mathematics (Grades 4-8)
Mathematics (Grades 7-12)
Music (Grades EC-12)
Physical Education (Grades EC-12)
Physical Science (Grades 6-12)
Physics/Mathematics (Grades 7-12)
Principal (Grades EC-12)
Principal as Instructional Leader (Grades EC-12)
School Counselor (Grades EC-12)
Science (Grades 4-8)
Science (Grades 7-12)
Social Studies (Grades 4-8)
Social Studies (Grades 7-12)
Special Education (Grades EC-12)
Special Education Supplemental (Grades NA)
Speech (Grades 7-12)
Technology Education (Grades 6-12)
Theatre (Grades EC-12)

Licensure Examination Preparation Resources for Consideration as Review Options

Texas Education Agency (includes free official approved manuals, practice, exams, and resources and fee-based interactive exams)

http://www.tx.nesinc.com/PageView.aspx?f=HTML_FRAG/GENRB_PrepManuals.html

http://www.tx.nesinc.com/PageView.aspx?f=GEN_PreparationMaterials.html

http://www.tx.nesinc.com/PageView.aspx?f=HTML_FRAG/GENRB_TXPractice.html

Certify Teacher

<https://www.certifyteacher.com/>

Ed Publishing and Consulting Pass the TExES Series

<https://www.passthetexes.com/>

Mometrix TExES Test Preparation (includes free resources)

<https://www.mometrix.com/academy/texas/>

TAMUS TExES Certification Exam Review for Teachers (T-CERT) and Performance-Based Academic Coaching Teams (PACT)

<https://pact.tarleton.edu/tcert/>

<https://pact.tarleton.edu/pact/index.cfm>

UNT-D Review Sessions

<https://teach.untDallas.edu/>