UTeach

Exam	1st Attempt	2nd Attempt	3rd Attempt	4th Attempt	5th Attempt
Content Exam	**UTCH 3301** 1. Email the department chair or program coordinator to request your eligibility form. Include the following in your email: • Full name • Student ID • Current semester in our program (Block I, Block II, applying for clinical teaching, etc.) Contact OEPA or your Program Specialist for your program coordinator contact information. 2. Complete educational activities assigned by your program coordinator. • Upon approval, your program coordinator will issue a signed Eligibility form through email. 3. Proceed to Step 2 of Teacher Certification Roadmap to submit *TExES Testing Request Application* in Tk20 within 48 hours of receiving your signed Eligibility Form. 4. Take your official Certification exam by the 3rd Friday of May (Spring) / 3rd Friday of December (Fall). If you did not pass, please refer to 2nd Attempt process within 48 hours of receiving your official score report.	1. Email department chair or program coordinator to request eligibility within 48 hours of receiving your official Pearson score report. Include the following in your email: • Official Pearson score report (most recent) • Full name • Student ID • Current semester in our program (Block I, Block II, applying for clinical teaching, etc.) 2. Complete educational activities as assigned. • Upon approval, your program coordinator will issue a signed Eligibility form through email. 3. Proceed to Step 2 of Teacher Certification Roadmap to submit *TExES Testing Request Application* in Tk20 within 48 hours of receiving your signed Eligibility Form. If you did not pass, please refer to 3rd, 4th, and 5th Attempt process within 48 hours of receiving your official score report.	1. Email your department chair or program coordinator to request eligibility within 48 hours of receiving your official Pearson score report. Include the following in your email: • Official Pearson score report (most recent) • Full name • Student ID • Current semester in our program (Block I, Block II, applying for clinical teaching, etc.) 2. The department chair or program coordinator will issue an individualized study prescription for you to document your studying progress. • Complete the study plan (with higher expectations) and educational activities within the time frame given in your prescription. • Tutoring sessions are mandatory as indicated in your study prescription. • Study prescription may require retaking representative exams for Content and/or PPR (160).		
EC-12 PPR (160)	**UTCH 3302** 1. Complete Certify Teacher for the PPR and achieve a score of 80% or higher in all four domains by the 1st Friday of March (Spring) / 2nd Friday of October (Fall). 2. When 80% or higher is achieved, proceed to Step 2 of Teacher Certification Roadmap by submitting a *TExES Testing Request Application* in Tk20 with your Certify Teacher score report uploaded. 3. Take your official Certification exam by the 3rd Friday of June (Spring) / 3rd Friday of November (Fall). If you did not pass, please refer to 2nd Attempt process within 48 hours of receiving your official score report.	1. Create an *Eligibility Request Form* on Tk20 within 48 hours of receiving your official Pearson score report and upload it to the application. 2. The Certification Exam Support Hub will issue an individualized study plan for you to document your studying progress. • Complete the study plan within the time frame given in your prescription. • Tutoring sessions are mandatory as indicated in your study prescription. • Study prescription may require retaking representative exams for EC-6 Core Subjects (391), STR (293), and /or PPR (160). 3. Email completed study plan and score report/transcript (ex. Certify Teacher, 240 Tutoring) to the Certification Exam Support Hub. **A review for eligibility will be conducted based on successful individual performance as demonstrated on study plan, tutoring and assessment scores.** • Upon approval, the Certification Exam Support Hub issues a signed Eligibility Form through email. 4. Proceed to Step 2 of Teacher Certification Roadmap. • Submit *TExES Testing Request Application* in Tk20 within 48 hours of receiving your signed Eligibility Form. If you did not pass, please refer to the 3rd, 4th, and 5th Attempt process within 48 hours of receiving your official score report.	3. Email completed study plan and score report/transcript (ex. Certify Teacher, 240 Tutoring) to the Certification Exam Support Hub. • The practice test assigned must show a score of 85% or higher in all domains. **A review for eligibility will be conducted based on successful individual performance as demonstrated on study plan, tutoring and assessment scores.** • Upon approval, your program coordinator will issue a signed Eligibility form through email. 4. Proceed to Step 2 of Teacher Certification Roadmap. Submit *TExES Testing Request Application* in Tk20 within 48 hours of receiving your signed Eligibility Form.		

Revised 7.5.24

The information stated in this document is in compliance with the new 19 Texas Administrative Code (TAC) Chapter 228.31, Requirements for Educator Preparation Programs