

EPP Graduate Acceptance Process

Graduate students seeking a certification must be formally accepted into the Graduate School **and** the EPP before registering for Education courses – courses with the EDBI, EDEC, EDUC, EDRE, EDSP, and INDC rubrics.

To submit an application for Graduate School admission:

- Complete the online forms for Graduate Admission and select the appropriate M.Ed. or D.Ed. option.
- Applications should be submitted based on the Application Deadlines posted on the Graduate School website. EPP admission generally occurs within the same or next semester after the application is submitted (Fall, Spring, or Summer).
- Submit official transcripts from the university where your undergraduate degree was obtained. All non-U.S. transcripts must be evaluated by Span Tran or Global Evaluators to be accepted. Transcripts are reviewed to determine for which certification area(s) the applicant qualifies based on Texas Education Agency requirements.
- After all application materials are submitted, you will meet with either the Director of Graduate Programs in the College of Education and Behavioral Sciences or the EPP office for an admission interview (depending on degree program). The interview is also a requirement of the state of Texas for anyone seeking initial certification.
- Once admission to HCU is confirmed, an applicant will receive a letter from Graduate Admissions. Once admission to the EPP is confirmed, an applicant will receive a letter from the EPP office.
- Meet with your Advisor to formalize your degree plan. At that time, you will be advised which courses to take the next semester and will receive registration assistance. Before the following semester, contact your Advisor during priority registration periods or before each new semester for registration advising.

Requirements for graduate admittance into the EPP include:

1. Hold a bachelor's degree from an accredited university
2. A minimum cumulative GPA of 2.50 or higher on all college/university coursework attempted is required.
3. Demonstrate speech competency
 - a. Earn a "C" or better in any oral communication course.
 - b. International students are required to submit a TOEFL examination with a score of 26 or better on the speaking section.
4. For graduate students seeking initial certification, demonstrate competency in the chosen teaching field by meeting the following course requirements:
 - a. Certifications in Core Subjects EC-6 and Special Education must have a minimum of 3 hours undergraduate coursework in each of the following areas: English, Mathematics, Science, and Social Studies.
 - b. Certifications in Grades 4-8, 7-12, and EC-12 are required to have 12 hours in the content area of the certification field. If the content area is Mathematics or Science, then 15 hours are required.

- c. Certification in Spanish EC-12 requires successful completion of a Spanish language proficiency assessment that includes listening, speaking, reading, and writing. Students who do not meet minimum standards on this assessment must successfully complete prescribed coursework and/or other prescribed learning experiences in each area where the minimum was not achieved.
- d. If coursework is missing, students may be advised to take leveling courses or be advised to take a Pre-Admission Content Test (PACT) from the Texas Education Agency to be admitted to the EPP.
- e. Bilingual EC-6 and EC-12 Spanish candidates who do not meet minimum standards on this assessment must successfully complete prescribed coursework and/or other prescribed learning experiences in each area where the minimum was not achieved.

5. Successful completion of the EPP admission interview. When the above criteria for admission to EPP is met, applicants are invited to be interviewed by either the Department of Graduate Programs or members of the EPP office. Applicants must display the following qualities to be admitted into EPP:

- a. A genuine desire to enter and follow a career in teaching.
- b. A personal and social orientation which shows promise of contributing to success in the teaching profession.
- c. A physical and mental fitness which indicates potential classroom leadership.
- d. Demonstrate attitudinal dispositions that are deemed necessary for successful teaching.

6. Complete a degree plan with your Advisor and submit it to the Dean for final approval before being filed with the EPP office and Registrar. Any subsequent change of degree plan must follow this same protocol.

7. To be eligible to complete field experience, which is required in multiple EPP courses, candidates must undergo a criminal history background check prior to clinical teaching and prior to employment as an educator (TEC §§ 22.0833 and 22.0835) that may impact employment eligibility. A candidate may request from the State Board of Educator Certification (SBEC) a preliminary criminal history evaluation letter regarding their potential ineligibility for certification due to a conviction or differed adjudication for a felony or misdemeanor offense.

8. The Commissioner of Education may suspend or revoke a teaching certificate or refuse to issue a teaching certificate for a person who has been convicted of a felony or misdemeanor for a crime which directly relates to the duties and responsibilities of the teaching profession. All applicants for Texas certification will be screened for a record of felony or misdemeanor conviction through the Texas Department of Public Safety (DPS) and Homeland Security. All potential certificate applicants with a criminal felony or misdemeanor conviction(s) should contact the Certification Officer immediately to seek clarification of their certification status.

9. Provisional admittance is sometimes possible and requires that students complete 6 or 9 semester hours prescribed coursework during their first semester with a GPA of 3.0 or higher, and satisfactory dispositions in order to obtain full EPP admission to continue taking classes.