



# Teacher Education Program

## Admission Application

### GRADUATE-LEVEL

#### SECTION I: Candidate Information

**CATEGORY** (select one)

- Alternative Certification (seeking Initial Teacher Certification with no degree)
- Graduate (seeking Additional Certification with no degree)
- Graduate (seeking MEd with Initial Teacher Certification)
- Graduate (seeking MEd in Curriculum and Instruction with IT Specialization)
- Graduate (seeking MEd with Additional Certification)
- Alternative Certification (seeking Professional-Level Certification with no degree)
- Graduate (seeking EdD in Executive Educational Leadership with Superintendent Certification)

Legal Name \_\_\_\_\_  
Last Name First Name MI Maiden

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Include apartment number if applicable

Personal Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Date of Birth [ ][ ] / [ ][ ] / [ ][ ][ ][ ] Social Security Number [ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]

HCU Email Address \_\_\_\_\_ H-Number \_\_\_\_\_

#### DEMOGRAPHIC INFORMATION

**Gender**       Male    Female

**Ethnicity/Race** Please indicate your ethnicity/race. You may choose more than one. This information is used for statistical purposes only by the Texas Education Agency. Admission to the Teacher Education Program is determined without regard to ethnicity/race.

- American Indian or Alaskan Native       Asian       Black or African-American
- Hispanic or Latino       Native Hawaiian or Other Pacific Islander       White

#### SECTION II: Candidate Statement

**WRITING ASSIGNMENT**

**Criteria**

Complete the following writing assignment as directed below.

Assignment must be in paragraph form using formal Standard English and fit in the space below. This assignment should represent your BEST professional writing.

**Writing Topic (one paragraph)**

If seeking **initial teacher certification**, please address why you would like to be a teacher. If you are a **certified educator**, please address why you are seeking to continue your education and why you have chosen the particular degree or program to pursue.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Application Date**

### SECTION III: Candidate Acknowledgements

Please check each statement to acknowledge your notification.

- I understand that I must undergo a criminal history background check prior to prior to clinical teaching and/or employment as an educator (TEC, §22.0833, §22.0835) that may impact employment eligibility. Prior to or after admission in this educator preparation program, I may request from the State Board of Educator Certification (SBEC) a preliminary criminal history evaluation letter regarding my potential ineligibility for certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.
- I understand that 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 Home Land Security. \* **NOTE:** All potential certificate applicants with criminal felony or misdemeanor convictions should contact the Certification Officer immediately to seek clarification of their certification status
- I have reviewed and understand the HCU Educator Preparation Program Retention and Dismissal Policy.
- I understand that supply and demand in the educator workforce may result in my need to consider multiple school systems (public and private) for employment consideration.
- I acknowledge that the Houston Christian University Educator Preparation Program is required to maintain a pass rate standard for continuing approval and that state exam approval requires a demonstration of exam readiness. I can view the programs passing rates for all exams by following this link:  
<https://tea4avcastro.tea.state.tx.us/ELQ/educatorprepdashboard/Indicator1b.html>
- I understand that my performance evaluations for fieldwork, clinical teaching, student teaching and/or internship/practicum will be shared with the campus administrator.
- Professional-Level Candidates: I understand that I am expected to complete my degree and/or certification program requirements within five years of my date of EPP admission.

### SECTION IV: Candidate Qualifications

**PROGRAM\*** (select one)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Art EC-12                          | <input type="checkbox"/> Mathematics 7-12         | <input type="checkbox"/> Educational Diagnostician EC-12 |
| <input type="checkbox"/> Core EC-6 with Bilingual Ed        | <input type="checkbox"/> Music EC-12              | <input type="checkbox"/> Principal EC-12                 |
| <input type="checkbox"/> Core Subjects EC-6 with ESL        | <input type="checkbox"/> Physical Education EC-12 | <input type="checkbox"/> Reading Specialist EC-12        |
| <input type="checkbox"/> Core Subjects EC-6 with Special Ed | <input type="checkbox"/> Science 7-12             | <input type="checkbox"/> School Counselor EC-12          |
| <input type="checkbox"/> English Lang Arts/Rdg 7-12         | <input type="checkbox"/> Social Studies 7-12      | <input type="checkbox"/> Superintendent EC-12            |
| <input type="checkbox"/> LOTE - Spanish EC-12               |   |  |

**\*NOTE:** All Initial Certification areas except Core Subjects EC-6 and Special Education EC-12 (if intending to teach grades EC-6) require a minimum of 12 coursework hours in the core content areas for ACP candidates. Master’s degree candidates require 24 coursework hours, with a minimum 12 upper level hours. ACP candidates for Grade 7-12 Math or Science certification require a minimum of 15 content hours, while Master’s degree candidates require 24 content hours, with a minimum 15 upper level hours. Teacher candidates may also qualify by passing the Pre-Admission Content Test (PACT) exam.

Principal, educational diagnostician, reading specialist, and school counselor candidates must provide proof of two (2) years of classroom teaching service (via submission of an **official service record**) before the professional certification can be approved. Superintendent candidates must provide proof of two (2) years of principal service (via submission of an **official service record**) or other TEA verification documents before Superintendent certification can be approved.

#### EDUCATION

Undergraduate University \_\_\_\_\_ Specify the Undergraduate Degree (e.g. BA) \_\_\_\_\_  
Post-graduate University \_\_\_\_\_ Specify the Postgraduate Degree(s) \_\_\_\_\_



## HCU Educator Preparation Program Exit Policy

### Exit Policy for Certification Programs

The Texas Administrative Code requires all educator preparation programs to publish an exit policy and provide it to candidates for review and signature upon program admission. 19 TAC §228.20(h).

### Program Dismissal

The mission of Houston Christian University's Educator Preparation Program is to prepare candidates who possess professional and personal qualities in alignment with Texas requirements for teachers and educational leaders. Retention in the program requires the following:

1. All degree plan requirements and a 2.75 cumulative grade point average must be maintained through graduation for undergraduate students. Graduate students must maintain a 3.0.
2. Students must earn a "B" or better in EDUC 4301/4311/6302/6312 to take additional courses in the professional education course sequence or to count it as a prerequisite for other courses.
3. Students must make satisfactory progress toward program completion.
4. The attitudinal qualities that qualified the student for admission to the program must be maintained.
5. Students maintain the standards of conduct in the Code of Ethics and Standard Practices for Texas Educators.

Candidates failing to meet the requirements listed above may be placed on probation for one semester or be dismissed from the program at the discretion of the EPP review committee. Candidates who are dismissed from Houston Christian University will be automatically dismissed from the EPP.

*I acknowledge that I have read and understand program retention requirements and the dismissal policy for the Houston Christian University Educator Preparation Program.*

Signature \_\_\_\_\_  
Printed Name \_\_\_\_\_

Date \_\_\_\_\_



## FERPA CONSENT TO RELEASE EDUCATIONAL RECORDS AND INFORMATION

**This release represents your written consent to permit Houston Christian University to disclose educational records and any information contained therein to the specific individual(s) identified below. Please read this document carefully and fill in all blanks.**

I, \_\_\_\_\_ [print full name], am a candidate at **Houston Christian University** and I hereby give my voluntary consent to officials:

A. To disclose the following records:

- Records relating to any of my field-based experiences
- Records relating to my performance in the field
- Records relating to my performance on the state exams

B. To the following person(s):

- School districts or other agencies associated with field-based experiences
- School-based/Agency-based administrators
- School-based/Agency-based Cooperating Teachers/mentors
- Program faculty

C. These records are being released for the purpose of:

- Conversing and reviewing performance
- Acquiring feedback
- Procuring required signatures

**I understand that under the Family Educational Rights and Privacy Act of 1974 (“FERPA” 20 USC 123g; 34 CFR §99; commonly known as the “Buckley Amendment”) no disclosure of my records can be made without my written consent unless otherwise provided for in legal statutes and judicial decisions. I also understand that I may revoke this consent at any time (via written request to the educator preparation program) except to the extent that action has already been taken upon this release. Further, without such a release, I am unable to participate in any field-based experiences including 30 clock hours of observation, clinical teaching, student teaching, or internship.**

HCU Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

HCU Student’s TEA ID Number \_\_\_\_\_ Date of Birth   /   /      
Month Date Year

Social Security #    -    -

Contact Information: HCU Email \_\_\_\_\_ Phone Number \_\_\_\_\_

## Code of Ethics and Standard Practices for Texas Educators

### Statement of Purpose.<sup>1</sup>

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of their potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification.

### Enforceable Standards.<sup>2</sup>

#### (1) Professional Ethical Conduct, Practices, and Performance.

- (A) Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.
- (B) Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to their charge for personal gain or advantage.
- (C) Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
- (D) Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.
- (E) Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.
- (F) Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.
- (G) Standard 1.7. The educator shall comply with state regulations, written local school board policies, and other state and federal laws.
- (H) Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.
- (I) Standard 1.9. The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.
- (J) Standard 1.10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.
- (K) Standard 1.11. The educator shall not intentionally or knowingly misrepresent their employment history, criminal history, and/or disciplinary record when applying for subsequent employment.
- (L) Standard 1.12. The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.
- (M) Standard 1.13. The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

#### (2) Ethical Conduct Toward Professional Colleagues.

- (A) Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
- (B) Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.
- (C) Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.
- (D) Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.
- (E) Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.
- (F) Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.
- (G) Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

#### (3) Ethical Conduct Toward Students.

- (A) Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- (B) Standard 3.2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.
- (C) Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.
- (D) Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.
- (E) Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.
- (F) Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.
- (G) Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.
- (H) Standard 3.8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.
- (I) Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:
  - (i) the nature, purpose, timing, and amount of the communication;
  - (ii) the subject matter of the communication;
  - (iii) whether the communication was made openly or the educator attempted to conceal the communication;
  - (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
  - (v) whether the communication was sexually explicit; and
  - (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

**I have read, understand, and will adhere to the above Code of Ethics and Standard Practices for Texas Educators.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

H Number \_\_\_\_\_ Date of Birth   /   /      
Month Date Year

Social Security    -    -

Contact Information: HCU Email \_\_\_\_\_ Phone Number \_\_\_\_\_

<sup>1</sup> Portion copied from §247.1: The provisions of this §247.1 adopted to be effective March 1, 1998, 23 TexReg 1022; amended to be effective December 26, 2010, 35 TexReg 11242; amended to be effective December 19, 2011, 36 TexReg 8530.

<sup>2</sup> Copied in entirety from §247.2: The provisions of this §247.2 adopted to be effective March 1, 1998, 23 TexReg 1022; amended to be effective August 22, 2002, 27 TexReg 7530; amended to be effective December 26, 2010, 35 TexReg 11242.