



Undergraduate Educator Preparation Program Admission Requirements and Application

Admission Requirements

Submit an EPP application to EPP@hc.edu upon completing the following requirements:

- 45 credit hours - must include 12 credit hours of content (7-12 math or science certification requires 15 credit hours of content)
- Minimum overall and content GPA of 2.5
- Meet one, or a combination, of the requirements below
- Submit application by the 10th week of the semester in which you are completing your 45th hour

Step 1: Complete the Required Coursework

- 45 course credit hours completed
- EDUC 2320 and EDSP 2302 with "C" or higher
- Overall minimum GPA 2.5

Step 2: Meet One, or a Combination, of These Requirements

- **ACT**
 - Total combined score ≥ 23
 - English score ≥ 19
 - Math score ≥ 19
- **Associate of Arts**
 - Degree
- **Coursework**
 - Math 1305, grade C or higher
 - English 2315 or English 2325, grade C or higher
 - English 1313, grade C or higher
- **SAT**
 - Total combined score ≥ 1070
 - EBRW score ≥ 480
 - Math score ≥ 530
- **THEA**
 - Math score ≥ 230
 - Reading score ≥ 230
 - Writing score ≥ 220

Step 3: Apply

Complete the EPP application and submit it to the EPP Office in COEBS.

For questions, contact Stephanie King at epp@hc.edu or 281-649-3705.



Teacher Education Program Undergraduate Admission Application

Submit by week 10 of the semester in which you are completing your 45th credit hour.

Complete each field below. Use the checkboxes to make your selections. Fields can be filled in Word with a keyboard or screen reader.

Name (complete, legal name)

Last name:

First name:

Middle initial:

Maiden name:

Identification

H number:

Social Security number:

Date of birth:

Current Address

Street address:

City:

State:

ZIP code:

Contact Information

Home phone:

Cell phone:

Email:

HCU email:

Permanent Address

Street address:

City:

State:

ZIP code:

Initial Certification Level Desired (check one)

☐ EC-6th Grade

☐ 7th-12th Grades

☐ All-Level

Teaching Field (check one under the grade level you selected)

If Core EC-6:

- ☐ Core EC-6 with Supplemental ESL and Supplemental Special Education
☐ Core EC-6 with Supplemental Bilingual and Supplemental Special Education

If 7th-12th Grade:

- ☐ English Language Arts and Reading*
☐ Mathematics*
☐ Composite Science* (chemistry, physics, life science, earth science)
☐ Composite Social Studies* (history, geography, economics, psychology)

**All 7-12 certifications include Supplemental ESL and Supplemental Special Education certification.*

If All-Level:

- ☐ Art EC-12
☐ Music EC-12
☐ Physical Education EC-12
☐ Spanish EC-12

Applicant Statement

I wish to apply for admission to the Teacher Preparation Program at Houston Christian University. I am an undergraduate candidate; I understand that admission requires completion of at least 45 hours for undergrad, passing of EDUC 2320 and EDSP 2302 with a C or better, meeting academic requirements and a cumulative grade point average of 2.5 or higher on all work ever attempted at any university or college, including Houston Christian University. I have met the requirement with the route (check one):

- ☐ AA Degree
☐ Coursework/grades
☐ SAT scores
☐ ACT scores
☐ THEA scores

Signature:

Date:

Past Academic Record

Undergraduate hours completed:

Hours completed at HCU:

HCU advisor:

List all other institutions you have attended:

Writing Assignment: Candidate's Appropriateness for Certification Sought

Complete the following writing assignment as directed below. **Criteria:** Assignment must be in paragraph form using formal Standard English, and fit in the space below. This assignment should represent your BEST professional writing.

Explain in one paragraph why you want to teach in this area of certification, and what makes you a good candidate.

Criminal History Notification

In accordance with TEC 22.0835, a school district, open-enrollment charter school, or shared services arrangements shall obtain all criminal history record information from any law enforcement agency, criminal

justice agency, or private entity that is a consumer reporting agency governed by the Fair Credit Reporting Act that relates to a person participating in a clinical experience leading to a teaching certificate.

In accordance with Article 6252-13c, Texas Civil Statutes, 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.

By signing below, I hereby acknowledge my receipt of the above information and I have read and signed both the FERPA Consent to Release Form and Texas Educators' Code of Ethics.

Signature:

Date:

NOTICE: All potential certificate applicants with criminal felony or misdemeanor convictions should contact the Certification Officer immediately to seek clarification of their certification status.

Demographic Information

Gender

☐

Male

☐

Female

Ethnicity

☐

Hispanic or Latino

☐

Non-Hispanic or Latino

Race. Please indicate your race. You may choose more than one. This information is used for statistical purposes only by the Texas Education Agency.

☐

White

☐

Black or African-American

☐

American Indian or Alaskan Native

☐

Asian

☐

Native Hawaiian or Other Pacific Islander

☐

More than two races

Admission to the EPP is determined without regard to race or ethnicity.



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.

Acknowledgment of Exit Policy

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:

Houston Christian University, 7502 Fondren Road, Houston, TX 77074, 281-649-3000



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, _____, 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.

Signature of candidate:

Date:

Date of birth:



Code of Ethics and Standard Practices for Texas Educators

Statement of Purpose¹

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 Standards²

(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.

¹ 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.

² 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.

- (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.

Acknowledgment of the Code of Ethics

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

Signature:

Date:
