



Admission Process for the Educator Preparation Program for Professional Certification – Principal

In order to be formally admitted into the LeTourneau University Educator Preparation Program (EPP) for teacher certification, graduate students need to have completed the following.

1. Conferred Bachelor degree.
2. Overall GPA of at least a 2.75. Overall GPA is calculated to include all coursework completed at all colleges and universities without regard to whether the courses were transferred into LeTourneau **OR**

2.75 in the last 60 hours **OR**

GRE scores as follows:

Verbal Reasoning	Quantitative Reasoning	Analytical Writing
143 – 157	140 – 155	3.0 – 4.5

3. Submit a copy of your TEA Service Record indicating years of teaching experience. (This can be obtained from the HR office of your district.)
4. Submit a copy of TEA teaching certificate. NOTE: If no teaching certificate, please provide evidence of enrollment in an Educator Preparation Program indicating when teaching certificate will be issued.
5. Submit two professional letters of recommendation.
6. Complete an admission application. When all parts of the application and \$75 application fee are submitted, the application will be processed and submitted to the program chair for consideration.
7. An email with an invitation for admission will be sent to those who meet the qualifications.

An admission fee of \$75 must be submitted before the application will be processed. This fee must be paid by check or money order made payable to LeTourneau University. Please mail check or money order to:

Beth Nelms, Director of Certification
LeTourneau University
P.O. Box 7001
Longview, TX 75607

Application for Admission to the Graduate Educator Preparation Program

Last Name	First Name	Middle Name	Maiden Name
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Student ID #	Birth Date (mm/dd/yyyy)	Phone
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TEA ID #	LETU Email Address
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Gender: Male Female

Ethnicity: Non-Hispanic or Latino Hispanic or Latino

Race: American Indian or Alaskan Native Asian Black or African American
 Native Hawaiian or Other Pacific Islander White

Criminal Records:

- **Acknowledgement. Texas Administrative Code §227.1. General Provisions**
 (b)(1) pursuant to the Texas Education Code (TEC) §22.083, candidates must undergo a criminal history background check prior to employment as an educator; and
 (b)(2) pursuant to the TEC §22.085, candidates must undergo a criminal history background check prior to clinical teaching.
- **Further, the EPP shall notify each applicant of**
 (d)(1) the potential ineligibility of an individual who has been convicted of an offense for issuance of a certificate on completion of the EPP, and (2) the current State Board for Educator Certification (SBEC) rules prescribed in §249.16 of this title (relating to Eligibility of Persons with Criminal History for a Certificate under Texas Occupations Code, Chapter 53, and Texas Education Code, Chapter 21); and (3) the right to request a criminal history evaluation letter as provided in Chapter 227, Subchapter B, of this title (relating to Preliminary Evaluation of Certification Eligibility).

More information can be found on the TEA website at <https://tea.texas.gov/texas-educators/investigations/preliminary-criminal-history-evaluation-faqs>.

Please return applications to the School of Education along with a \$75 check or money order made payable to LeTourneau University. Applications may be hand delivered, mailed, or emailed to bethnelms@letu.edu. Money order or check must be mailed.



FERPA Consent to Release Education Records and Information

(This form to be signed, dated and submitted with application for admission.)

This release represents your written consent to permit LeTourneau University to view and disclose educational records and any information contained therein to the specific individuals identified in the following paragraphs.

I, _____ (print full name) am a candidate in the Educator Preparation Program at LeTourneau University and hereby give my voluntary consent to officials:

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 certification exams

To the following person(s):

- School of Education program faculty and staff
- Deans and Department Chairs within my respective major and colleges
- School districts or other agencies associated with field-based experiences
- School-based/Agency-based administrators
- School-based/Agency-based cooperating teachers/mentors

These records are being released for the purpose of the following legitimate education duties:

- Conversing and reviewing performance
- Acquiring feedback
- Procuring required signatures
- Support and remediation on TExES exams
- Recommendation for certification

I understand that under the Family Education Rights and Privacy Act of 1974 ("FERPA" and commonly known as the "Buckley Amendment") and Texas Education Code §21.048(c-1) 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 LeTourneau University's School of Education) 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 clinical teaching or internship.

Signature of Candidate

Date



Preliminary Criminal History Evaluation

Texas Administrative Code (TAC) §227.1(d)

Educator Preparation Programs (EPPs) shall notify, in writing by mail, personal delivery, facsimile, email, or an electronic notification, each applicant to and enrollee in the EPP of the following regardless of whether the applicant or enrollee has been convicted of an offense:

- (1) the potential ineligibility of an individual who has been convicted of an offense for issuance of a certificate on completion of an EPP;
- (2) the current State Board for Educator Certification (SBEC) rules prescribed in §249.16 of this title (relating to Eligibility of Persons with Criminal History for a Certificate under Texas Occupations Code, Chapter 53, and Texas Education Code, Chapter 21); and
- (3) the right to request a criminal history evaluation letter as provided in Chapter 227, Subchapter B, of this title (relating to Preliminary Evaluation of Certification Eligibility).

Additional information concerning the Preliminary Criminal History Evaluation, including the application and payment information, can be found on the Texas Education Agency's website at <https://tea.texas.gov/texas-educators/investigations/preliminary-criminal-history-evaluation-faqs>.

Signature of Candidate

Date



State Board for Educator Certification

Texas Educators' Code of Ethics

Texas Administrative Code §247.2

<http://bit.ly/LETUEthics>

Statement of Affirmation

I affirm that I will comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom, as set forth by the Texas Administrative Code §247.2. As a Texas educator, in maintaining the dignity of the profession, I shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. In exemplifying ethical relations with colleagues, I shall extend just and equitable treatment to all members of the profession. In accepting a position of public trust, I shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. In fulfilling responsibilities in the community, I shall cooperate with parents and others to improve the public schools of the community.

I hereby affirm that I have read and thoroughly understand the Texas Educators' Code of Ethics TAC 247.2, and shall abide by all enforceable standards of this rule.

Educator Candidate Signature

Date

Printed Name _____

LETU ID # _____

Name: _____ Date: _____

Student ID: _____ Certification Area: _____

Please respond to the questions below. Responses may be submitted below or attached as a Word document.

1. Why do you want to be a principal?
2. What do you consider to be the pros and cons of being a campus administrator?
3. The principal is identified as the instructional leader on the campus. What should that mean in terms of teaching, curriculum, and assessment?
4. Research tells us that the principal is the one who establishes the culture of the school. How do you plan to do this in your future assignment?