



Admission Process for the Educator Preparation Program for Professional Certification – Principal/School Counselor

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 2.5. 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**

2.5 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. Complete an admission application. When all parts of the application and \$55 application fee are submitted, the application will be processed and submitted to the program chair for consideration.
6. An email with an invitation for admission will be sent to those who meet the qualifications.

Per Texas Education Agency requirements, an admission fee of \$55 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

Please check your certification area:

- Principal
- School Counselor

Criminal Records:

- **Acknowledgement:** The State Board for Educator Certification (SBEC) shall subscribe to the criminal history clearinghouse and may obtain from any law enforcement or criminal justice agency all criminal history record information that relates to an applicant for or holder of a teaching certificate (Texas Education Code §22.082).

Pursuant to Texas Education Code §22.083, candidates must undergo a criminal history background check prior to employment as an educator.

Pursuant to Texas Education Code §22.0835, candidates must undergo a criminal history background check prior to clinical teaching.

- **Notice:** All potential certificate applicants with criminal felony or misdemeanor convictions should contact the certification officer immediately to seek clarification of their prospective certification status.

Disclosure

Disclosure of your Social Security number (SSN) is requested from you in order for LeTourneau University to provide the number to the State Board for Educator Certification (SBEC) as mandated by SBEC internal rules. Your SSN will be used by the SBEC in order to process applicant certification. No statute or other authority requires that you disclose your SSN for that purpose. Failure to provide your SSN may, however, result in your inability to complete certification requirements for Texas educators. Further disclosure of your SSN is governed by the Public Information ACT (Chpt. 552, Texas Gov't Code) and other applicable law.

Please return applications to the School of Education along with a \$55 check or money order made payable to LeTourneau University. Applications may be hand delivered, mailed, faxed to 903-233-3852 or emailed to bethnelms@letu.edu. Money order or check must be mailed.

Rev. 10/18

To be accepted into the LeTourneau University's Educator Preparation Program, the following must be complete:

- Overall cumulative GPA of 2.5 **OR**
 - 2.5 in the last 60 hours **OR**
 - GRE scores as follows:

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

- Bachelor degree conferred
- Submit copy of TEA service record indicating years of teaching experience
- Submit copy of TEA teaching certificate
- Submit \$55 TEA Admission fee made payable to LeTourneau University

I understand that once my application has been received and completion of above items verified, I will be contacted through my LETU email address regarding EPP admission. In order for the admission process to be completed, I must return the formal offer of admission within seven days.

Student Signature

Date

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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 share information within the School of Education for developmental purposes:

- Records relating to my performance in the field
- Records relating to certification exams

To the following person(s):

- School of Education program faculty
- Office of Educator Certification staff
- Deans and Department Chairs within my respective major and colleges

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

- 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



TEXAS EDUCATION AGENCY

1701 North Congress Ave. • Austin, Texas 78701-1494 • 512 463-9734 • 512 463-9838 FAX • www.tea.state.tx.us

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?