

## Master's of Arts in Teaching (MAT) Teacher Education Program

### MAT TEP Admission Process, Requirements, and Instructions

**Prior to applying for admission to the MAT TEP, read through this entire document and confirm that you meet all the admission requirements.**

Admission to the Initial Teacher Education Program (TEP) at UH-Clear Lake requires that students be enrolled at the University of Houston-Clear Lake in the College of Education.

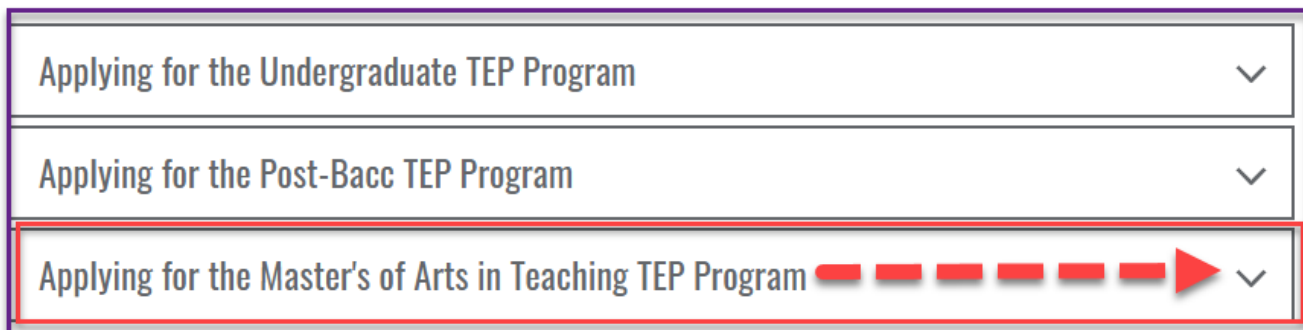
Complete the application process via the MAT TEP Application Canvas course and verify that all documentation is complete and correct. Directions for enrolling in the MAT TEP Application Canvas course are found on the [TEP Application website](#).

Once you submit all documentation to the MAT TEP Application Canvas course, please allow 2-3 weeks for the review of your application. The Certification Office will email you regarding your acceptance or denial to the Teacher Education Program. Should you receive a denial, you should contact the Certification Office and clear up any deficiencies. After you receive the acceptance email from the Certification Office, **you must accept your admission by replying with an acceptance email within 10 days**. Until you receive formal approval, you may continue to take any courses on your plan except for the Pedagogy block of courses. **Failure to accept your admission within 10 days will result in a removal of admission.**

If you have any issues with links or documents while completing your application, please contact the [Certification Office](#). Include a screen shot of your error and the name of the document you are trying to access. OIT Support cannot help with errors in the application survey or application Canvas course.

### Steps for Completing the MAT TEP Admission Application

To complete your MAT TEP Application upload required documentation in the MAT TEP Application Canvas Course. Instructions for enrolling in the TEP Application course can be found on the [TEP Application website](#) in the **Masters of Arts in Teaching** section.



Applying for the Undergraduate TEP Program	▼
Applying for the Post-Bacc TEP Program	▼
Applying for the Master's of Arts in Teaching TEP Program	▶ ▼

Links to documents and websites are available in the MAT TEP Application Canvas course. **Be sure to name your required submission documents using the format listed below for each document. Incorrect file names will be rejected and delay reviewing your application.**

***You must have a TEA ID Number to apply.*** If you do not have a TEA ID number, go to the [TEA website](#). Click on “Request New User Account” and follow the prompts to create your TEA account and receive a TEA ID.

**Acknowledgment and Acceptance of COE Professional Dispositions** – before you begin uploading any documentation to the MAT TEP Admission Canvas course, you must read and agree to abide by the [COE Professional Dispositions](#) by completing the COE Disposition Acknowledgment “quiz”. *The information in the application course will not be available to you until this is completed.*

**STEP 1) MAT TEP Qualification Survey Completion (REQUIRED):** Click on the link in the MAT TEP Canvas Application course to access the qualification survey. Verify you meet the following requirements on the TEP Application Survey. DO NOT begin the TEP Application Survey until you can verify you meet all the requirements listed in the application questions 1-12 below.

- 1) ***Verification of Bachelor’s Degree*** – indicate that you have completed a bachelor’s degree from an accredited institution of higher learning.
  - **Note:** If your bachelor’s degree (or other higher degree’s) were from institutions outside the U.S., you may need to submit proof of English Language Competency. See [STEP 9](#) for requirements.
- 2) ***Personal Information*** – provide the following personal information:
  - TEA ID
  - Name as it appears on government issued ID.
  - Address
  - Phone
  - Birthday
  - UHCL email
  - UHCL student ID
  - Social Security number (if applicable)

- 3) **Certification Area/Subject** – identify the certification area you are seeking.  
 Certification programs are offered in the following areas at the grade levels indicated:

<b>Early Childhood &amp; Elementary (PK-3; EC-6)</b>	<b>Middle Level (4-8)</b>	<b>Secondary (7-12)</b>
Early Child (PK-3) Core Subjects (EC-6)	English Language Arts and Reading (4-8) Mathematics (4-8) Science (4-8) Social Studies (4-8)	English Language Arts and Reading (7-12) History (7-12) Mathematics (7-12) Life Science (7-12) Social Studies (7-12)

- 4) **Demographic Information** – indicate gender and ethnicity/race for TEA statistical purposes only. Admission to the TEP is determined without regard to gender or ethnicity/race.
- 5) **Verification of Prerequisite Coursework** – the following courses must be **completed** with a C- or better or an approved substitute course.
- Early Childhood PK-3
    - ECED 5010 PK-3 Teacher Seminar
  - EC-6 and 4-8 Core Subjects
    - TCED 4100 Core Subjects Teacher Seminar
  - 4-8, 7-12, and All-Level Content
    - TCED 4102 Secondary Content Teacher Seminar
- 6) **Verification of Public Speaking** – indication how you meet the speech competency requirement:
- COMM 1315 with C- or better
  - Speech Competency Form for an advisor-approved alternative course. (see [STEP 6](#) for additional information)
- 7) **Verification of GPA Requirement** - you must have at least a 2.75 GPA on your overall coursework, or the last 60 credit hours. This will be verified by your advisor after your application submission is complete. Be sure the university has copies of all your academic transcripts.

**\*Note:** your GPA will be verified by your advisor after your application submission is complete. Be sure the university has copies of all your academic transcripts.

- 8) ***Verification of Understanding the TEA Criminal Background Check Rule***– the State of Texas, Texas Education Agency (TEA) and the State Board for Educator Certification (SBEC) require that an educator preparation program inform all program applicants and candidates about the State’s rules on criminal background checks from the Texas Occupations Code Chapter 53, the Texas Education Code Chapter 22.0831 and the Texas Administrative Code, Part VII, Chapter 227, Subchapter B.  
Read the following information regarding criminal background checks, certification, and disciplinary guidelines on the TEA website prior to completing the TEP Application.

- [TEA’s National Criminal History Checks-FAQs](#)
- [TEA’s Preliminary Criminal History Evaluation-FAQs](#)
- [Disciplinary Policy Guidelines](#)
- [Educator Discipline – FAQs](#)

On the application, you must check each of the following statements verifying you have read the above and understand the rules on criminal background checks and educator discipline policies:

- I understand that an individual who has been convicted of an offense may be ineligible for the issuance of an educator certificate upon completion of an educational program.
- I understand that TEA will conduct a national criminal history check on me when I apply for my educator certificate and when I am a certified educator.
- I have read and understand [TEA’s National Criminal History Checks-FAQs](#)
- I understand that I may request a Preliminary Criminal History Evaluation from TEA if I have reason to believe that I may be ineligible for educator certification due to a conviction or deferred adjudication for a felony or misdemeanor offense, per Texas Occupations Code Section 53.102. I have read and understand [TEA’s Preliminary Criminal History Evaluation-FAQs](#)
- I have read and understand the current guidelines issued by SBEC on the following:
  - [Disciplinary Policy Guidelines](#)
  - [Educator Discipline – FAQs](#)

- 9) ***Verification of TExES Exam Policy for Clinical Teaching*** –

You must verify that you understand that all TExES exams required for your certification must be passed in order to be certified.

- 10) ***Verification of EPP Exit and Re-entry Policy*** – read the EPP exit and re-entry policy below. You must verify that you understand the process for withdrawing from and returning to the UHCL Teacher Education Program. On the application you will check that you read and understand this policy.

## UHCL EPP Exit and Re-Entry Policy

**Removal from Educator Preparation Program (EPP)** – candidates who leave the UHCL TEP by one of the methods below will be formally removed from all UHCL and TEA EPP systems, including TEA's Accountability System for Educator Preparation, TEA's Test Eligibility, and UHCL certification student groups.

- a) Withdrawal from the UHCL TEP to graduate without certification,
- b) Withdrawal from the UHCL TEP by completing a Candidate Transfer Form to enter another EPP,
- c) Change in enrollment status at UHCL to non-certification seeking, or
- d) Discontinued by the UHCL Registrar's Office

**Returning to the EPP** - candidates who were removed from the EPP systems and wish to return to the UHCL TEP must:

- a) Reapply to the university and be admitted by UHCL as certification seeking *and*
- b) Re-apply to the Teacher Education Program (TEP) and pay the TEA Admission (Technology) fee again.

11) **MAT TEP Qualification Survey Verification**- verify that you all the information you completed on the MAT TEP Qualification Survey is accurate.

This completes the information required on the MAT TEP Qualification Survey. Complete STEPS 2 – 10 below to complete and submit your MAT TEP Application.

**STEP 2) TEA Admission Fee (non-refundable) (REQUIRED)**– go to the [UHCL E-commerce](#) site and pay the TEA admission fee. Save an electronic copy of the receipt and upload to the appropriate assignment in the MAT TEP Application Canvas course. NOTE: If you are *reapplying* to TEP, you must pay the application fee again.

- **You must name your Ecommerce Receipt as follows:** ReceiptFirstnameLastname
- Note there are no spaces or symbols in the name. This document will most likely be a pdf or jpg. Be sure the file extension is included.
- Example: ReceiptJohnDoe.pdf or ReceiptJaneDoe.jpg

**STEP 3) TExES Exam Policy Acknowledgement Form (REQUIRED)** – read, sign, and submit the [UHCL COE Initial Certification TExES Exam Policy Acknowledgment](#) page (page 6 of the document) to the appropriate assignment in the MAT TEP Application Canvas course.

- **You must name your signed exam policy form as follows:** ExamPolicyFirstnameLastname
- Note there are no spaces or symbols in the name. This document will most likely be a pdf or jpg. Be sure the file extension is included.
- Example: ExamPolicyJohnDoe.pdf

**STEP 4) MAT TEP Application Essay (REQUIRED)** – write a one-page, double spaced essay, describing your qualifications for the certification area you are seeking. Upload your completed essay to the appropriate assignment in the MAT TEP Application Canvas course. Directions, format requirements, and the rubric for this essay are at the end of this document. Be sure to follow them in your writing. This must be your own original.

- **You must name your Essay as follows:** EssayFirstnameLastname
- Note there are no spaces or symbols in the name. This document will most likely be a docx or pdf. Be sure the file extension is included.
- Example: EssayJaneDoe.docx

**STEP 5) FERPA Release Form (REQUIRED)** – complete, sign and submit the [UHCL References FERPA Release Form](#). Please fill in “Waive” so that we can recommend you to school districts for positions at the end of the program. If you check off “Do Not Waive” we are not allowed to share any information with districts to help you in the hiring process. Upload to the appropriate assignment in the MAT TEP Application Canvas course.

- **You must name your FERPA Release form as follows:** FERPAFirstnameLastname
- Note there are no spaces or symbols in the name. This document will most likely be a pdf. Be sure the file extension is included.
- Example: FERPAJohnDoe.pdf

**STEP 6) Speech Competency Form (if applicable)** - if you have not completed COMM 1315 you must complete and submit the Speech Competency Form.

- **You must name your speech competency form as follows:** SpeechFirstnameLastname
- Note there are no spaces or symbols in the name. This document will most likely be a pdf. Be sure the file extension is included.
- Example: SpeechJaneDoe.pdf

**STEP 7) TEA Candidate Transfer Form (if applicable)** – if you are transferring to UHCL from another Educator Preparation Program, you must complete the Candidate Transfer Form. Upload to the appropriate assignment in the TEP Application Canvas course.

- **You must name your transfer form as follows:** TransferFirstnameLastname
- Note there are no spaces or symbols in the name. This document will most likely be a pdf. Be sure the file extension is included.
- Example: TransferJaneDoe.pdf

**STEP 8) English Language Qualification (if applicable)** - if all your degrees are from an out-of-country institution you must provide evidence of English proficiency. Please carefully review the [TEA Out of Country Certification Applicant](#) rules. Upload required documentation to the appropriate assignment in the PB-ACP TEP Application Canvas course

- **You must name your document files as follows:**  
EnglishTextFirstnameLastname,  
TOEFLIBTFirstNameLastName,  
TranscriptFirstNameLastName
- Note there are no spaces or symbols in the name. This document will most likely be a pdf. Be sure the file extension is included.
- Example: TOEFLIBTJohnDoe.pdf

**STEP 9) MAT TEP Application Completion Verification (REQUIRED)** – once you have completed all the assignment steps in the MAT TEP Application course, submit your application by completing the Application Verification Quiz. ***Your application will not be processed until you verify that everything is complete.***

The above requirements are subject to change in future semesters. Check with the College of Education Advising Office at 281-283-3600, in Bayou 1231, or on the [TEP Application](#) webpage for the most recent requirements for entry into the Teacher Education Program.

## TEP Application Essay

### Guidelines for Writing MAT TEP Essay Submission

Place your full name on paper, make it one-page, double-spaced,  
Times New Roman, 12 font.

Paper must address the top two items in the 'Exceeds Expectations' column below.

**Guidelines** – describe your personal characteristics and previous experiences that show us the certification you are seeking is the appropriate certification for you. Describe the characteristics of students in your area of certification and share your thoughts on what it takes to be an effective teacher for this age group. If you have had experiences working with students in this age group, be sure to describe them. Be sure your name is typed at the top of the paper, in the header. Use the rubric on the following page as a guide. Before you submit the paper with your application, consider taking your paper and the rubric to the UHCL Writing Center (SSB Suite 2105) for review. ***Do not plagiarize; submit your own, original work.***

**Honesty Code** – as a reminder, the Honesty Code is the university community's standard of honesty and is endorsed by all members of the University of Houston-Clear Lake academic community. It is an essential element of the University's academic credibility. It states: "I will be honest in all my academic activities and will not tolerate dishonesty."



## MAT TEP Application Certification Qualification Essay Rubric

Criteria	Exceeds Expectations	Meets Expectations	Below Expectations
<b>Focus</b>	<ul style="list-style-type: none"> <li>States personal qualifications for seeking the certification on degree plan.</li> <li>Includes experiences working with children in age group noted on degree plan</li> </ul>	<ul style="list-style-type: none"> <li>States personal qualifications for seeking the certification on degree plan.</li> </ul>	<ul style="list-style-type: none"> <li>Does not state personal qualifications for seeking the certification on degree plan.</li> </ul>
<b>Development</b>	<ul style="list-style-type: none"> <li>Understands the needs of children in age groups represented by degree plan.</li> <li>Describes characteristics of the children.</li> <li>Includes several ideas on how to effectively teach the children.</li> </ul>	<ul style="list-style-type: none"> <li>Somewhat understands the needs of children in age groups represented by degree plan.</li> <li>Adequately describes characteristics of the children.</li> <li>Includes some ideas on how to effectively teach the children.</li> </ul>	<ul style="list-style-type: none"> <li>No evidence of understanding the needs of children in age groups represented by degree plan.</li> <li>Does not describe characteristics of the children.</li> <li>Does not include ideas on how to effectively teach the children.</li> </ul>
<b>Language Usage</b>	<ul style="list-style-type: none"> <li>No slang or jargon</li> <li>Logical flow to the sentences which enhances understanding.</li> <li>Carefully selected words.</li> <li>Words are used correctly.</li> </ul>	<ul style="list-style-type: none"> <li>No slang or jargon</li> <li>Sentence flow could be improved but ideas presented are understandable.</li> <li>Carefully selected words.</li> <li>Words are used correctly.</li> </ul>	<ul style="list-style-type: none"> <li>Uses slang or jargon</li> <li>Sentences lack a logical flow which hinders understanding.</li> <li>One or more words are not used correctly.</li> </ul>
<b>Editing</b>	<ul style="list-style-type: none"> <li>No grammar, spelling, or punctuation errors.</li> </ul>	<ul style="list-style-type: none"> <li>One or two grammar, spelling, or punctuation errors</li> </ul>	<ul style="list-style-type: none"> <li>Three or more grammar, spelling, or punctuation errors.</li> </ul>