

dProcess for Applying for an Exceptions Request
Clinical Teaching Level
Department of Teacher Education
East Texas Baptist University
PHASE 1

The Academic Catalog for East Texas Baptist University outlines the requirements for applying for Admission to the Clinical Teaching Level Program, which includes having “passed both the PPR and content area examinations.”

Students may apply for admission to this final phase by meeting the following requirements:

1. Student has attempted all certification tests, including both content and PPR;
2. Student has passed at least 50% of the required examinations tied to the final practicum course;
 - **Elementary:** Student passed a minimum of 3 out of 6 tests (PPR + Core Subjects)
 - **Middle Level/Secondary Level/All-level:** Student must have passed either the PPR or content certification
3. Student has followed the testing preparation guidelines and timelines outlined in the practicum’s syllabus and certification testing document;
4. Receives unanimous approval from the education faculty, with support of the content area TEC faculty representative, to continue with formal admission to the Clinical Teaching Level Program.

Faculty should only consider approval after student’s efforts during the practicum semester, supported with documentation, provide enough assurance, that with time and continued self-study, the student will be adequately prepared to successfully pass all certification tests.

Printed name of Student

Signature of Student’s Advisor

Signature of Student

Signature of Dean, School of Education

Date Submitted

Date Responding to Student

IMPORTANT NOTES:

- Exceptions cannot be used for supplemental certification examinations.
- Beginning with Fall 2020 clinical teaching semester, requests will not be considered outside of the academic semester.

____ Approved to Phase 2

____ Not Approved to Phase 2

***For Department use only*

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PHASE 2

Once approval from Phase 1 has been approved by the Dean, School of Education, the student may continue on to Phase 2 of the Exceptions Request Process, which include the following requirements:

1. Student must pass all certification examinations in order to successfully obtain teacher certification upon the confirmation of degree;
2. Student will provide Academic Advisor and Dean a written plan of action, including timelines, of study plan to successfully prepare for the certification tests. The Academic Advisor and Dean must approve the written plan of action for successful testing preparation.

This written plan must include study time per week, what materials will be used for preparation, and dates for anticipated testing. Study materials will include two or more of the following resources: 240 Tutoring; Study.com; TExES Test Preparation Manual; time in ACE (taking practice materials); Kahn Academy; grade level TEKS; flashcards of academic vocabulary; list of Domains/Competencies/Descriptive Statements with highlighted words of unfamiliarity.

The student will be required to document all study time and resources in order to successfully pass required certification test(s). The student will be required to self-regulate in order to meet the requirements of the written plan of action.

3. The student agrees to provide documentation to demonstrate successful completion of study plan and will schedule to retake certification examination within 10 calendar days of the date able to retest (which is the required 45 calendar days from last unsuccessful attempt.)
4. If the retest becomes unsuccessful, the student must begin again with the process identified in Item 2 of this document (Phase 2).

The student's signature below indicates a full understanding and agreement to the terms outlined in Phase 1 and 2 of this Exceptions Request. Student must personally take this document, with the written plan of action outlined in Step 2 to his/her Academic Advisor and the Dean, School of Education for their approval to be placed in the Clinical Teaching Level, assuming that all other criteria has been met.

Printed name of Student

Signature of Student's Advisor

Signature of Student

Signature of Dean, School of Education

Date Submitted

Date Responding to Student

____ Approved to Clinical Teaching Level
Level

____ Not Approved to Clinical Teaching

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Level

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