

## **April 23, 2020 COVID-19 Update on Guidance for Applicants Seeking Admission to Teacher Education**

### **DEAR APPLICANTS,**

The faculty of the Department of Curriculum and Instruction met in their regular faculty meeting on Friday, April 17th. We recognize the varied student efforts made toward reaching the standards put in place to help reach certification goals during these challenging times of the COVID-19 Pandemic.

Please know that we stay committed to doing what is best for all applicants and we endeavor to hear and address concerns that may impede success. Conversely, we are unwavering in our efforts to ensure continuous program improvements and adhere to the rules, policies, and guidelines established by the college and state agencies.

The following updates are provided to assist you with retrieving and submitting your packet for Admission to Teacher Education (ATE).

### **ATE PACKET UPDATE**

- The ATE packets are now available in an electronic, fillable format, and can be retrieved from your advisor. If you have already picked-up an ATE packet, these documents can also be completed with your advisor.
- The TEA processing fee of \$55.00 is **not required** at this time.
- A Criminal Background Check Document is **not required** at this time.
- **The Background Check Acknowledgement Form must be read, signed, and submitted.**
- **The new deadline for submitting your ATE packet to your advisor has been extended to Thursday, June 4, 2020.**

### **UPDATE ON SCREENER TEST ADMINISTRATION**

Applicants seeking admission to teacher education must complete the appropriate content Screener Test(s). Following is an update on the status of how that will be accomplished, given that the tests must now be taken online.

- The transition to placing the Screener Tests online within eCourses, using Respondus, is almost complete.
- The Department of Curriculum and Instruction has established a new time frame within which applicants will complete their three (3) Screener Test attempts.
- The exact start date for Screener Testing, and directions on how to access the tests, will be forthcoming by April 30<sup>th</sup>.
- Applicants should be assured that they will have a full month to complete the Screener Tests.

## Questions and Answers Related to Admission to Teacher Education

**Question:** Are screener tests still required for this semester?

**Answer:** **Yes**, screener tests are still required, and more information about the screeners will be forthcoming.

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**Question:** Will the screener tests be online?

**Answer:** **Yes**, the screener tests are being transitioned for online access.

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**Question:** I passed the screener tests in Math and Science last semester and could not get into teacher education because I did not pass the required Social Studies screener test, will I need to re-take all screener tests if I already passed them along with the required Social Studies test?

**Answer:** **No**, you will only re-take the Social Studies screener to get the passing score for admission into teacher education.

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**Question:** I scored **65%** on the screener in Math, **75%** in Science, and **75%** in Social Studies will I be denied admission into teacher education?

**Answer:** **No**, you are admitted into one CUIN course (CUIN 3003). The goal is that students pass the screener tests at 75% or higher; if any screener test score is 60% to 74%, only one CUIN course will be recommended rather than two.

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**Question:** I am a sophomore and I will complete the front side (University core courses) of my degree plan at the end of this spring semester, can I apply for teacher education even if my GPA is not up to the 2.75?

**Answer:** **Yes**, applications for admission in teacher education need to be submitted once completing the core so that the committee can decide your academic progress in the college of education. For content concentrations such as Math, Science, Social Studies, Physical Education, and Music, students need to have completed 15 credit hours in the content before applying for admission to teacher education.

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**Question:** Am I still able to register for classes even if I have not been admitted to teacher education?

**Answer:** **Yes**, you may register for all other classes. You will only be able to register for the CUIN classes once admitted to teacher education. Enrollment in CUIN courses without the letter documenting your admission is illegal and you will not receive credit toward your teaching certification with the State of Texas. Plan your schedule around the times for the CUIN courses.

Once you are approved, by the committee, for admission into teacher education, you will receive the over-ride for enrollment in the CUIIN courses.

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**Question:** Should I complete a separate registration form with only the CUIIN courses for which I plan to register?

**Answer: Yes,** complete a separate Banner Registration Form [[file:///C:/Users/tacrosby/Documents/Special-Approval-Form.doc-Fall\\_Registration\\_form.pdf](file:///C:/Users/tacrosby/Documents/Special-Approval-Form.doc-Fall_Registration_form.pdf)] with only the CUIIN courses which will need an over-ride for enrollment. Remember to plan your entire schedule with the times of the CUIIN course so that there is no time conflict when you receive the over-ride and can register for the classes.

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**Question:** Do I still need to have three (3) references completed by faculty with whom I have had class?

**Answer: Yes,** there are three reference forms in the packet. Complete your identifying information at the top of the reference form and then email it to the faculty member. Indicate in a cover email note, what the document is for, what you are asking them to do, and where they are to send the reference document. Generally, you would have the completed reference form send to the advisor who is helping you complete your packet.

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**Question:** I have already picked-up an Admission to Teacher Education packet, am I still required to meet with my advisor although we are not on campus?

**Answer: Yes,** you are required to meet with your advisor. Use the check sheet in your admission packet to make certain you include all items; incomplete packets will not be approved for admission in teacher education by the committee. Schedule a virtual meeting, (zoom), during the advisor's designated time. You can scan and email your packet to your advisor before your virtual meeting.

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**Question:** The check sheet asks for a copy of my driver's license/ State identification, a degree plan that is updated and signed, and any substitution forms. How do I include these documents in my packet? Are these documents still required this semester?

**Answer: Yes,** all these documents are required as indicated on the check sheet (i.e., both sides of the driver's license). These documents will require scanning to include in the file you will email to the advisor.