

All I Ever Needed to Know about my Certification and/or Masters Programs, I learned at THIS seminar

Certification Seekers Only	Certification and Masters students (CMED)
Attend an Information Session provided by the Advising Center (512-245-3050)	Attend an Information Session provided by the Advising Center (512-245-3050)
Apply for a Certification Plan. This is sometimes called a Deficiency Plan. This is the document that tells you the classes you need for certification (\$75.00 fee). You will receive the application at the Information Session.	Apply for a Certification Plan. This is sometimes called a Deficiency Plan. This is the document that tells you the classes you need for certification (\$75.00 fee). You will receive the application at the Information Session.
Apply to the Graduate College as a certification seeking student. (If you think you might want a masters degree, go ahead and apply as a degree seeking student. It isn't that many more hours to have both. If you wait to declare "degree seeking, only 6 post grad hours can count towards a masters degree. Fees: \$10.00 certification only; \$40.00 degree seeking)	Apply to the Graduate College as a degree seeking student (Fee: \$40.00). The Grad College will allow 6 hours of post grad coursework to count towards your masters degree. Once you are accepted into the Graduate College, you will receive a degree outline. This will list the classes required for your masters degree. It should be very similar to the certification plan, but will not have student teaching on it.
Begin taking classes. Select classes from those listed on your certification plan. All classes must be completed prior to student teaching. Any background classes listed on the plan (i.e., College Alg, etc) must also be completed before student teaching.	Begin taking classes. If you want to be certified before finishing your degree, take courses listed on the certification plan first, then finish the classes that remain on your degree outline after becoming certified. All certification plan classes must be completed prior to student teaching. Any background classes listed on the plan (i.e., College Alg, etc) must also be completed before student teaching.
Complete Field Experience – This must be completed before student teaching or the internship. See website #1 (attached sheet) for information and forms to download.	Complete Field Experience – This must be completed before student teaching or the internship. See website #1 (attached sheet) for information and forms to download.
In the semester prior to student teaching, take the TExES practice tests (dates posted on website #2 on attached sheet)	In the semester prior to student teaching, take the TExES practice tests (dates posted on website #2 on attached sheet)
Students seeking certification in grades 4-8 or 8-12 must take the real TExES in your content area(s) during the first semester of coursework if this is stated on your certification plan. Failure to pass the TExES may result in additional coursework being added to your certification plan.	Students seeking certification in grades 4-8 or 8-12 must take the real TExES in your content area(s) during the first semester of coursework if this is stated on your certification plan. Failure to pass the TExES may result in additional coursework being added to your certification plan.
At the beginning of the long semester prior to your student teaching semester, you must attend a Student Teaching Round-Up meeting. Dates for these are posted on website #3 (attached sheet). Be SURE to turn your applications in on time and follow all directions associated with getting ready to student teach.	At the beginning of the long semester prior to your student teaching semester, you must attend a Student Teaching Round-Up meeting. Dates for these are posted on website #3 (attached sheet). Be SURE to turn your applications in on time and follow all directions associated with getting ready to student teach.
During the semester prior to student teaching, you may take the REAL TExES exam. Check out the information on how to register for the exam by going to the Texas State TExES website (#2 on attached sheet). Follow the directions on that website for getting approved to test, then you should register for the test at	During the semester prior to student teaching, you may take the REAL TExES exam. Check out the information on how to register for the exam by going to the Texas State TExES website (#2 on attached sheet). Follow the directions on that website for getting approved to test, then you should register for the test at

the ETS website (#4 on the attached sheet).	the ETS website (#4 on the attached sheet).
	At the beginning of your last semester of coursework for your degree , apply for graduation through CATSWEB (under Student Services) and apply for the Master's Comprehensive exam by getting an application and study guide from Dr. Waite (Texas State) or Dr. Resta (RRHEC).
Review sessions for the TExES PPR tests are offered prior to each real TExES test date. Dates for reviews are posted on the Texas State TExES site (#2 on attached sheet).	Review sessions for the TExES PPR tests are offered prior to each real TExES test date. Dates for reviews are posted on the Texas State TExES site (#2 on attached sheet).
Complete your student teaching semester or your Internship year	Complete your student teaching semester or your Internship year
Apply for certification through the State Board for Educator Certification (SBEC) after you have passed your TExES exams and completed student teaching. Apply online at website #5 (attached sheet).	Apply for certification through the State Board for Educator Certification (SBEC) after you have passed your TExES exams and completed student teaching. Apply online at website #5 (attached sheet).
You MUST apply for certification! It does not just "magically" happen. Don't miss this IMPORTANT step!	

Important websites referenced above:

- ¹www.education.txstate.edu/subpages/acadpostgrad/pbteachered.html
- ²www.education.txstate.edu/subpages/excet/index.htm
- ³www.education.txstate.edu/subpages/acadshared/studentteaching.html
- ⁴www.texas.ets.org
- ⁵www.sbec.state.tx.us/SBECOnline

Other helpful information:

Texas State University phone numbers:

Center for Student and Professional Services	512-245-3050
Graduate College	512-245-2581
Mrs. McCall (cm06@txstate.edu)	512-245-2041
Dr. Waite (sw22@txstate.edu)	512-245-3084
Fax in the C&I Dept.	512-245-7911
Fax in the Center for Student and Professional Services	512-245-8345

RRHEC phone numbers:

Dr. Resta (vr03@txstate.edu)	512-716-4535
Fax at RRHEC	512-716-4536