

Process for Applying to Houston Baptist University Educator Preparation Program

Policies and Procedures for College of Education and Behavioral Sciences (COEBS)
Undergraduate Education Preparation Program

Required Pre-Program Coursework:

Undergraduate applicants should take the following courses during their first 45 hours:

- EDUC 2320: Learning and Development and
- EDUC 2330: Foundations of American Educational Thought during their first 45 hours.

These courses are prerequisites for admission to the Educator Preparation Program (EPP). Students must earn a “C” or higher in each course in order to be admitted to the Educator Preparation Program.

Note: In order to do fieldwork, which is required in many courses in the Educator Preparation Program and EDUC 2320 (a pre-program course) and other courses in EPP, students must have cleared a criminal background check. Criminal history clearance is also required for state certification. In accordance with Article 6252-13c, Texas Civil Statutes, the Commissioner of Education may suspend or revoke a teaching certificate or refuse to issue a teaching certificate for a person who has been convicted of a felony or misdemeanor for a crime which directly relates to the duties and responsibilities of the teaching profession. All applicants for Texas certification will be screened for a record of felony or misdemeanor conviction through the Texas Department of Public Safety (DPS) and Home Land Security.

Admission Information to the Undergraduate Educator Preparation Program (EPP)

1. Undergraduate applicants must complete an application and receive approval prior to beginning the program.
2. Students begin the program during the Fall and Spring semesters. Applications should be submitted two semesters before students plan to enter EPP. Applications are due February 15 for fall admission and by September 15 for spring admission or by the posted due date on the COEBS Center for Preparation of Professional Educators (CPPE) website. All applications are to be submitted through Taskstream.
3. Admittance into EPP allows students to register for professional education classes: courses with the EDBI, EDEC, EDUC, EDRE, EDSP, and INDC rubrics.

Requirements for Admittance into EPP

1. An application for admittance into EPP submitted on Taskstream by the posted due date.
2. At least 45 hours of course work completed before entering the program.
3. Copies of all transcripts of course taken for college/university credit.
4. A minimum cumulative GPA of 2.75 or higher on all college/university course work attempted.

5. Demonstration of basic skill proficiency in critical thinking, oral communication, reading, writing, and math.
 - a. Demonstration of critical thinking and reading proficiency by scoring 230 or higher on the THEA reading test.
 - b. Writing proficiency must be demonstrated through the writing sample on the EPP application and by scoring 220 or higher on a THEA writing test.
 - c. Demonstrate math proficiency by scoring 230 or higher a THEA math test.
 - d. Oral language proficiency in English may be demonstrated, prior to applying to EEP, by making a “C” or better in a university level public speaking course or with submission of a Speech Competency Form signed by an HBU professor.
 - e. For bilingual education certification, proof of oral and written proficiency in Spanish is required.

Effective 12/21/2015, University administration established new required minimum scores of Reading: 230, Math: 230, and Writing: 220. During 2014-2015, the required scores were Reading: 260, Math: 235, and Writing 220.

6. Submission of signed FERPA Consent to Release Form and Texas Educators’ Code of Ethics.
7. A completed degree plan on file with the Registrar.
8. When the above criteria for admission to EPP is met, applicants are invited to be interviewed by members of the EPP Committee. Applicants must display the following qualities to be admitted into EPP:
 - a. A genuine desire to enter and follow a career in teaching.
 - b. A personal and social orientation which shows promise of contributing to success in the teaching profession.
 - c. A physical and mental fitness which indicates potential classroom leadership.
 - d. Demonstrate attitudinal dispositions that are deemed necessary for successful teaching
9. Students will receive written confirmation of their EPP admission status (including an explanation of requirements that still need to be met, if admission is denied).
10. Upon admission, student must submit a written confirmation of their acceptance of admission into EPP to the Center for the Preparation of Professional Educators (CPPE). When confirmation is received, a Texas Education Agency account will be established and students issued their Texas Education Agency (TEA) Identification Number. Students are required to finalize their TEA account.
11. Students who are admitted to EPP will be allowed to register for classes required for educator certification.

Requirements for Retention in EPP include the following:

1. A 2.5 cumulative grade point average must be maintained through graduation for undergraduate students.
2. Students must earn a “B” or better in EDUC 4301/ 4311 to take additional courses in the professional education course sequence or to count it as a prerequisite for other courses.
3. The attitudinal qualities that qualified the student for admission to the program must be maintained.
4. If an education student fails to demonstrate an acceptable level of performance on one or more professional educator standards during any class or field experience, a form is filed in the Education Office (a PMID: Progress Monitoring & Intervention Documentation). If two such forms occur, a conference is held in which difficulties are identified and means for improvement are explored. Sometimes specific interventions will be required. A third form will result in a committee hearing to review difficulties and means for improvement and to determine conditions for continuance in the program. Professional standards include knowledge, skills and dispositions.