Post Baccalaureate Checklist

First Steps

Successfully completing the following steps enables your acceptance into the UT Dallas Teacher Certification program.

☐ All students must have an undergraduate degree from an accredited university.

☐ International students must have transcripts evaluated by an approved foreign evaluation service.

☐ Schedule an appointment (972-883-2730) with the Teacher Development Center (TDC) advisor. Bring copies of all transcript(s) to this appointment.

☐ Meet THEA requirements:
  o 260 in Reading, 240 in Writing, 240 in Math.
  o See the Post-Baccalaureate Requirements for Admission Web page on the TDC website for exemption information.

☐ Meet GPA requirements:
  o Cumulative GPA must be 2.75 or greater, which includes all transfer and UTD credits combined, OR
  o Last 60 semester credit hours must be 2.75 or greater, which can include transfer and UTD credits combined.
  o See a TDC advisor for official calculations.

☐ Apply to UT Dallas at utdallas.edu/gradapp
  o After selecting your semester of enrollment, select Interdisciplinary Studies
  o On page 2, select School of Interdisciplinary Studies in the “Choose a School” option and Teacher Education – Non-Degree in the “Choose a Program” option
  o Select Teacher Education – Non-degree
  o See the screenshot below for an example:

![Click here to view our Graduate Degree programs](image)
☐ Respond to your acceptance to the university immediately.
☐ Schedule an appointment with a TDC advisor for registration, advising and program application by calling 972-883-2730.
☐ Visit the TDC website (utdallas.edu/teach) to become familiar with teacher certification information.
☐ Complete American Public School (ED 3314) and Educational Psychology (ED/PSY 3339) with a “C” or better in each course.

☐ “Like” us on Facebook at UTD Teacher Development Center for up-to-date information and reminders.

Next Steps

These important next steps are critical to your timely completion of your teacher certification plan.

☐ You must make an “A” or “B” in all restricted courses.
☐ Visit the Educational Testing Service (ETS) website (www.texas.ets.org) for information about the TExES Certification Exams.
   o Select Preparation Materials to view the Content and PPR Test Manuals.
   o Print the Test Frameworks for both of your required TExES exams.
☐ Plan ahead for Student Teaching and your TExES exams:
   o You are required to pass both TExES exams for your teacher certification to be eligible for student teaching.
   o Make sure you have the opportunity to retake each test if necessary.
☐ Suggested Testing Timeline for TExES exams:
   o Take the PPR exam midway through or upon completion of Classroom Management.
   o Take the Content exam after you complete most or all of your content (subject area) courses.
☐ Make an appointment with the TDC to take TExES practice tests – free of charge to TDC students – before taking the official TExES exams.
☐ Make a reservation for the TExES review workshops for the PPR and Content exams. TDC offers workshops each semester at no cost to you.
☐ To begin the registration process for your TExES exams, call or visit the TDC office.
   o Complete the forms to get approval to test for your TExES exams.
   o Register online with ETS at http://www.texas.ets.org for your TExES exams.
- TExES exams are $120.00 each.
- Pass both Content and PPR TExES exams.
- Make an appointment in the TDC office to attend a Student Teacher Sign-Up meeting the semester before you intend to student teach. These meetings usually occur within the first six weeks of classes each fall and spring semester.

Contact the Teacher Development Center

**Physical Address**
Teacher Development Center
Hoblitzzelle Hall HH 2.9
800 W. Campbell Road, HH32
Richardson, TX 75080-3021

**Phone Number**
972-883-2730

**Website**
[utdallas.edu/teach](http://utdallas.edu/teach)