



## **Schreiner University Professions in Education Road to Certification**

Welcome to the Schreiner University Teacher Education Program. Schreiner University offers certification in the following areas:

- Early Childhood through Grade 6 Core Subjects
- Grades 4 through 8: Core Subjects, English language Arts & Reading, Math, or Math/Science
- Grades 7 through 12: Chemistry, English Language Arts & Reading, History, Life Science or Math
- Early Childhood through Grade 12: Art, Music, or Physical Education (EXSI)

Candidates apply for admission to the Schreiner University Teacher Education Program during their sophomore year contingent upon the completion of 60 hours. Requirements for admission to the program are:

- Submit an application
- Three recommendations
- Interview with the director
- Required GPA of 2.75 for cumulative and field or specialty and 3.0 in education courses
- Copy of a signed degree plan

The Teacher Education Committee will meet 3 times a year to approve/deny all applicants. Upon admission to the program, the Certification Officer will submit the student to TEA as eligible to take the content and PPR exams. The individual will receive an email from TEA and Schreiner to create their account with TEA.

Once an individual has been approved for admission to the program, they must complete the following:

- Create a TEA account
- Create a Pearson account
- Pass the practice content and PPR exams through Certify Teacher
- Pass the state TExES content test before clinical teaching (**MED/TC students are required to take and pass the PACT test before they are admitted to the program**)
- Complete all course work, field based experiences and clinical teaching
- Pass the state TExES PPR exam
- Complete their degree plan requirements
- Apply for the teaching certificate
- Set up a conference with the Testing Coordinator to verify test preparation and readiness.

## **Creating Your TEA and Pearson Account**

You must create your account with TEA before you can register for your TExES tests. You will be given a TEA# and password that you need to keep in a safe and secure place.

TEA Website: [www.tea.texas.gov](http://www.tea.texas.gov)

You will need to create your testing account with Pearson before you can register for your Content or PPR exams. Be sure to use your TEA#, not your SS#, when you create your account with Pearson.

Pearson Website: <http://www.tx.nesinc.com/>

**IMPORTANT: Your name is used to connect all your records and is transmitted to ETS. If your name does not match EXACTLY on your Texas Driver's License/ State ID card and on your Educator Certification Profile, you will not be able to log in to your Educator account or register for tests.**

## **Procedures to TExES Testing**

Students are required to take and pass the practice test before they can be recommended for the actual TExES test. Scores are to be submitted to LaVonne Miller, Certification Officer. Once a passing score has been submitted, the student will be approved for 1-time test with TEA.

**Students are required to take and pass their TExES Content Area Test before doing their clinical teaching.** If a student fails the TExES test, they will need to prepare to retake the exam before applying for the TExES test again. There is a 45-day waiting period between retakes.

The PPR practice exam may be taken at any time. Once a passing score has been submitted, the student will be recommended for the state TExES PPR exam after they have completed EDUC 4310 in the spring of their senior year or EDUC 5305 in the graduate program.

## **Registering for an Exam and Scheduling a Test Appointment**

In the Pearson system, registering for an exam is separate from scheduling your test appointment.

- Before registering for an exam, you can use the seat availability tool to confirm there are available appointments at locations and on dates and times that are convenient for you.
- You may schedule your testing appointment when you register or at a later time.
- You may schedule or cancel your testing appointment, without any fees, up to 48 hours before your scheduled appointment date.
- You must schedule an appointment and test within 170 days of registering for an exam.
- If you withdraw your registration, you will be refunded your exam registration payment, minus \$25. The Texas.gov funds are not refundable.

## Registering for an Exam

To register for an exam, choose the “register” option on <http://www.tx.nesinc.com/>

If you have not created a Pearson testing account, please do that first. Then, once you have signed in to your Pearson testing account, you will be ready to register.

1. **Select your exam.** You will be able to select only those exams for which you are approved.
2. **Opt in for Alternative Testing Arrangements** if you have documented physical, learning, or cognitive disabilities and require additional arrangements *beyond* the following, which are available for all test-takers without prior approval:
  - Wheelchair access
  - Access to visual enhancement features including color contrast and enlarged font
  - Comfort aids
  - Breaks to use the restroom, take medication, use an inhaler, etc.
3. **Review the period for which your registration is valid.** Tests may be scheduled at any time during the 170-day period.
4. **Answer the background questions.** These questions are required and are only used for the purpose of evaluating exam questions. They are not maintained as part of your educator certification records.
  - Best Language: What is your best language of communication?
  - First Language: Which language(s) did you first learn as a child?
5. **Select score reporting options.** Your score report will be available in your Pearson testing account at 10 p.m. central time on your score report date, but you may also opt to have it sent to you via email.
6. **Submit your payment.** Follow the instructions to enter your payment information. You may now schedule your testing appointment or you may choose to complete this step at a later date. Testing appointments must occur within the 170 days of registration.

## Scheduling a Test Appointment

Before registering for an exam, you can use the seat availability tool to confirm that there are available appointments at locations and on dates and times convenient for you.

When you are ready to schedule your test appointment or if you need to change your test appointment, choose Schedule or Reschedule in your Pearson testing account.

1. **Specify your search criteria.** Enter a zip code or city that is convenient to you, and then choose a date to see what appointments are available in nearby test centers.
2. **Choose your location, date and time.** If there is more than one appointment offered at a test center for a desired date, you can select from a list of available times.
3. **Finalize your selection and check out.** Once you choose your desired appointment and time, you can schedule your test and proceed to check out. There is no payment required in this step.
4. **Confirm your information and review testing policies.** Review your personal information and agree to the applicable testing policies. Once you have submitted your order, your exam will officially be scheduled.
5. **Save your confirmation.** You will receive an email confirming your appointment, date, time and testing center location. You may also review this information in your Pearson testing account at any time. Admission tickets are not required at the testing center.

## Resource and Testing Materials

Students may go to <http://www.texas.ets.lrg> for preparation materials. Once on the site go to Test Preparation Materials. Then choose TExES Test Preparation Resources. This site will offer you *Tests at a Glance*, which provides a quick overview of the test. There is a *Test at a Glance* available for each of the TExES tests.

Also, at this site is *Preparation Manuals*, which familiarize you with the competencies to be tested, test question formats and pertinent study resources. A *Preparation Manual* is available for each of the TExES tests.

Schreiner University offers a free Certify Teacher TExES practice tests to all education students. Contact Mrs. Miller at [lmiller@schreiner.edu](mailto:lmiller@schreiner.edu), phone 830-792-7455, or in person at room 102 in the Alumni House to reserve a computer. You are required to print your scores each time you test and turn them in to Mrs. Miller.

If you are unable to come to the resource Lab you may use the Certify Teacher Promo Code.

We have received the promo code from Certify Teacher. To receive the discount contact Mrs. Miller at [lmiller@schreiner.edu](mailto:lmiller@schreiner.edu), phone 830-792-7455, or in person. **You must use your Schreiner email address to receive this discount.**

## Apply for Certification

Once the individual has successfully completed all their course work, passed both the content and PPR exams, and graduated they may go to TEA to apply for their certificate. Schreiner University will approve the application if all requirements have been met. TEA will then notify the candidate that they have been approved. If the state requirements are complete, certificate paid and fingerprinting complete, the candidate may print their certificate.

If you have any questions concerning the Road to Certification, please contact LaVonne Miller in the Alumni House Room 102, email [lmiller@schreiner.edu](mailto:lmiller@schreiner.edu), or by phone at 830-792-7455.