

2018-2019 TExES Test Approval Request Form

Submit requests at least one month prior to the target date for which you would like to take the exam(s) Email to Brenda Strong, strong@tarleton.edu or Fax to 254-968-9801. You ***must*** provide your TEA ID#. You will receive an email notification once testing approval has been entered in the system. Please allow for processing time.

A. Applicant Information – please fill in all requested information *(used for testing purposes only)*

Name:		Today's Date:			
Tarleton UIN:		TEA ID Number:			
Campus Designation:	Stephenville	SW Metroplex	Waco	Online	Other
Address:					
City:		State:		Zip:	
Primary Phone:		Alternate Phone:			
Primary Email:		Alternate Email:			
Gender:	Female	Male	Ethnicity:	Hispanic/Latino	Not Hispanic/Latino
Race:	American Indian/Alaskan Native		Native Hawaiian/Pacific Islander		
	Asian	Black or African American	White	Other	

B. Program Verification – check the program and content area you are enrolled in

Traditional Teacher Education Program

EC-6 Core Subjects with ESL	EC-12 Special Education w/EC-6 Core Subj/ESL
EC-6 Core Subjects with Bilingual	Secondary (6-12, 7-12, or 8-12)
4-8 Core Subjects or Content Area w/ESL	All Level (EC-12)

Graduate/Profession Educator Preparation Program

Master's -or- Post-Master's Certification only

Educational Diagnostician	Principal	Reading Specialist
School Counselor	Superintendent	

C. Academic Status – please fill in all requested information that is applicable

Applied to your academic program: Semester Fall Spring Summer Year: _____
 (Semester you applied to the program. May not be the same as when you applied to the University)

Expected Program Completion: Semester Fall Spring Summer Year: _____

Please circle or highlight one of the below

Internship, Practicum, or Clinical Teaching Semester Fall Spring Summer Year: _____

***** *Please continue to the next page* *****

E. TExES EXAM(s) you are requesting to take

Exams offered continuously by computer (Dates vary according to each test site and can be viewed in the registration system. There is no guarantee you will be able to secure either the target test date or location you prefer.

Ag, Food & Nat Res 6-12	Math 7-12	Technology Educ 6-12
Art EC-12	Math/Science 4-8	PPR EC-12
Chemistry 7-12	Music EC-12	ESL Supplemental
Core Subjects EC-6	Physical Education EC-12	Bilingual Education Suppl
Core Subjects 4-8	Physical Science 6-12	Educational Diagnostician
ELAR 7-12	Physics/Math 7-12	Principal
ELAR/Social Studies 4-8	Science 4-8	Reading Specialist
History 7-12 Journalism	Science 7-12	School Counselor
7-12	Social Studies 7-12	Superintendent
Life Science 7-12	Special Education EC-12	
Math 4-8	Speech 7-12	

Exams offered only during specific test window dates

BTLPT	September 10 - 23, 2018	January 28 - February 10, 2019	June 17 - 30, 2019
<i>Note</i>	October 8 - 21, 2018	February 25 - March 10, 2019	July 15 - 28, 2019
<i>test</i>	November 5 - 18, 2018	March 25 - April 7, 2019	August 12 - 25, 2019
<i>dates</i>	December 3 - 16, 2018	April 22 - May 5, 2019	
	December 31 - January 13, 2019	May 20 - June 2, 2019	

LOTE - Spanish EC-12 - Note test dates below

September 24 - October 7, 2018	February 11 - 24, 2019	July 1 - 14, 2019
October 22 - November 4, 2018	March 11 - 24, 2019	July 29 - August 11, 2019
November 19 - December 2, 2018	April 8 - 21, 2019	August 26 - September 8, 2019
December 17 - 30, 2018	May 6 - 19, 2019	
January 14 - 27, 2019	June 3 - 16, 2019	

Reminders: Forms need to be submitted at least one month prior to your target test date to allow for testing eligibility verification and processing. Forms not filled out completely will be returned for missing information. Although Tarleton State University is a testing site for *most* exams that are offered, there are no guarantees that spaces will be available for your choice of date at this location. Also, please remember that you are not to choose dates that conflict with your classes, field experiences, laboratories, internships, or clinical teaching as your absence will not be excused for testing.

***** *Please continue to the next page* *****

Eligibility verification by Department and EPS Director (for office use only)

Content Exam Approval: _____ Date: _____

PPR Exam Approval: _____ Date: _____

Tarleton Policies Governing TExES Certification Exams

The state certification examinations affect not only your certification status, but also the accreditation of all educator preparation programs at Tarleton State University. The Tarleton Educator Preparation Council developed the following policies to help ensure the success of Tarleton candidates and the continuing accreditation of all Tarleton educator preparation programs. *Policies are subject to change based on program reviews and Texas Education Agency rules and regulations.*

1. In accordance with state law, candidates who have not received official notification of or replied with formal acceptance of program admission cannot be granted permission to test.
2. Candidates are required to take state certification exams according to the test timeline set by either their academic department, program directors, or the Testing Coordinator.
3. Candidates may take only **one** test per test administration date. Exams are long and rigorous and it is unreasonable to expect peak performance when taking multiple exams in a single day.
4. Do not choose test dates that conflict with any scheduled academic meetings such as classes, field experiences, or laboratories, or any clinical teaching days **as your absence will not be excused.**
5. For traditional teacher education candidates, PPR and Content exams **must be passed and scores posted** by the date of their scheduled Clinical Teaching Orientation. Failure to pass exams and have scores posted will result in delaying clinical teaching until a subsequent semester after exams have been passed and/or scores have posted. Candidates admitted after September 1, 2019 will also need to have supplement (ESL/Bilingual and BTLPT) exams passed to qualify for clinical teaching.
6. In the event a candidate fails a certification exam, there is a state mandated 45-day wait period before a retest is available. Check with your individual program concerning more specific retake policies and requirements for requesting a retest. **You do not need to wait 45 days before starting the retest process.**
7. Candidates who have not taken and passed certification exams and/or applied for certification within a timely manner of program completion are at risk of losing passed exams and certification ability due to unpredictable changes in state law and rules. Candidates may be required to repeat or complete additional coursework, pass practice exams and/or engage the services of an outside test preparation program, especially if the State replaces an expired exam with a new replacement exam, and/or changes certification standards. **It is the responsibility of candidates who have not completed certification requirements at the time of program completion to stay abreast and informed of any testing and certification changes that are implemented at the state level by reviewing the TEA and EPS websites.**
8. Appeals related to any portion of this policy must be made in writing to the Dean of the College of Education at Tarleton State University.

I have received, read and understand the testing policies for Tarleton State University. By signing below, I agree to adhere to the above stated policies and understand that failure to do so may result in ineligibility to complete the program in which I am enrolled.

Signed _____ Date _____
Entered name signifies policies acceptance

FERPA Consent to Release Educational Records and Information

This release represents your written consent to permit Tarleton State University to disclose educational records and any information contained therein to the specific individual(s) identified below. Please read this document carefully and fill in all blanks.

I, _____ as a candidate admitted to the _____
Printed legal name

hereby give my voluntary consent to the following officials:

Name of your Certification Program
E.g. Traditional Teacher Education
Program, TMATE, Principal
Certification Program, Reading
Specialist Certification Program, etc.

A. To disclose the following records:

- TExES test score results

B. To the following person(s):

Tarleton State University school officials who are:

- employed by Tarleton State University in an administrative, supervisory, academic, research, or support staff position,
- serving on a Tarleton State University governing body,
- under contract to Tarleton State University to perform a special task or service, **or**
- who is a student serving in an official capacity for Tarleton State University.

C. These records are being released for the purpose of:

- aggregate for program evaluation/assessment for continuous improvement
- assisting individual students with skill/knowledge improvement/remediation
- determining eligibility for certification
- completing require submission of data for state and federal reports.

I understand that under the Family Educational Rights and Privacy Act of 1974 ("FERPA" 20 USC 123g; 34 CFR § 99; commonly known as the "Buckley Amendment") no disclosure of my records can be made without my written consent unless otherwise provided for in legal statues and judicial decisions. I also understand that I may revoke this consent at any time (via written request to the educator preparation program) except to the extent that action has already been taken upon this release.

Signature of Candidate *(entered name indicates acceptance)*

Date

Candidate TEA ID#: _____

Date of Birth: _____

Phone Number: _____

Email Address: _____