IMPORTANT NOTICE

Students must apply for Graduate Admission online [https://www.applytexas.org](https://www.applytexas.org), pay required fee of $35.00, submit application to TAMU-San Antonio, Welcome Center, Main Campus Room 106 and be accepted as graduate student prior to applying to Teacher Preparation and Certification Center.

Texas A&M-San Antonio
Teacher Preparation and Certification Center
One University Way
San Antonio, TX 78224
Phone: 210.784.2502
Fax: 210.784.2503
E-mail: tpcc@tamusa.tamus.edu
Reading Specialist Certification

Program Entrance Requirements

The Master Degree in Reading Specialist program is a 36 semester-hour program which provides a Reading Specialist Certification. Candidates must hold a teacher certificate. Two creditable years of classroom teaching experience is required prior to the completion of this program in order to be recommended for the Reading Specialist Certificate.

1. **Texas A&M University-San Antonio Graduate admission required.** The graduate admission application does not automatically presume admission to the Reading Specialist Certification program. A separate application and admission process is required. Students admitted with deficiencies will not be eligible to participate in the Reading Specialist Certification program. Attach a copy of the TAMU-SA Graduate admission letter.

2. **Reading Certification Application.** Complete and submit the Reading Specialist Certificate application with required documentation to the Teacher Preparation and Certification Center.

3. **Attach official Bachelor's degree transcript** from an accredited institution. An Overall 2.75 GPA or 3.0 GPA for the last 60 hours of college work required.

4. **Teacher Certificate.** Reading Specialist Certificate candidates must hold a teaching certificate that is not expired. Attach a copy of your teacher certificate to this application.

5. **Teacher Service Record.** Reading Specialist candidates must have two years of creditable teaching experience prior to issuance of the Reading Specialist Certificate. Attach a Teacher Service Record from your employing school district(s) showing two years classroom teaching experience. If two years have not been completed, you will be required to submit by end of the certificate program to be recommended for a Reading Specialist Certificate.

6. **Transfer students only.** If you are transferring from another Professional Certification program, contact your previous program, obtain the TEA Educator Preparation Program Professional Candidate Transfer Form and attach to this application.

7. **3 References.** Print 3 copies of the attached Reference Form. Send to 3 individuals with the knowledge of your work history and/or characteristics in a professional setting. Ask references to mail directly to Teacher Certification and Preparation Center. Applications will remain incomplete until all 3 reference forms are received.

8. **Submit** completed Reading Specialist Application and required documentation to Texas A&M San Antonio, College of Education and Kinesiology, Teacher Preparation and Certification Center, Main Campus, Room 216.

9. **Interview.** Upon submission of the application, an interview will be required for entrance to the Reading Specialist program. The Reading Program Coordinator will contact you to schedule the interview. To check appointment status, you may contact the Graduate Advisor at (210)784-2506 or TPCC at (210)784-2502.
**INSTRUCTIONS:** Type or print in blue or black ink. Complete this application and attach: 1) official Bachelor’s degree transcript, 2) Teacher Certificate, 3) Teacher Service Record, 4) Transfer Form if applicable. Return all required documentation to Teacher Preparation and Certification Center, Main Campus, Room 216.

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**PERSONAL INFORMATION**

Name: __________________________________________ K#: __________________________

Date of Birth: __/__/____ SSN: __________________ E-Mail: ___________________________

Mailing Address: __________________________________________

Street __________________ Apt. # ______ City ______ State ______ Zip Code _______

Phone: Home: ___________ Cell: ___________ Work: ___________

U.S. Citizen: NO □ YES □ Gender: Male □ Female □ Military Veteran: NO □ YES □

Ethnicity: ☐ Hispanic/Latino ☐ Non Hispanic/Latino

Race: ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American

☐ Hawaiian or other Pacific Islander ☐ White

☐ Two or more races: __________________________________________

**DISCLOSURE OF LEGAL HISTORY:** A false statement on this application will disqualify you from admission.*

Have you ever been convicted of a felony or subjected to a deferred adjudication on a felony charge? NO □ YES □ If yes, please explain on a separate sheet of paper.

*Texas A&M-San Antonio does not perform criminal history background checks, however, Texas public schools are permitted by state law to conduct criminal history background checks on a person intended for hire or a person who has requested a volunteer position. As a participant in an internship in a Texas public school, you may be subject to a criminal history background check.

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**TRANSFER INFORMATION**

1. **Have you ever been accepted to another Reading Certification Program?** NO □ YES □

   If yes, name of teacher preparation program: __________________________________________

   **Note:** Professional Transfer students must attach the TEA Educator Preparation Program Professional Transfer Form from their previous educator preparation program.

2. **TExES Reading Specialist Exam taken and passed?** NO □ YES □
EDUCATIONAL INFORMATION

List all universities attended. Start with highest degree earned.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Dates Attended</th>
<th>Degree</th>
<th>Major/Minor</th>
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TEACHING INFORMATION

☐ Please attach a copy of your **Teacher Certificate(s)**.

☐ **Teaching Experience** – Please attach a **Teacher Service Record** showing two years classroom experience. If you have not completed two years, please complete information below:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Dates Attended</th>
<th>Degree</th>
<th>Major/Minor</th>
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</tbody>
</table>

REFERENCES

List three references (e.g., employers/supervisors) that have definite knowledge of your abilities, performance and characteristics. References must not be related. If you have had school experience, please include District Supervisors.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Mailing Address</th>
<th>Phone Number</th>
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</tbody>
</table>

*Print 3 copies of the Reference Form* attached and send to your references.

CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS

[Excerpted from the Texas Administrative Code, Title 19, Part 7, Chapter 247]

RULE §247.2 Code of Ethics and Standard Practices for Texas Educators

Read, sign and date the attached *Code of Ethics and Standard Practices for Texas Educators* form taken from the State Board for Educator Certification. By signing this form you affirm that you will comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of community and shall safeguard academic freedom, as set forth by the Texas Administrative Code §247.2.
Code of Ethics and Standard Practices for Texas Educators (Signature Page)

[Excerpted from the Texas Administrative Code, Title 19, Part 7, Chapter 247]

RULE §247.2 Code of Ethics and Standard Practices for Texas Educators

(a) Statement of Purpose. The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

(b) Enforceable Standards.
   (1) Professional Ethical Conduct, Practices and Performance.
      (A) Standard 1.1. The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.
      (B) Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
      (C) Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
      (D) Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.
      (E) Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.
      (F) Standard 1.6. The educator shall not falsely records, or direct or coerce others to do so.
      (G) Standard 1.7. The educator shall comply with state regulations, written local school board policies, and other applicable state and federal laws.
      (H) Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

   (2) Ethical Conduct Toward Professional Colleagues.
      (A) Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes and is required by law.
      (B) Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.
      (C) Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.
      (D) Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.
      (E) Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, sex, disability, or family status.
      (F) Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.
      (G) Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC under this chapter.

   (3) Ethical Conduct Toward Students.
      (A) Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
      (B) Standard 3.2. The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.
      (C) Standard 3.3. The educator shall not deliberately or knowingly misrepresent facts regarding a student.
      (D) Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex, disability, national origin, religion, or family status.
      (E) Standard 3.5. The educator shall not engage in physical mistreatment of a student.
      (F) Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.
      (G) Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Source Note: The provisions of this §247.2 adopted to be effective March 1, 1998, 23 TexReg 1022; amended to be effective August 22, 2002, 27 TexReg 7530

I hereby affirm that I have read and thoroughly understand the Texas Educators' Code of Ethics TAC 247.2, and shall abide by all enforceable standards of this rule.

Name (Print) ____________________________ K# __________________

Signature________________________________________ Date _________________

Please copy, sign, and date form. Keep a copy for your records.
PRACTICUM FIELD HOURS

The Reading Specialist Certificate program requires 160 hours of practicum field work in classrooms at an accredited School District. This field placement experience will require candidates to spend time during the day in a classroom for at least one semester. Employed teachers in accredited schools will be able to complete the practicum hours in the place of employment. Non-Employed Reading Specialist candidates will be required to obtain field placement at an accredited school and must have time available during the day on a weekly basis to meet this program requirement. Reading Specialist Certification candidates will be assigned a University Supervisor for classroom observations by the Teacher Preparation and Certification Center.

DISCLOSURES

As the applicant, I hereby certify that:

- The information in this application and supporting documentation is true and correct;
- I authorize Texas A&M-San Antonio, Teacher Preparation and Certification Center, the right to investigate for verification of all information related to my application;
- I authorize exchange or disclosure of all information within the admission and retention process among Texas A&M-San Antonio, Teacher Preparation and Certification Center, other certification entities, local education agencies/school districts, charter schools, private schools, State Board for Educator Certification, Texas Education Agency, and/or other entities relating to teaching or working with children and/or participating or cooperating in teacher certification programs.

As the applicant, I understand that:

- False or misleading information in this application or supporting/attached documentation will result in rejection of my application or dismissal from the program should I be admitted;
- If my GPA falls below a 3.0 at any time during the program, I will be ineligible to continue the certification program;
- I must continually comply with all state and program requirements and attend all courses/training or be subject to dismissal from Texas A&M-San Antonio, Teacher Preparation and Certification Program;
- I am responsible for obtaining 160 hours of field work practicum in a classroom for at least one semester at a TEA Accredited school district, charter school or private school. Furthermore, I understand that failure to meet this requirement will cause dismissal from this program;
- If I am unable to obtain field based placement due to Criminal Background Check clearance, I will be unable to meet the required 160 hours of field work and will be required to withdraw from the program.

SIGNATURE

By signing below, I acknowledge that I have read and understand the above disclosures.

Signature________________________________________ Date________________________

Please mail completed application with required documentation to:

Texas A&M University-San Antonio
College of Education & Kinesiology
Teacher Preparation and Certification Center
One University Way
San Antonio, TX 78224
REFERENCE FORM

SECTION A: TO BE COMPLETED BY APPLICANT

Please complete Section A, print three copies and submit to references provided on page 4.

Last Name: ____________________________ First Name: ____________________________ MI ____________

SECTION B: TO BE COMPLETED BY REFERENCE

This individual has applied to the TAMU-SA College of Education and Kinesiology Graduate Program. Please rate the student as a teacher. Thank You.

How many years have you known the applicant? ____________________________________________

How long has it been since you have had this student in class/employment? __________________________________

What course/subject did you teach the applicant or what was the applicant’s job position? __________________________________

Please rate the applicant’s relative standing among other students/employees with whom you have had contact on each of the traits listed below. Use the rating scale identified below.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Superior</td>
<td>90-99%</td>
</tr>
<tr>
<td>4</td>
<td>Outstanding</td>
<td>75-89%</td>
</tr>
<tr>
<td>3</td>
<td>Above Average</td>
<td>60-74%</td>
</tr>
<tr>
<td>2</td>
<td>Average</td>
<td>40-59%</td>
</tr>
<tr>
<td>1</td>
<td>Below Average</td>
<td>01-39%</td>
</tr>
</tbody>
</table>

Enter the appropriate number based on the rating scale and the designated qualities.

___ Leadership  ___ Poise and self confidence
___ Integrity & moral character  ___ Analytical ability
___ Desire to become a teacher  ___ Oral Communication
___ Ability in interpersonal relations  ___ Writing ability
___ Activities or community service*  ___ Special Talents and Abilities (Specify)

*Some students may not have had the opportunity to participate in many extracurricular activities or community service because of financial circumstances that require them to work. Please include employment as an extracurricular activity when evaluating the applicant in this area.

Reference Signature ____________________________________________ Date _______________________________

Reference Printed Name __________________________________ Title/Position ______________________________

NOTE: If you wish to expand on the applicant’s personal attributes that would enhance the assessment process, especially in areas related to academic achievement or potential, please feel free to attach additional information in narrative form.

Please submit completed form by: Mail: Texas A&M University-San Antonio, College of Education and Kinesiology, Teacher Preparation and Certification Center, One University Way, San Antonio, TX 78224, Fax: (210)784-2503 or E-mail: tpcc@tamusa.tamus.edu .