



TARLETON
STATE UNIVERSITY
Member of The Texas A&M University System

Please add this handout to your permanent program folder

Educator Preparation Services Contact Information

Admissions and Teacher Certification:

Ms. Allison Andrews – Certification Officer
andrews@tarleton.edu
254-968-9815

While enrolled in EDUC 3320/3321 (Block I), you will be provided information with respect to the Program Introduction Seminars online at the direction of your instructor found in the green box at: **<https://www.tarleton.edu/eps/tep/index.html>**. These seminars include the information you need to know concerning program requirements and making application to the Teacher Education Program. *Please be sure to notate the application deadline dates.*

Field Experiences and Clinical Teaching:

Field Experience Coordinator
currently vacant
254-968-9811

Ms. Chelsea Lanier – Program Specialist
clanier@tarleton.edu
254-968-1988

While enrolled in EDUC 3331/EDSP 4361 (Block II), you will be required to attend a mandatory Clinical Teaching Application/Certification Testing meeting and will be given information concerning the clinical teaching application process and deadline date at that time.

Certification Testing:

Ms. Brenda Strong – Coordinator of Certification Testing
strong@tarleton.edu
254-968-1908

While enrolled in EDUC 3320 or 3321 (Block I), you will complete an online module to create a Texas Education Agency (TEA) Login account as well as a Teacher Education Certification Testing Presentation that will introduce you to the state certification testing requirements. More detailed information concerning testing will be given at the Clinical Teacher Application/Certification Testing meeting.

Director – Educator Preparation Services

Dr. Julie Howell
jhowell@tarleton.edu
254-968-9817

Please retain this contact sheet for the remainder of your time in the Teacher Education Program so you will know the correct individual to contact for additional information.

While enrolled in EDUC 3320 or 3321 (Block I), you will complete the following items directly related to Educator Preparation Services:

1. A Program Introduction Seminar that includes how to make application to the Teacher Education Program.
2. An online module that presents an overview of certification testing (the exams that all candidates are required to take in order to become a teacher).
3. Create a TEA (Texas Education Agency) Login account. You will be reminded to **record your user name, password and TEA ID# in an easily retrievable location**, as you'll need to provide it multiple times throughout the teacher education program. **Be sure to thoroughly complete your profile including gender and ethnicity** as it is extremely easy to overlook the final portion of the process. Also, be sure to use an email account that you continuously monitor as this will be used to notify you of testing approvals when the time comes.
4. Complete documented Field Experiences that follow the listed guidelines:
 - Required field experience hours as outlined in your course syllabus.
 - Attend field experience placement as scheduled.
 - Dress appropriately (no jeans unless it is a spirit day).
 - Keep conversations and conduct professional.
 - Complete documentation forms provided by your instructor and submit at the end of the semester as directed.