

**COLLEGE OF EDUCATION
OFFICE OF CERTIFICATION AND FIELD EXPERIENCE
ADMISSION REQUIREMENTS
UNDERGRADUATE PROGRAM
TROY UNIVERSITY**

Admission to the Teacher Education Program (TEP): Admission to college does not qualify a student for admission to the Teacher Education Program. **Candidates may only enroll in 5 specific Professional Studies courses (EDU 3310, EDU 3303, EDU 4400, SPE 3340 and EDU 3305) prior to admission to the Teacher Education Program.** Candidates who take Professional Studies courses outside of the aforementioned 5 will be required to repeat those courses, at their own personal cost, in accordance with the policies of the Alabama State Department of Education. Candidates must meet with their teaching field advisor for any restrictions regarding enrollment in teaching field courses prior to admission to TEP. Requirements for admission are as follows:

- a. Completion of 48 hours or 80% of required General Studies courses including required mathematics courses and English composition courses.
- b. A grade of “C” or better in the two English composition courses.
- c. A grade of “C” or better in mathematics courses required for their specific teacher education program.
- d. A grade point average (GPA) of 2.75 or better in each of the following areas:
 - (1) All coursework attempted, **AND**
 - (2) Professional Studies courses, **AND**
 - (3) Teaching Field courses.
- e. A passing score on all parts of the Alabama Educator Certification Testing Program.
- f. Successful completion of the required speech and interview.
- g. Completion of a minimum of 12 clock hours of classroom observation/participation at an advisor-approved site.
- h. Mandatory attendance at a group advisement session. Group advisement sessions are held in EDU 3310 each semester.
- i. Successful completion of an impromptu essay.
- j. **Suitability letter, showing fingerprint clearance.**
- k. Passing score on State Approved Math Modules
- l. Proof of current Professional Liability Insurance
- m. After all above requirements have been met and forms submitted to the Office of Teacher Education on the student’s selected campus, the student should submit the necessary information in the “TEP Class” that is located on your LiveText dashboard.

Once all aforementioned requirements have been met, students must set up a formal meeting time on your campus to be admitted to the Teacher Education Program. You will **NOT** be admitted to the TEP program and registration holds will **NOT** be removed from your account until the formal meeting has been completed.

The deadline for TEP admission is the last day to add a class two semesters prior to internship.

Implementation of additional requirements may be mandated by the Alabama State Department of Education and will supersede a student’s stated program requirements.

By signing this document, the applicant signifies that he/she has been informed of all rules listed above. Breach of any of the aforementioned rules will fall on the responsibility of the student. Questions regarding internship will be addressed with the Teacher Education Office on your home campus.

Signature of Applicant _____ Date _____

Printed Name of Applicant _____