



Post-baccalaureate  
Teacher Certification Program

Application for Admission to  
Post-baccalaureate Teacher Certification Program (PBTCP)

Application for term starting Month \_\_\_\_\_ Year \_\_\_\_\_

Legal Name \_\_\_\_\_  
(First) (Middle) (Last) (Maiden)

Prior TLU attendance  Yes  No If yes, TLU ID # \_\_\_\_\_  
(Leave blank unless you have previously attended TLU)

E-mail Address \_\_\_\_\_ Social Security # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_  
(Street address)

\_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_  
(City) (State) (Zip)

Sex:  M  F Ethnicity (for statistical use only) \_\_\_\_\_

Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

Place of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(City) (State) (Country) (mm/dd/yyyy)

High School \_\_\_\_\_  
(Name of School) (City and State)

College/University \_\_\_\_\_  
(Name of School) (City and State)

Year bachelor's degree earned \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_ GPA \_\_\_\_\_

Please select the **ONE** area of certification you wish to pursue.

- |  |   |
|--|---|
| <input type="checkbox"/> EC – 4 Generalist                           | <input type="checkbox"/> Grades 8–12 Life Science                   |
| <input type="checkbox"/> EC – 6 Generalist                           | <input type="checkbox"/> Grades 8–12 Mathematics                    |
| <input type="checkbox"/> Grades 4–8 Generalist                       | <input type="checkbox"/> Grades 8–12 Physical Science               |
| <input type="checkbox"/> Grades 4–8 English/Language Arts & Reading  | <input type="checkbox"/> Grades 8–12 Social Studies                 |
| <input type="checkbox"/> Grades 4–8 Math                             | <input type="checkbox"/> Grades 8–12 Science                        |
| <input type="checkbox"/> Grades 4–8 Science                          | <input type="checkbox"/> All-Level Art                              |
| <input type="checkbox"/> Grades 4–8 Math/Science                     | <input type="checkbox"/> All-Level Music                            |
| <input type="checkbox"/> Grades 4–8 Social Studies                   | <input type="checkbox"/> All-Level Physical Education (Kinesiology) |
| <input type="checkbox"/> Grades 8–12 English/Language Arts & Reading | <input type="checkbox"/> Spanish 6-12                               |
| <input type="checkbox"/> Grades 8–12 History                         | <input type="checkbox"/> Speech Communication 6-12                  |

**NOTE:** Resumes will be accepted for additional information they contain but not in place of a completed application.

**PREVIOUS TEACHER CERTIFICATION INFORMATION**

Have you been denied admittance into a teacher certification program?  yes  no

If yes, program name \_\_\_\_\_ date \_\_\_\_\_ reason for denial \_\_\_\_\_

Have you been enrolled in a teacher certification program?  yes  no

If yes, program name \_\_\_\_\_ date \_\_\_\_\_ reason for discontinuation \_\_\_\_\_

Have you been employed by a school district as a teacher or paraprofessional?  yes  no

If yes, as a \_\_\_\_\_ teacher \_\_\_\_\_ paraprofessional District \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Have you ever had a teaching certificate or deficiency plan/permit?  Yes  No State \_\_\_\_\_

If yes, check below where applicable.

Valid Texas Certificate? Date Issued \_\_\_\_\_ Expires \_\_\_\_\_

Deficiency Plan? What entity issued the plan? \_\_\_\_\_ When? \_\_\_\_\_

Texas Emergency/Hardship/Special Assignment Permit? Date Issued \_\_\_\_\_ Expires \_\_\_\_\_

School District(s) Where Employed on Permit \_\_\_\_\_ No. of Years \_\_\_\_\_

Valid Out-of-State Certificate  Expired Other State

Do you possess a certificate which is currently suspended, revoked, or pending such action in any state?  Yes  No

If yes, explain \_\_\_\_\_

**VETERAN STATUS** Are you a veteran?  yes  no

If yes, are you eligible for Troops to Teachers?  yes  no

If yes, are you eligible for Veterans Educational Benefits?  yes  no

**CITIZENSHIP** - Are you a U.S. citizen?  yes  no

If not, are you a resident alien with the right to work in this country?  yes  no

If yes, attach proof of permanent residence to this application.

If not, do you have a visa?  yes  no

If yes, what kind of visa? \_\_\_\_\_ Expiration Date \_\_\_\_\_

(Attach a copy to this application)

**CRIMINAL RECORDS** - Have you ever been charged with a misdemeanor or felony offense that is presently pending final disposition or for which you have been convicted, received deferred adjudication, unadjudicated probation, or probation other than for parking or speeding tickets?

yes  no

If yes, please note in the space below and **attach a written explanation along with a copy of the final orders of the court.** A criminal record is not an automatic bar to employment and participation in the TLU Post-baccalaureate Teacher Certification Program (PBTCP).

Offense	Date of Arrest	Disposition & Date	Comments

**EDUCATION – List ALL institutions of higher education attended.**

College or University/City/State	Dates Attended	Type of Degree	Major
	From/To		
	From/To		
	From/To		
	From/To		

**LANGUAGE PROFICIENCY** Indicate your level of proficiency in the languages below.  
1=fully fluent; 2=good skills; 3=fair

English    Reading     1  2  3  
               Speaking     1  2  3  
               Writing       1  2  3

Spanish    Reading     1  2  3  Not applicable  
               Speaking     1  2  3  Not applicable  
               Writing       1  2  3  Not applicable

If you are an international applicant, which of the following

Have you taken any Spanish-language proficiency tests?     Yes     No    If yes, attach copy of test score report(s).

Other language (Please specify) \_\_\_\_\_  
               Reading     1  2  3  
               Speaking     1  2  3  
               Writing       1  2  3

**PROFESSIONAL AND/OR ACADEMIC REFERENCES**

List three persons (recent former employers/supervisors or professors/instructors) who have definite knowledge of your abilities and character. **If you have had school experience, please include references from district or school supervisors.** Send Reference Forms and envelopes (enclosed) to those three individuals for them to complete and return to the Department of Education (PBTCP), Texas Lutheran University. References from friends or family members will not be accepted.

Name	City	Address	State	Work Phone/ Home Phone	Title/ Relationship

## EMPLOYMENT EXPERIENCE

Begin with your present or last job and account for all of your time between college graduation and the present. If you are a recent college graduate, include jobs that you held while in college. You may also include volunteer work experience. If more space is needed, please attach another sheet of paper.

Employer	From	To
Address		Phone #
Position	Part Time <input type="checkbox"/>	Supervisor
	Full Time <input type="checkbox"/>	
Responsibilities		
Reason for Leaving		

Employer	From	To
Address		Phone #
Position	Part Time <input type="checkbox"/>	Supervisor
	Full Time <input type="checkbox"/>	
Responsibilities		
Reason for Leaving		

Employer	From	To
Address		Phone #
Position	Part Time <input type="checkbox"/>	Supervisor
	Full Time <input type="checkbox"/>	
Responsibilities		
Reason for Leaving		

Employer	From	To
Address		Phone #
Position	Part Time <input type="checkbox"/>	Supervisor
	Full Time <input type="checkbox"/>	
Responsibilities		
Reason for Leaving		



**PLEASE ENCLOSE THE FOLLOWING:**

- \$50.00 application fee (nonrefundable). **(Please make check payable to Texas Lutheran University.)**
- Completed Authorization and Release Form of Criminal History Investigation.
- ALL official** transcripts from university(ies) granting degree(s) and from university(ies) where content area courses were taken. *(To speed the application process, you may send copies of your transcripts; however, you cannot be accepted into the program until official transcripts are on file at the Department of Education, Texas Lutheran University.)*
  - *Foreign transcripts must be accompanied by a report from a recognized transcript evaluation service that indicates whether your transcript reflects the equivalent of a bachelor degree with a 2.5 overall GPA.*
- If you have taken the Texas Oral Proficiency Test (TOPT), attach a photocopy of official score report **(other language applicants only)**.
- Photocopy of proof of permanent residence or visa, if applicable.
- TLU Tuition Agreement Form

**APPLICANT CERTIFICATION AND UNDERSTANDING**

**I HEREBY CERTIFY that**

- the foregoing information, as well as that on all supporting documentation, is true and correct
- this application and supporting documentation are provided of my own free will
- I authorize investigation for verification of all information related to my application
- I authorize Texas Lutheran University, Texas Education Agency, the State Board for Educator Certification, and collaborating school districts to obtain any criminal history records pertaining to me
- I authorize investigation of all matters relating to my application and/or suitability for an internship
- I authorize exchange or disclosure of information among Texas Lutheran University, universities, local education agencies/school districts, charter schools, private schools, the State Board for Educator Certification, The Texas Education Agency, ESCs, and/or other entities relating to teaching or working with children and/or participating or cooperating in teacher certification programs, as such information may relate to my application, suitability for internship, employment, and/or admission, status, good standing, or continuation as an applicant, intern, alternate for internship, university student, or school employee before or after acceptance in any of those capacities.

**I UNDERSTAND that**

- false or misleading information in this application or supporting documentation may result in rejection of my application or dismissal from the program should I be admitted
- this application is **NOT** an employment contract
- this application does **NOT** constitute acceptance of me into the Texas Lutheran University Teacher PBTCP
- acceptance of me by Texas Lutheran University into the Teacher PBTCP does **NOT** constitute employment, nor does such acceptance entitle me to employment
- PBTCP applicants and interns are **NOT** employees of Texas Lutheran University
- acceptance into the PBTCP may be based solely on professional judgment.

**I FURTHER UNDERSTAND** that acceptance as an intern will be effective **ONLY** upon receipt by me of written notice of acceptance by Texas Lutheran University, and that acceptance and continued status as an intern are contingent upon

- satisfaction of all eligibility and other program requirements, including payment of all fees for the program.
- continued, satisfactory employment as a teacher by a school district participating in the TLU PBTCP.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return your completed application packet and \$50.00 application fee  
(Made payable to Texas Lutheran University) to

*Department of Education - PBTCP  
Tschoepe Hall  
Texas Lutheran University  
1000 W. Court  
Seguin, TX 78155*

Meeting eligibility requirements does not guarantee an interview or acceptance into the TLU Post-baccalaureate Teacher Certification Program (PBTCP). All submitted forms and documentation will become the property of the Texas Lutheran University. The TLU PBTCP does not discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation. The Program is subject to change if required by the State Board for Educator Certification (SBEC).