

Lamar University Education Graduate Admissions Required Items

Applicant Instructions for Required Items:

Candidates are required to submit the following State and Program items to the department for enrollment in the Educator Preparation Program. After collecting all the required documents, please click the link <https://www.lamar.edu/forms/education/education-assessment/smartsheet-student-artifact.html> to access the form to submit your required documentation. **You will need to save your documents as a PDF or JPEG. Please title your documents correctly.**

Please visit the link for video instructions to assist you in uploading your artifact documents correctly:
<https://www.lamar.edu/education/artifact-document-instructions>

1. **Principal/Teacher Certificate:** Texas educators will find their principal/teacher certificate by searching in the following website: <http://secure.sbec.state.tx.us/SBECOnline/virtcert.asp> Out-of-state educators may be able to access a copy of their certificate from their state's Department of Education website. Attach an image of your teaching certificate; do not provide a link.
2. **Official Service Record(s):** Request this document from your Human Resource Department. Your service record must document two or more years of creditable experience as a teacher and must be signed by an authorized representative from your district/parish. Your service record must have one year administrative experience. If you reside and work in Texas and plan to seek Texas certification as a superintendent, you must submit a copy of your service record(s) from an accredited, TEA-approved campus. The TEA-approved service record will document the district details and the position held, years of experience, percentage of days employed, and dates of service for each academic year. Out-of-state students should submit the signed document approved to document years of service in your state.
3. **District/Campus Accreditation Status:** Texas Candidates must upload a screen shot attachment of the listed Accredited Status for the TEA-approved district/campus where you will complete your internship/practicum.
 - a. Use the most recent TEA Accreditation Status year for public school districts or charter school campuses: <https://tea.texas.gov/accredstatus/>
 - b. Teachers at private schools should use the TEPSAC link: <http://www.tepsac.org/app/index.html#/home>
 - c. If you cannot find your district or campus listed on these websites, you are not on a TEA- approved campus and must seek access to another campus to conduct internship/practicum activities.
 - d. Out-of-state students should submit a PDF document showing the name, address, and district/parish of the campus where they will be conducting internship/practicum activities.
1. **Offer of Formal Admission Letter:** Email sent to you with the subject line: **Offer of Formal Admission.** It lists the candidate's name, program you applied for, and effective date of formal admission at the top. The email included instructions on how to upload your artifacts.
4. **Formal Admission Acceptance Form:** You are required to sign a formal admission acceptance form to the program before the start of the first course. To access the formal admission acceptance form, complete and submit the link below (initial all statements, complete all fields, sign, and date).
https://www.lamar.edu/education/_files/documents/formal-admission-signature-acceptance-form-superintendent8-30-22.pdf
5. **Appendix A Candidate Signature Page:** Affidavit that you acknowledge you have read the handbook and code of ethics. You also agree to the policies and procedures.
 - a. Please read the Texas Educator Code of Ethics. The link to the code of ethics at:
[https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=19&pt=7&ch=247&rl=Y](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=19&pt=7&ch=247&rl=Y)

- b. Please read the Educator Preparation Program handbook. The link to the Educator Preparation Program handbook at: <https://www.lamar.edu/education/files/documents/ed-prep-handbook-spring2023.pdf>
- c. Please initial each item, sign, and date the bottom. Click for the signature page: <https://www.lamar.edu/education/files/documents/student-handbook-signature-page-10-21.pdf>