

## Graduate Initial Certification Program Calendar

### Passport 1: Pre EPP requirements

1. Meet the university requirements for admission as a graduate student
2. Apply for admission into the EPP program
3. Complete EPP interview process
4. Declare area of certification
5. Meet with advisor and review pathways and degree plan

### Passport 2: Degree Plan Delivery

1. Complete EPP acceptance process and paperwork
2. Enroll in courses approved by your advisor
3. Complete all required TAC trainings and practice exams for the program
4. Set up Educator accounts with TEA and ETS
5. Apply for graduation one year prior to its occurrence
6. After the TExES content exam is passed, email the score report to the EPP office so that the letter of employment may be provided
7. Register for the Internship course each semester of the internship
8. Apply on the TEA website for an Intern certificate

### Passport 3: Internship/Certification

1. Seek employment as a contract teacher by applying on the websites of school districts, and/or other approved and accredited charter and private schools.
2. Upon the offer of employment as a contract teacher in the approved certification content area, email the EPP office for next steps.
3. Pass the PPR exam prior to the end of the Internship
4. If all requirements are met, apply on the TEA website for a standard certificate. If all certifications will not be met by the end of the Internship, notify the EPP office before the end of the semester.
5. Confirm all required TAC trainings are completed and certificates uploaded in [Ghana](#)
6. Complete all HBU requirements for graduation
7. Completion of program statement by supervisor turned into the EPP office

\*\*\* In -depth description can be found in the Educator Preparation Program Handbook\*\*\*