

STEPS to TEACHING MATH or SCIENCE 7-12

To become a Math or Science Teacher in grades 7-12 you must:

- Be admitted to the Educator Preparation Program (EPP)
- Pass four exams
 - Two Practice (Qualifying) exams
 - Content (eg. Math 7-12 or Science 7-12 or Physics/Math 7-12)
 - PPR EC-12 (Pedagogy & Professional Responsibilities)
 - Two TExES Certification exams
 - Content (eg. Math 7-12, Physics/Math 7-12 or Science 7-12)
 - PPR EC-12 (Pedagogy & Professional Responsibilities)
- Complete a semester of Student Teaching
- Graduate from UTEP with a major in the College of Science and a Minor in Secondary Education
- Apply for Teacher Certification with TEA
- Pass a background check (requires a social security number)

IMPORTANT: When you have completed 60 credit hours and have a UTEP GPA of 2.75 or higher, schedule an appointment to meet with Dr. Katherine Meraz, College of Science Director of Secondary Education, to discuss the ideal time for YOU to apply to the education program. Schedule at [CORE Advising](#) under Pre-Professional Mentoring.

Create a timeline and track your progress! Pay attention to deadlines, and dates of EPP workshops. Use the information in this document to create a plan or timeline that allows time to prepare and pass all your courses, certification exams and classes. Consider your work schedule, family commitments of time, and finances.

- ✓ 1st box when task is added to your timeline. Download a fillable timeline at <https://www.utep.edu/science/teach-math-science/>.
- ✓ 2nd box when completed.

STEP 1: APPLY TO THE EDUCATOR PREPARATION PROGRAM

Requirements for admission to the Educator Preparation Program (EPP) are:

- Complete all courses within the Communication, Mathematics, and Component Area Option portion of the Core Curriculum with a grade of "C" or better.
- Complete at least 60 semester credit hours and 15 hours in your content area.
- Have a minimum cumulative UTEP GPA of 2.75.

Take the **FREE** 50 question Diagnostic (practice) test for your content area on [240tutoring.com](https://www.240tutoring.com). You do **NOT** have to subscribe and pay to take this free test. You can access the free test by searching for and selecting your preparation handbook or use these links:

Mathematics 7-12: [Mathematics 7-12](#) (150 minutes)

Science 7-12: [Science 7-12](#) (108 minutes)

Physics/Math 7-12: [Physical Science 6-12](#) (150 minutes) **AND** [Mathematics 7-12](#) (150 minutes)

Attend the test prep session learn how to interpret your results and create a study plan. At the session you will use your Diagnostic exam to create a study plan. You will upload a plan with your on-

line EPP application. Sessions are announced at the beginning of each semester. To register for a Testing Workshop email lnparral@utep.edu.

Test Preparation Sessions Spring 2023

Date	Time
Friday, January 27, 2023	10:00 – 11:30 am
Thursday, February 23, 2023	3:30 – 4:30 pm
Thursday, March 23, 2023	3:30 – 4:30 pm
Friday, April 28, 2023	10:00 – 11:30 am
Friday, May 19, 2023	10:00 – 11:30 am

Time tip: Have your essay ready BEFORE you take the Diagnostic Exam!

- Complete the Educator Preparation Program (EPP) essay. Use the rubric to assess and improve your writing. **Include examples.** Essay questions and rubric are found at <https://www.utep.edu/education/css/programs/undergraduate/bachelor-of-science-in-education/become-a-teacher.html> *****RECOMMENDED: Submit your essay to the Writing Center for review. Attach the slip or email from them to your essay. Find on-line help at <https://www.utep.edu/uwc/index.html>
- Email your CORE advisor (see advisor list at the end of this document) to request your updated degree plan.

Before you may submit your EPP application, you will meet with the College of Science Secondary Education (COSSE) program to review and request approval for your EPP application. You will also discuss certification testing, student teaching, and timeline to graduation. Once you are approved by the COSSE, you may submit your application to the EPP and attend the EPP Admission Workshop. Schedule your appointment at [CORE Advising](#) under Pre-Professional Mentoring.

- Complete the EPP on-line application https://coe.utep.edu/epop/index.php?option=com_chronoforms5&chronoform=Demographic_Form
- Your College of Education advisor (see advisor list at the end of this document) will contact you regarding the status of your Application.

- Once your EPP application is approved, you must attend an EPP Admission workshop to be admitted.

Educator Preparation Program (EPP) Fall 2023 Admissions Calendar

Review EPP admission requirements and submit your application.

Deadline to Submit Application Materials (by 5:00 pm)	EPP Admission Workshop Date (in person; 10:00 am – 12:30 pm)
Friday, February 10, 2023	Friday, February 24, 2023
Friday, March 10, 2023	Friday, March 24, 2023
Friday, March 31, 2023	Friday, April 14, 2023
Friday, May 12, 2023	Friday, May 26, 2023
Friday, June 2, 2023	Friday, June 16, 2023

Secondary Minor Students: To ensure that you have met all EPP requirements, please contact College of Liberal Arts Students - Dr. Rueben Moreno (rmoreno@utep.edu) **before** submitting your application packet. College of Science Students – Dr. Katherine Meraz (kameraz@utep.edu) **before** submitting your application packet.

- There are **NO EPP workshops or admissions in December-mid February and July – mid-September.**
- Workshops are announced at the beginning of each semester.



Forms and more information:

<https://www.utep.edu/education/css/programs/undergraduate/bachelor-of-science-in-education/become-a-teacher.html>

STEPS 2-8: TEACHER CERTIFICATION EXAMS

FOUR THINGS YOU NEED TO SUCCEED ON YOUR EXAMS

- **Commitment**
 - Decide that you can and will pass your exams
 - Know that YOU can just do it!
- **Preparation**
 - Learn all about the tests
 - Create a timeline to graduation NOW
 - Gather resources
- **Organization**
 - Have a plan
 - Stick to it
 - Study. Repeat. Period.
- **Practice**
 - Practice, practice, practice
 - Textbooks, Internet, study groups
 - LOTS of practice questions

*It takes the average student 90 hours of preparation to pass **one** of the teacher certification exams. Allow time for retakes of each test, including at least 50 hours of study time. LOOK UP and LEARN material you do not know or answer incorrectly. Do NOT take an exam without consistently getting 85-90% of practice questions correct. When planning, consider your work schedule, family commitments of time, and finances.*



STEP 2: TAKE THE 240tutoring.com 5 hour PRACTICE CONTENT EXAM

This is the first of four tests you must pass to register for your student teaching course.

Science majors - take the exam after you have taken all freshman & sophomore level science courses in your degree plan.

Math majors - take the exam after you have taken STAT 3325 and MATH 3329

Preparing: If possible, attend the TExES Boot Camp to prepare for Content exams. The College of Science Secondary Education Program offers this camp for 2 weeks in May. For more information email kameraz@utep.edu. If you cannot attend, ask for resources to help you with preparation and email kameraz@utep.edu for **free access** to [240 tutoring.com](http://240tutoring.com)

Scoring: Passing grade is 80% and you have 3 attempts to pass. When you pass, send your score report to lnparral@utep.edu to be cleared for your state test.

STEP 3: TAKE THE TExES CONTENT CERTIFICATION EXAM

*This is the second of four tests you must pass to register for your student teaching course.
Take this exam AS SOON AS YOU ARE ADMITTED TO THE EPP AND RECEIVE CLEARANCE!*

To register for this exam, you must:

- Attend the EPP admission workshop and be admitted to the EPP
- Receive clearance from UTEP College of Education
- Set up a TEAL profile with TEA <https://tea.texas.gov/texas-educators/certification/educator-certification-online-system>
- Set up a profile with the Educator Certification Examination program <https://www.tx.nesinc.com/>
- Register online for the exam <https://www.tx.nesinc.com/>. The tests are computer administered. Note that reporting of scores occurs within one week of taking the test.

Scoring: A passing score is 240 out of 300 (80%). If you do not pass, you must wait 30 days and create a new study plan to retest. If you score less than 240, go to <https://www.utep.edu/science/core/> and make an appointment with Dr. Katherine Meraz to discuss your results and develop a plan for retesting. You will send the completed study plan to lnparral@utep.edu for clearance to retake the test.

STEP 4: TAKE THE 240tutoring.com 5 HOUR PRACTICE PPR EXAM

This is the third of four tests you must pass to register for your student teaching course.

College of Science students may request **free access** to 240tutoring.com through kameraz@utep.edu

Scoring: Passing grade is 80% and you have 3 attempts to pass. When you pass, send your score report to lnparral@utep.edu to be cleared for your state test.

STEP 5: TAKE THE TExES PPR CERTIFICATION EXAM

This is the last of four tests you must pass to register for your student teaching course.

To register for this exam, you must:

- Attend the EPP admission workshop and be admitted to the EPP
- Receive clearance from UTEP College of Education
- Have set up a TEAL profile with TEA <https://tea.texas.gov/texas-educators/certification/educator-certification-online-system>
- Set up a profile with the Educator Certification Examination program <https://www.tx.nesinc.com/>
- Register online for the exam <https://www.tx.nesinc.com/>. The tests are computer administered. Note that reporting of scores occurs within one week of taking the test.

Scoring: A passing score is 240 out of 300 (80%). If you do not pass, you must wait 30 days and study to retest. If you score less than 240, go to <https://www.utep.edu/science/core/> and make an appointment with Dr. Katherine Meraz to discuss the results and develop a plan for retesting. You will send the completed study plan to lnparral@utep.edu for clearance to retake the test.

STEP 6: STUDENT TEACHING – SCED 4691

To register for this course you must:

- Be admitted to the EPP.
- Have completed all other courses required on your degree plan.
- Have completed 30 hours of field experience.
- Apply on-line at <https://coe.utep.edu/epop/apply> . The College of Education Office of Student Teaching will register you for the course and arrange for your Student Teaching placement. Apply for student teaching by:

To Student Teach	Priority Deadline	Final Deadline
Fall 2023	May 26, 2023	June 30, 2023
Spring 2024	**November 10, 2023	**December 1, 2023

*** Spring deadline dates are estimates only. Actual dates will be announced by College of Education*

The student teaching calendar aligns to the school district calendars. Orientations are required. Summer classes may conflict with fall student teaching. Do NOT plan vacations without knowing those calendars. For more information, see the School District websites and <https://www.utep.edu/education/student-teaching/resources/apply-for-student-teaching.html>

STEP 7: GRADUATE FROM UTEP

To receive your diploma you must:

- Discuss graduation with your CORE academic advisor before the beginning of your student teaching semester and follow their instructions to submit their application to graduate.
- Complete student teaching and all other courses in your degree plan.
- It takes about 1 month after finals week for your transcript to show degree awarded.

STEP 8: APPLY FOR YOUR TEACHING CERTIFICATE

*While you may apply for certification at the end of student teaching, the College of Education must endorse you for certification. Your degree must be awarded for them to do so. **It takes about one month after finals for your degree to be posted and for the College of Education to endorse you.***

To receive your teacher certification, you must have passed your TExES content and PPR exams and:

- Visit <https://tea.texas.gov/>
- Click on the TEAL link located at the top of the page.
- Access the system using personal credentials.
- Click on the Educator hyperlink in the middle of the page.
- Select standard certificate from the menu on the left of the page.
- Select The University of Texas at El Paso (University Based) under entity.
- Enter the certification field.
- Pay the required fees (\$78 application fee and \$52 fingerprint fee) and submit the application.

College of Education Center for Student Success: coecss@utep.edu « EDU room 412 « 747-5571
Testing Manager: Lluvia Parral « lnparral@utep.edu « 747-5512

Student Last Name	Advisor Name	Advisor Email
B, F, H, I, K, O, Q, S, U, W	Steven Garcia	sgarcia65@utep.edu
A, L, P, T, V	Diamond Martinez	ddmartinez2@utep.edu
C, E, M, N, X	Cristhian Napoles	canapoles2@utep.edu
D, G, J, R, Y, Z	Irene Resendiz	ijimenez2@utep.edu

To schedule an appointment, go to <https://www.utep.edu/education/css/resources/schedule-an-appointment.html>

College of Science CORE: core@utep.edu « Carl Hertzog Building « 747-8027
Secondary Education Program: <https://www.utep.edu/science/teach-math-science/>
Director, Secondary Education: Dr. Katherine Meraz « kameraz@utep.edu « 747-8469

CORE Secondary Education Advisors:

Assigned Advisor	Major	Advisor's Email
Kristina Barron	Chemistry	kibarron@utep.edu
Nacho Ronquillo	EEB/ BIOL/ESCI/Geology	ironquillo@utep.edu
Enrique Ramirez	Math/Physics	eramirez19@utep.edu

To schedule an appointment with Dr. Meraz, go to core@utep.edu , choose Make an Appointment, choose Pre-professional Mentoring