

# UTEP COLLEGE OF SCIENCE

## Secondary Education Program

### STEPS TO BECOME A MATH OR SCIENCE TEACHER (GRADES 7-12)

Declare your Major in College of Science with a Minor in Secondary Education

---

Apply online to the Educator Preparation Program (EPP) in the College of Education

---

Have you completed at least 60 semester credit hours, including ALL core curriculum and 15 hours in your major?

---

Do you have a minimum cumulative UTEP GPA and major GPA of 2.75?

---

Have you met with the Director of Secondary Education to get a signed copy of your degree plan?

---

Have you taken the 240Tutoring.com Diagnostic Content Exam (no minimum score required)?

---

Have you attended the College of Education Testing Seminar and completed your study plan?

---

Have you completed the EPP essay and EPP application?

---

READY TO  
APPLY?  
ANSWER  
THESE  
QUESTIONS

### ONCE ADMITTED TO THE EPP...

Pass the 240Tutoring.com Content Practice Exam (you have three attempts)

---

Pass the TExES Content Exam (you have five attempts) *\*\*Scholarships available\*\**

---

Pass the 240Tutoring.com PPR Practice Exam (you have three attempts)

---

Pass the TExES PPR Exam (you have five attempts)

---

Apply and complete student teaching semester (all other coursework must be complete)

---

Clear for graduation and submit graduation application

---

Apply for Teacher Certification (must be recommended by College of Education; must be able to pass a background check; social security number required)

---

# UTEP COLLEGE OF SCIENCE

## Secondary Education Program

### STEP 1



Apply online to the Educator Preparation Program (EPP) in the College of Education

---

**Requirements are:**

- Complete 60 semester credit hours, including all Core Curriculum and 15 hours in your teaching area
- Have a minimum cumulative UTEP GPA and major GPA of 2.75
- Take the 240Tutoring.com Diagnostic Content Exam (no minimum score required)
- Attend a College of Education Testing Seminar
- Complete the EPP essay and EPP application

**Take the FREE 50 question Diagnostic (practice) test for your content area on [240tutoring.com](http://240tutoring.com).**

**NOTE:** 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 to 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 must upload the plan with your online EPP application. Sessions are announced at the beginning of each semester. To register for a Testing Session email Ms. Lluvia Parral at [lnparral@utep.edu](mailto:lnparral@utep.edu).

**Meet with the College of Science - Director of Secondary Education to discuss your EPP application, certification testing and timeline to graduation, and to receive a signed copy of your degree plan.**

- Complete the Educator Preparation Program (EPP) essay. Use the rubric to assess and improve your writing and make sure to include examples.

**RECOMMENDED:** Submit your essay to the Writing Center for review. Attach the slip or email from the Writing Center to your essay when you apply.

- Submit your EPP Application online
- Once your EPP Application is approved, you will receive an email from the College of Education regarding the EPP Workshop

**You MUST attend the EPP Admission Workshop to be admitted to the EPP.**

- There are usually NO EPP workshops or admissions in July and August.

**See “Important Dates for EPP” on the next page for requirement deadlines.**

# ++ IMPORTANT DATES FOR EPP ++

## Test Preparation Sessions Spring 2024

Date	Time
Friday, January 26, 2024	10:00 – 11:30 am
Thursday, February 29, 2024	3:00 – 4:30 pm
Thursday, March 28, 2024	3:00 – 4:30 pm
Friday, May 3, 2024	10:00 – 11:30 am
Friday, May 31, 2024	10:00 – 11:30 am

### UTEP College of Education

#### Educator Preparation Program (EPP) Spring 2024 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 9, 2024	Friday, February 23, 2024
Friday, March 8, 2024	Friday, March 22, 2024
Friday, April 5, 2024	Friday, April 19, 2024
Friday, May 10, 2024	Friday, May 24, 2024
Friday, June 7, 2024	Friday, June 21, 2024

**Secondary Minor Students:** To ensure that you have met all EPP requirements, please contact:  
College of Liberal Arts Students – Mr. Daniel Cereceres ([dcereceres@utep.edu](mailto:dcereceres@utep.edu)) **before** submitting your application packet.  
College of Science Students – Dr. Katherine Meraz ([kameraz@utep.edu](mailto:kameraz@utep.edu)) **before** submitting your application packet.

**Ensure that you have met ALL program requirements before submitting your materials. If you have questions, contact your COE advisor.**

Student Last Name	Advisor Name	Advisor Email
D, G, J, R, Y, Z	Irene Resendiz	<a href="mailto:ijimenez2@utep.edu">ijimenez2@utep.edu</a>
A, L, P, T, V	Mario Rodriguez	<a href="mailto:marodriguez22@utep.edu">marodriguez22@utep.edu</a>
C, E, M, N, X	Dina Chagoyan	<a href="mailto:dnchagoyan@utep.edu">dnchagoyan@utep.edu</a>
B, F, H, I, K, O, Q, S, U, W	Sarah Enriquez	<a href="mailto:sgenriquez4@utep.edu">sgenriquez4@utep.edu</a>

## STEP 2



Pass the 240Tutoring.com Content Practice Exam (you have three attempts)

---

**CONSIDER THIS:** 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.

**This is the first of the 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 2-week camp in May.

For more information email [kameraz@utep.edu](mailto:kameraz@utep.edu). If you cannot attend, ask for resources to help you with preparation and email [kameraz@utep.edu](mailto: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](mailto:lnparral@utep.edu) to be approved for your state test.

## STEP 3



Pass the TExES Content Exam (you have five attempts)

---

**CONSIDER THIS:** 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.

**This is the second of the 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
- 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.

**PREPARING:** If possible, attend the TExES Boot Camp to prepare for Content exams. The College of Science Secondary Education Program offers this 2-week camp in May.

For more information email [kameraz@utep.edu](mailto:kameraz@utep.edu). If you cannot attend, ask for resources to help you with preparation and email [kameraz@utep.edu](mailto:kameraz@utep.edu) for free access to [240 tutoring.com](https://www.240tutoring.com).

**SCORING:** A passing score is 240 out of 300 (80%) and you have 5 attempts to pass.

If you do not pass, you must create a new study plan to retest. If you score less than 240, email Ms. Lluvia Parral at [lparral@utep.edu](mailto:lparral@utep.edu) to develop a new plan for retesting approval.

NOTE: You must wait 30 days between each exam attempt.

**SCHOLARSHIPS AVAILABLE:** If you take **and** pass your TExES Content exam at least 6 months prior to the start of your student teaching semester, you will be **REIMBURSED** for the cost of the exam once you begin the student teaching internship.

For questions regarding your score report, for alternate resources, or for scholarship information make an appointment with Dr. Katherine Meraz.

# STEP 4



Pass the 240Tutoring.com PPR Practice Exam (you have three attempts)

---

**CONSIDER THIS:** 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.

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

Math and Science majors - take the exam while you are taking or after you have taken EPDC 3300

**PREPARING:** For more information or alternate resources, email [kameraz@utep.edu](mailto:kameraz@utep.edu), to help you with preparation and email [kameraz@utep.edu](mailto: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](mailto:lnparral@utep.edu) to be approved for your state test.

# STEP 5



Pass the TExES PPR Exam (you have five attempts)

---

**CONSIDER THIS:** 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.

**This is the fourth of the 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
- 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.

**PREPARING:** For more information or alternate resources, email [kameraz@utep.edu](mailto:kameraz@utep.edu), to help you with preparation and email [kameraz@utep.edu](mailto:kameraz@utep.edu) for free access to [240 tutoring.com](https://www.240tutoring.com).

**SCORING:** A passing score is 240 out of 300 (80%) and you have 5 attempts to pass.

If you do not pass, you must create a new study plan to retest. If you score less than 240, email Ms. Lluvia Parral at [lparral@utep.edu](mailto:lparral@utep.edu) to develop a new plan for retesting approval.

**NOTE:** You must wait 30 days between each exam attempt.

For questions regarding your score report or for alternate resources, make an appointment with Dr. Katherine Meraz.

# STEP 6



Apply and complete student teaching semester (all other coursework must be complete)

---

**To be registered for this course you must:**

- Be admitted to the EPP.
- Have completed ALL other required courses on your degree plan.
- Passed both the TExES Content and PPR exams.
- Have completed 30 hours of field experience (per the College of Education).
- Submitted an Application for Student Teaching

**Apply on-line** at <https://coe.utep.edu/epop/apply>.

	Priority Deadline	Final Deadline
Spring 2024	November 10, 2023	December 1, 2023
Fall 2024	May 31, 2024*	June 28, 2024*

**\*Dates subject to change**

**NOTE:** The College of Education Office of Student Teaching will register you for the course and arrange for your Student Teaching placement.

**Confirm your registration** in the student teaching course prior to the start of the semester.

**CONSIDER THIS:** The student teaching calendar aligns to the school district calendars. You must attend student teacher orientation AND district orientation prior to starting your student teaching semester.

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



Clear for graduation and submit graduation application

---

**To receive your diploma you must:**

- Meet with your CORE academic advisor to discuss graduation **BEFORE** the beginning of the student teaching semester and follow their instructions to submit your application to graduate.
- Make sure that you complete student teaching internship requirements and all other courses in your degree plan.
- Run a degree evaluation to make sure that all degree requirements have been completed and are shown on the evaluation.
- An email will be sent from the College of Science CORE to make an appointment to clear for graduation - waiting to make this appointment may result in a graduation application late fee imposed by the university

**NOTE:** It takes about 1 month after finals week for your transcript to show that your degree was awarded.

## STEP 8



Apply for Teacher Certification (must be recommended by College of Education; must be able to pass a background check; social security number required)

---

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.

**NOTE:** It takes about one month after finals for your degree to be posted.

**In order for your teaching certification to be endorsed, you must have completed the student teaching internship, required observations, and degree must have been awarded.**

### **TO APPLY FOR CERTIFICATION:**

- 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 \$45 fingerprint fee) and submit the application.

# UTEP COLLEGE OF SCIENCE

Secondary Education Program

## SECONDARY EDUCATION PROGRAM CONTACTS

### COLLEGE OF SCIENCE - ADVISORS

MAJOR	ADVISOR NAME	ADVISOR EMAIL
CHEMISTRY	Kristina Barron	kibarron@utep.edu
EEB/ESCI/GEOLOGY	Ignacio Ronquillo	ironquillo@utep.edu
PHYSICS/MATH	Enrique Ramirez	eramirez19@utep.edu

### COLLEGE OF EDUCATION - ADVISORS

STUDENT LAST NAME	ADVISOR NAME	ADVISOR EMAIL
A, L, P, T, V	Mario Rodriguez	marodriguez22@utep.edu
D, G, J, R, Y, Z	Irene Resendiz	ijimenez2@utep.edu
C, E, M, N, X	Dina Chagoyan	dnchagoyan@utep.edu
B, R, H, I, K, O, Q, S, U, W	Sarah Enriquez	sgenriquez4@utep.edu