



**College of Education:
Application and Admission into the Teacher Education Program
(TEP)**

**Gateway # 2:
Meet UMHB Requirements**

Before submitting your application to Student Teach, you must meet the following UMHB requirements:

Item	Requirement	Verification/Approval
Public Speaking Course	Grade C or higher	Verified by the Certification Coordinator
Field Experience	Meets Department of Education Requirement	Hours must be documented in your Education folder
Overall GPA	2.75	GPA calculated by Registrar's Office after grades are posted the semester before you student teach
GPA in Professional Coursework	3.0	GPA calculated by Certification Coordinator after grades are posted the semester before you student teach
GPA in Major Field	3.0	GPA calculated by Certification Coordinator after grades are posted the semester before you student teach
Readiness to Test/Content Exam	Approval will be granted after the last semester before student teaching	Approval will be granted by the Certification Coordinator via the teacher candidate's ETS account
Readiness to Test/PPR	Approval will be granted during the student teaching semester	The Seminar instructor will notify the Certification Coordinator and give approval
Degree Audit	Completed during your senior year	Registrar's Office will contact you
Student Teaching Application	Submit application the semester BEFORE you plan to student teach Submit in January or September	Submit Gateway 2 Application Form on myCampus, My Academics, College of Education page



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Item	Requirement	Verification/Approval
Approval for Student Teaching	Once an application has been submitted and all items above have been verified, an email will be sent to you	Check your UMHB email for notification
Criminal History Form	Form must be completed and submitted to the Director of Field Experiences	You will be contacted by the Director of Field Experiences
Proof of Insurance	Form must be completed and submitted to the Director of Field Experiences	You will be contacted by the Director of Field Experiences
Student Teaching Assignment	Application, Criminal History Form, and Proof of Insurance must be submitted and in Education folder	You will be contacted by the Director of Field Experiences