



**Sul Ross State University**  
*Member of the Texas State University System*  
APPLICATION FOR ADMISSION TO STUDENT TEACHING

**NOTE: (1) Must have been accepted into the Teacher Education Program before applying for Student Teaching**  
**(2) Must have passed the Content Area TExES Exams by the start of Block III & Student Teaching**  
**(3) State law requires a criminal background check on each person working in a public school setting.**

Passed TExES Certification Exam Content Exam  PPR Exam   
 Taken/Not Passed TExES Certification Exam Content Exam  PPR Exam

*Complete two (2) copies. Be sure to keep a copy for your own records.*

**MUST BE TYPED – HANDWRITTEN NOT ACCEPTED**

This application is for admission to Student Teaching Fall  Spring  Year: \_\_\_\_\_

Name: \_\_\_\_\_ A #: \_\_\_\_\_  
 Last First MI

Mailing Address: \_\_\_\_\_  
 Address City State Zip Code

Current Telephone: \_\_\_\_\_ Sul Ross E-mail: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
 Address City State Zip Code

Permanent Telephone: \_\_\_\_\_ Personal E-mail: \_\_\_\_\_

Check One: I am a Senior at SRSU  I am a transient student from another Texas University   
 I am in the SRSU Accelerated Certification Program

Will you be working as a Certified Educational Aide during Student Teaching?  
 (If yes, please fill out the attached Educational Aide Approval Form) Yes  No

Completed degree plan review with advisor Yes  No

**In which student teaching course do you plan to register?**

Check One: EDUA/EDSR 4601 Elementary  EDUA/EDSR 4605 Secondary  EDUA 5627 Clinical Teaching   
 EDUA/EDSR 4602 Middle School  EDUA 4603 All-Level

**Level/Area for which you are seeking certification and teaching placement: MARK ONLY ONE.**

Grades EC-6:	Core Subjects <input type="checkbox"/>		
Grades 4-8:	English/Lang. Arts/Reading <input type="checkbox"/>	Math <input type="checkbox"/>	Science <input type="checkbox"/> Soc. Studies <input type="checkbox"/>
Grades 6/7-12:	<input type="checkbox"/>	Teaching Field: Select 7-12 Certification Field	
All-Level (EC-12):	Art <input type="checkbox"/>	Music <input type="checkbox"/>	Physical Education <input type="checkbox"/> Spanish <input type="checkbox"/> Theatre <input type="checkbox"/>

<b>RGC STUDENTS ONLY:</b> Please indicate your chosen Placement District Eagle Pass ISD      San Felipe Del Rio CISD      Uvalde CISD	<b><u>ALL PLACEMENTS DONE BY EDUCATION DEPARTMENT</u></b> <b><u>DO NOT CONTACT SCHOOLS INDEPENDENTLY</u></b>
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**ALL OTHER STUDENTS:** Please indicate your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices for Teaching Placement

District Name:	Campus Name	Campus Phone	City
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

**Criminal Background Check**

The student understands that to participate in student/clinical teaching in a TEA accredited public school, a criminal history/background check is required by Sul Ross State University. The criminal history/background check will be done through CastleBranch by the student and the results will be reported to Sul Ross State University. (**See attached instructions**) The student understands that this criminal history/background check through CastleBranch will cost them \$20.00. The student also understands that this information may be discussed with the School District(s) in which they are involved. The student also understands that the State will conduct a criminal history inquiry through the Federal Bureau of Investigations when they apply for their actual Teacher Certificate. **SEE ATTACHED INSTRUCTIONS ON PAGE III**

*If the results of this inquiry should indicate a felony or misdemeanor, please provide an explanation.*

**Statements of Affirmation**

- *I affirm that the information provided in this application is correct and that I have applied for student teaching placement in the \_\_\_\_\_ semester.*
- *I understand that I am required by the Department of Education to pass the TExES content exam by the Department's determined deadline prior to student teaching.*
- *I understand that if I pass the TExES #391 Core Subjects content exam on the **first attempt** and by the given deadline, I will be reimbursed for the exam cost by Sul Ross State University.\**

*\*Reimbursement of first attempt passed eligible for #391 Core Subjects exam only*

\_\_\_\_\_  
Signature/Consent

\_\_\_\_\_  
Date

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored by Sul Ross State University on any basis prohibited by applicable law, including but not limited to race, color, national origin, religion, sex, age, or disability.

A person providing information to Sul Ross State University by means of this form is entitled (with few exceptions) to request, receive, review, and if desired, correct information about him/her that is incorrect.  
*Texas Government Code, Chapter 559.*



# Package review

Order Instructions for  
**Sul Ross State University - Undergraduate Teacher Education Program**

1. Go to <https://mycb.castlebranch.com/>
2. In the upper right hand corner, enter the Package Code that is below.

Package Code SS73a: Background Check

## About

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### About CastleBranch

Sul Ross State University - Undergraduate Teacher Education Program has partnered with CastleBranch, one of the top ten background check and compliance management companies in the nation to provide you a secure account to manage your time sensitive school and clinical requirements. After you complete the order process and create your account, you can log in to your account to monitor your order status, view your results, respond to alerts, and complete your requirements.

You will return to your account by logging into [castlebranch.com](https://mycb.castlebranch.com/) and entering your username (email used during order placement) and your secure password.

## Order Summary

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### Payment Information

Your payment options include Visa, Mastercard, Discover, Debit, electronic check and money orders.  
Note: Use of electronic check or money order will delay order processing until payment is received.

### Accessing Your Account

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

### Contact Us

For additional assistance, please contact the Service Desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.



Clinical/Student Teacher Candidates Employed As Educational Aides
TAC §228.35 (k)

ONLY COMPLETE IF A CERTIFIED EDUCATIONAL AIDE

Under Texas Administrative Code (TAC) §228.35(k)1, the SRSU certification candidate, \_\_\_\_\_, requests to use their instructional duties as an educational aide to satisfy their clinical teaching assignment.

To qualify for this option the candidate must

- a) Hold an active Educational Aide (I, II, or III) Certificate with the Texas Education Agency
b) Be actively employed by the placement district as an Educational Aide
c) Have an Educational Aide assignment whose instructional duties correlate with their certification field.

To complete clinical/student teaching using the Educational Aide option the candidate must:

- a) Complete a clinical/student teaching assignment that is a minimum of 490 clock hours in length.
b) Candidate instructional duties must correlate with the Core Subjects EC-6 certification field.
c) Candidate will provide weekly logs of clock hours completed, with evidence that assignment correlates with the Core Subjects EC-6 certification.
d) The candidate's cooperating teacher must be a certified EC-6 or Elementary 1-6/1-8 teacher with a minimum of three years teaching experience.

Required Candidate Information

Form with text: SRSU certification candidate, \_\_\_\_\_, formally requests to use the Educational Aide option for clinical/student teaching, as per TAC 228.35(k). Includes Yes/No checkboxes.

1 See 19 TAC 228.35 (k), (k) Candidates employed as certified educational aides.

(1) Clinical Teaching Assignment. Candidates employed as certified educational aides may satisfy their clinical teaching assignment requirements through their instructional duties.

(A) If an EPP permits candidates employed as certified educational aides, as defined by Chapter 230, Subchapter E, of this title (relating to Educational Aide Certificate), to satisfy the clinical teaching assignment requirements through their instructional duties, the clinical teaching assignment must be for a minimum of 490 hours (14-week equivalent).

(B) An EPP may permit an educational aide employed in a clinical teaching to be excused from up to 35 of the required hours due to maternity leave, military leave, or illness.

(C) Clinical teaching is successful when the candidate demonstrates proficiency in each of the educator standards for the assignment and the field supervisor and cooperating teacher recommend to the EPP that the candidate should be recommended for a standard certificate. If either the field supervisor or cooperating teacher do not recommend that the candidate should be recommended for a standard certificate, the person who does not recommend the candidate must provide documentation supporting the lack of recommendation to the candidate and either the field supervisor or cooperating teacher.."

A copy of your current Educator Certificate from TEA, showing an active certification as an Educational Aide I, II, or III, is attached.	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
A copy of your current Educator Service Record is attached, showing active employment with the school district as an Educational Aide.	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No

**Required Cooperating Teacher Information**

A curriculum vitae or resume detailing what your accomplishments or awards as an educator is attached.	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
A copy of your current Educator Certificate from TEA is attached, showing active certification in Core Subjects EC-6; Elementary 1-8 or other TEA approved certification for the EC-6 grades.	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
A copy of your current Educator Service Record is attached, showing a minimum 3 years experience as an educator in the candidate's certification field.	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Campus Administrator \_\_\_\_\_ Date: \_\_\_\_\_

Signature Director of Education \_\_\_\_\_ Date: \_\_\_\_\_