

 Alternative Certification Program Timeline and Requirements - 2026-27			Name: TFA Region:
Date Completed:	To Do:	Links:	Information:
	Apply to SMU When: January-May	SMU Application	Submit: Official Transcripts, Essay, Resume, 5 Interview questions. • SMU App fee is waived!
	Accept Offer of Admission When: watch for email "Update in your SMU Admission portal"	Log in to your SMU App Portal	Welcome to SMU!!!! Read ACTION ITEMS email sent after accepting offer of admission.
	Activate SMU Student Account When: spring/summer	SMU Account	Leads to all things required as an SMU student.
	Log in to SMU email When: spring/summer	SMU Email	Check SMU email daily <i>throughout the year</i> for important information!!
	Pay TEA Technology Fee When: spring/summer	SMU eStore	TEA requirement.
	Submit Health History Form and Immunization Records When: spring/summer	SMU Health Forms	Required to enroll in classes. Do not wait until August to complete, as it can take time to access your records and vaccinations may be needed.
	Upload Photo When: spring/summer	SMU ID Services	Required to enroll in classes. Think... Driver's License photo!! Check your SMU email for status of your photo submission.
	Submit Official Conferred Degree Transcript When: spring/summer	Request your institution to send to gradappmaterials@smu.edu	Required to enroll in classes. If the transcript provided when applying did not have a confer date (e.g., admitted to SMU prior to earning your Bachelor's degree), an official, final transcript must be sent to SMU.
	Prepare for TExES test(s) & Pass Practice test(s) When: spring/summer	Reference email from Lexy Helfenstein	Use 240 Tutoring to prepare for your exams. Reach out to Lexy for support. • Extensive studying is typically required for these exams. • Passed practice test? Let Lexy know!
	Take/Pass TExES test(s) When: after admission to SMU; spring/summer	Reference email from Lexy Helfenstein	Required prior to Intern Certificate issuance. All exams must be passed by July 31 .
	Field-Based Experiences • Observations • Interactive When: summer	Submit signed FBE forms with reflections by July 7 . 2026 TFA CM FBE Guide FBE Entry Form	Required prior to Intern Certificate issuance. • Interactive - Summer Practicum: - 25 hrs. Minimum. • Observations - Teaching Channel*: - 0-25 hrs Minimum to meet 50 hours. - Approved Video Observation List *DFW: In-Person Observations
	Statement of Eligibility (SOE) Form When: July; after FBE & pass TExES	Required for Intern Certificate	SMU will send your SOE form directly to the HR dept of your school district.
	Apply for Intern Certificate When: after pass TExES tests	TEAL login Lexy will send info to apply for your Intern Certificate.	Apply for Alternative route with Southern Methodist University as the entity.

	Attend <i>Mandatory</i> SMU Orientation via ZOOM <i>When: July 22 from 6-8pm</i>	<i>Who attends?</i> All CMs regardless of testing status.	Zoom Link
	Interns: Enroll in two Fall Term Courses • Internship • Lecture Non-Interns: Enroll in 1-credit Testing Support course <i>When: August</i>	my.SMU.edu	Class enrollment instructions provided in early August by Lexy Helfenstein Good news! Classes will not fill up. We're holding your spot! First day of fall semester: August 24 SMU Calendar
	Interns: Meet with SMU Field Supervisor <i>When: within first 3 weeks of teaching assignment.</i>	The Field Supervisor is considered your professor for the Internship course.	Your Field Supervisor will reach out to you to schedule first meeting.
	Complete Professional Development (PD) Trainings <i>When: August - March</i>	SMU Canvas	Due dates: ☐ November 1: Ethics Part 1 ☐ December 1: Ethics Part 2 ☐ January 15: Suicide Prevention ☐ February 1: Dyslexia ☐ March 1: Mental Health ☐ April 1: Substance Abuse
	Pass #160 PPR EC-12 Practice Test <i>When: August - January</i>	Reference email from Lexy Helfenstein & Yoshi Totsuka.	Begin studying and pass practice test prior to start of Spring Term (January19)
	Pass TExES #160 PPR EC-12 <i>When: August - January</i>	Reference email from Lexy Helfenstein & Yoshi Totsuka.	Due: January 31
	SMU Fall Term: Last Day of Classes- 12/8	Winter Break!!!	
	Interns: Enroll in two Spring Term Courses • Internship • Lecture <i>When: December</i>	my.SMU.edu	Class enrollment instructions provided in December by Lexy. First day of spring semester: January 19 SMU Calendar
	Interns: Complete all requirements for Standard Educator Certificate <i>When: Before May 31</i>	Submitted/Completed/Passed all Requirements? ☐ FBE logs – Observation and Interactive ☐ PD Trainings – 6 Assignments ☐ TExES Content Test(s) ☐ Fall/Spring SMU Courses ☐ Successful Teacher Internship – 2 semesters ☐ TExES #160 PPR EC-12	
	Interns: Apply for TX Standard Educator Certificate <i>When: May</i>	TEAL login	Apply for Alternative route with Southern Methodist University as the entity. See email from Lexy with steps to apply.
	Pay Deferred Tuition <i>When: July</i>	Payment instructions will be sent to your SMU email address. SMU Billing	Ensure tuition is paid by July 15 .
<i>Congratulations!!!</i> <i>You are a Fully Certified Teacher!!!</i>		<i>Enjoy your summer!!!</i> Signature _____	

Once complete and signed, upload this form to SMU Canvas