

 Alternative Certification Program Timeline and Requirements			Name: TFA Region:
Date Completed:	To Do:	Links:	Information:
	Apply to SMU <i>When: January-May</i>	SMU Application	Submit: Official Transcripts, Essay, Resume, EPP App Form with 5 Interview questions. <ul style="list-style-type: none"> Your TFA Region provides instructions to complete the application. SMU App fee is waived!
	Accept Offer of Admission <i>When: watch for email "Update in your SMU Admission portal"</i>	Log in to your SMU App Portal	Welcome to SMU!!!! Read ACTION ITEMS email sent after accepting offer of admission.
	Activate SMU Student Account <i>When: spring/summer</i>	SMU Account	Leads to all things required as an SMU student.
	Log in to SMU email <i>When: spring/summer</i>	SMU Email	Check SMU email daily <i>throughout the year</i> for important information!!
	Pay TEA Technology Fee <i>When: spring/summer</i>	SMU eStore	TEA requirement.
	Submit Health History Form and Immunization Records <i>When: spring/summer</i>	SMU Health Forms	Required to enroll in classes. <i>Do not wait until August to complete, as it can take time to access your records and vaccinations may be needed.</i>
	Upload Photo <i>When: spring/summer</i>	SMU ID Services	Required to enroll in classes. <i>Think... Driver's License photo!!</i> Check your SMU email for status of your photo submission.
	Submit Official Conferred Degree Transcript <i>When: spring/summer</i>	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 in sent to SMU.
	Prepare for TExES test(s) & Pass Practice test(s) <i>When: spring/summer</i>	Reference email from Lexy Helfenstein	Use 240 Tutoring to prepare for your exams. Reach out to Lexy for support. <ul style="list-style-type: none"> Extensive studying is typically required for these exams. Passed practice test? Let Lexy know!
	Take/Pass TExES test(s) <i>When: after admission to SMU; spring/summer</i>	Reference email from Lexy Helfenstein	Required prior to Intern Certificate issuance. <i>All exams must be passed by July 31.</i>
	Field-Based Experiences <ul style="list-style-type: none"> Observations Interactive <i>When: summer</i> <i>Interactive: During TFA practicum</i> <i>Observations: after pass TExES</i>	Submit signed FBE forms with reflections by July 7 . FBE Information	Required prior to Intern Certificate issuance. <ul style="list-style-type: none"> Observations - Teaching Channel*: 25 hrs. minimum. Interactive - Summer Practicum: 25 hrs. minimum. <i>*DFW: In-Person Observations</i>
	Statement of Eligibility (SOE) Form <i>When: July; after FBE & pass TExES</i>	Required for Intern Certificate	SMU will send your SOE form directly to the HR dept of your school district.
	Apply for Intern Certificate <i>When: after pass TExES tests</i>	TEAL login Jill Moore sends info to apply for your Intern Certificate.	Apply for Alternative route with Southern Methodist University as the entity.

	Attend <i>Mandatory</i> SMU Orientation <i>When: late July</i>	Zoom Links: DFW Austin/Houston/San Antonio	DFW region: July 29, 6:00 - 7:30 pm Austin/Houston/San Antonio regions: July 31, 6:00 - 7:30 pm
	Enroll in two Fall Term Courses • Internship • Lecture <i>When: August; after pass TExES</i>	my.SMU.edu	Class enrollment instructions provided in early August by Jill Moore. Good news! Classes will not fill up. We're holding your spot! First day of fall semester: August 25 SMU Calendar
	Parking Permit – SMU Dallas campus only <i>When: after enrolled in classes</i>	Parking Permit	Only required for lecture class on SMU Dallas campus.
	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: <input type="checkbox"/> October 1: Ethics Part 1 <input type="checkbox"/> November 1: Ethics Part 2 <input type="checkbox"/> December 1: Suicide Prevention <input type="checkbox"/> January 15: Dyslexia <input type="checkbox"/> March 1: Mental Health <input type="checkbox"/> April 1: Substance Abuse
	Pass #160 PPR EC-12 Practice Test <i>When: August - January</i>	Reference email from Lexy Helfenstein	Begin studying and pass practice test prior to start of Spring Term (January 20)
	Pass TExES #160 PPR EC-12 <i>When: August - January</i>	Reference email from Lexy Helfenstein	Due: January 31
	SMU Fall Term Ends 12/17	Winter Break!!!	
	Enroll in two Spring Term Courses • Internship • Lecture <i>When: December</i>	my.SMU.edu	Class enrollment instructions provided in December by Jill Moore. First day of spring semester: January 20 SMU Calendar
	Complete all requirements for Standard Educator Certificate <i>When: Before May 31</i>	Submitted/Completed/Passed all Requirements? <input type="checkbox"/> FBE logs – Observation and Interactive <input type="checkbox"/> PD Trainings – 6 Assignments <input type="checkbox"/> TExES Content Test(s) <input type="checkbox"/> Fall/Spring SMU Courses <input type="checkbox"/> Successful Teacher Internship – 2 semesters <input type="checkbox"/> TExES #160 PPR EC-12	
	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 Jill Moore with steps to apply.
	Pay Deferred Tuition <i>When: July</i>	Payment instructions will be sent to your SMU email address.	Ensure tuition is paid by July 15 .
Congratulations!!! You are a Fully Certified Teacher!!!		Enjoy your summer!!! Signature _____ 	

Once complete and signed, upload this form to SMU Canvas.