

Region XIII Educator Certification Program  
**Application Requirement Checklist**  
**Business Education 6-12**

**Application Requirements:** *The following is a list of the minimal requirements for application to the Region 13 Educator Certification Program for the certification area specified above.*

**Bachelors Degree** (from an accredited institution of higher education) with 15 hours of coursework documented in transcript related to certification area of Business Education

- You may view all accredited institutions in the United States on the website [Council for Higher Education Accreditation \(CHEA\)](#)

**NOTE: Candidates with a degree from a foreign institution must:**

- Have transcripts evaluated by [Foreign Credential Services of America](#), 512.459.8428, showing degree earned and grade equivalencies
- Take the [THEA](#) (Texas Higher Education Assessment) scoring a minimum of Reading – 240, Writing – 220, and Math 240
- Take the [TOEFL](#) (Test of English as a Foreign Language) scoring a minimum of 26 in listening and speaking

**Minimum 2.50 grade point average** (determined in **one** of the followings ways)

- 2.5 on all coursework on all coursework (includes all courses from all institutions)
- OR-
- 2.75 in last 60 semester hours of completed coursework

**Content Area Proficiency**

- Bachelors Degree (from an accredited institution of higher education) with 15 hours of coursework documented in transcript related to certification area of Business Education
- OR-
- Applicant has passed a TExES Pre-Admission Content Test (PACT) in the area of teaching certification. For test information, visit <http://www.texas.ets.org/epp/epppact> and register for the PACT Test: **Test Code #176 Business Education 6-12**

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**Application Process:** *The following is a summary of the application process:*

- Submit an online application
- Pay the application fee at the conclusion of the application **ALL FEES ARE NON-REFUNDABLE**
- Submit official transcripts from ALL institutions of higher education attended
- Submit three confidential professional reference forms (see website for form)