

Region 13 Educator Certification Program  
**Application Requirement Checklist**  
**Business and Finance 6-12**

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

**Bachelors Degree** earned from and conferred by an institution of higher education that is recognized by the Texas Higher Education Coordinating Board (THECB).

- 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 Credentials Service of America](#), 512.459.8428, showing degree earned and grade equivalencies
- Take the [TOEFL iBT](#) (Test of English as a Foreign Language) scoring a minimum of 24-Speaking; 22-Listening; 22-Reading and 21-Writing

If you have a degree from a country where English is the official language, a TOEFL score is **NOT** required. See [approved list](#).

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

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

**Content Area Proficiency**

- Applicant has passed a TExES Pre-Admission Content Test (PACT) in the area of teaching certification. For test information, visit <https://bit.ly/2O2tbBH> and register for the PACT Test:  
**Test Code #276 Business and Finance 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 copy of PACT scores for test listed above