

Region 13 Educator Certification Program
Application Requirement Checklist
Business and Finance 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 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](#) (Test of English as a Foreign Language) scoring a minimum of 26 in listening and speaking.

Note: When registering for the TOEFL, please choose the Region 13 Institution Code - B271

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 (determined in **one** of the following ways)

- 24 semester hours (with coursework minimum GPA of 2.5) in Business Education related content
 - 12 of the 24 semester hours should reflect upper level coursework
- 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 #276 Business and Finance 6-12**

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