



**MEDT Programs
Admission/Retention Checklist**

CANDIDATE: (print)	DBU ID:	TEA ID:
Program Concentration:		
Checkpoint 1 - Requirements for University Admission		
DBU Admission Letter to University and previous official transcripts ◇		
Checkpoint 2 - Requirements for EPP Entrance (Must be completed within the first 9 hours of the MEDT)		
GPA Minimum 3.0 † ◇ • Overall GPA: _____ or within the last 60 hours GPA _____		
Passed PACT exam *† Score: _____ Or Official Transcript Hours 12 hrs. or 15 hrs. math/science _____ Or TExES Content Score: _____		
Notice of Requirements – acknowledge in the Graduate Application <input type="checkbox"/> MEDT Program Guidelines for Teacher Certification ◇ <input type="checkbox"/> Redirection from the EPP – Exit Policy ◇		
<i>International students:</i> TOEFL scores *◇† S 20 -24, L 17-21, R 18-23, W 17-23 <input type="checkbox"/> Speaking _____, Listening _____, Reading _____, Writing _____		
Degree Tracker/Degree Audit provided to student *†		
Texas Education Agency (TEA) Account created for TEA ID # (Submitted on the EPP Screener) <input type="checkbox"/> EPP Screener completed		
Acceptance to EPP (Letter) – sign and submit to program director ◇ Date: _____		
Ensure Certification Office admits to EPP within 7 days of EPP admission ◇		
Signed letters of deficiency for any criteria not completed upon EPP admission with a timeline for completion. ◇		
Checkpoint 3 - Requirements for Program Completion		
\$35.00 TEA Technology Fee assessed ◇		
Prerequisite: College Algebra (EC-6 only)		
Notice of Requirements – sign and submit to program director <input type="checkbox"/> Texas Educator's Code of Ethics ◇ <input type="checkbox"/> TExES Testing Guidelines † <input type="checkbox"/> FERPA Form 1 (allows DBU to communicate student information – sign and submit to program director) † <input type="checkbox"/> FERPA Form 2		
Completion of all coursework for degree/certification as noted in the Student Evaluation. Signed by Student, Program Director, and Dean. Included in the Graduation Application. ◇		
50 hours of classroom observations (25 minimum interactive hours). Completed before Clinical Teaching/Internship. Observation Log and reflective journals submitted to program director ◇		
Professional Development Workshops attended ◇ – copies submitted to program director. To be completed prior to Clinical Teaching/Internship Teaching. Check for compliance in EDUC 4030/5030 ▪ Dyslexia _____ Ethics _____ Mental Health, Substance Abuse, Youth _____ Suicide _____		
Fitness to Teach – submitted to program director		
<i>International students:</i> Apply for and have a social security number on file; Transcript Courses Equivalent		
Passed TExES PPR exam. Score: _____ Date: _____ <input type="checkbox"/> Approval to Test form ◇		
Passed TExES Content exam. Score: _____ Date: _____ <input type="checkbox"/> Approval to Test form ◇		
Passed TExES STR exam (only for EC-6 or 4-8 ELAR.) * Score: _____ Date: _____ <input type="checkbox"/> Approval to Test form ◇		
Internship or Clinical Teaching Planned <input type="checkbox"/> Application submitted to program director		
University/Site Supervisor Observations/Evaluations submitted to program director (Bob's form) ◇ <input type="checkbox"/> Pre/Post Conference dates _____; Contact Log; Hours Log (Clinical Teaching only)		
Application to Graduate – Degree Audit, Substitutions*, Catalog Changes*†		

*As Applicable

†DBU Requirement

◇TEA Requirement

◆Accreditation Requirement

Program Director Signature _____

Revised: 6/17/25