



<b>Graduate/Advanced Certification Programs</b>		
<b>Admission/Retention Transition Points Checklist</b>		
<b>CANDIDATE: (print)</b>		<b>Student ID:</b>
<b>Program Director:</b>		
<b>Transition Point 1 - Requirements for University Admission</b>		<b>Admission Date:</b>
	GPA 3.0	
	BA or BS	
	Statement of Purpose	
	Professional Resume	
	Transcript(s)	
<b>Requirements for EPP Entrance – Certification Students Only</b>		
	Submit DBU Admissions Application Code of Ethics Signature Form Returned TExES Testing Guide Certification TEA ID number	
	TOEFL (International students only)	
	Complete Graduate Screener – Sent by Director	
	Teacher Service Record if available and meets program requirements	
	DBU Admission Letter to University Signed and Submitted	
<b>Transition Point 2 – Requirements for Program Continuance</b>		
	Maintain Minimum 3.0 GPA	
<b>Requirements for Practicum – Certification Students Only</b>		
	Practicum/Intern Application or Approval Forms	
	Submit Proof of Professional Liability Insurance	
	University/Site Supervisor Observations/Evaluations (Pre/Post Conf., Contact Log, Hours Log)	
	Min of 3.0 Grade in practicum/internship	
	Verification of Counseling Sessions** MEDSC Only	
<b>Transition Point 3 – Requirements for Program Completion</b>		
	GPA Minimum 3.0	
	Test Prep Seminar and Practice TExES Exam	
	Defense of Degree Seminar and Presentation – Degree students only	
	Apply to TEA for Certification and pay fee	
	Graduate Exit Survey	
<b>Transition Point 4 – Requirements for Certification</b>		
	DBU recommends candidate for certification	