

HOW TO APPLY

Step 1: Complete an application.

[Certifications Offered](#)

Step 2: Send us all of your official transcripts.

Electronically (preferred):

240 Certification

transcripts@240certification.com

By Mail:

3122 Nealy Way, Ste. 211-B

Longview, Texas 75605

Step 3: Tell Us About YOU! (Complete Writing Sample)

This will be sent to you once your initial application is completed.

Step 4: Decide how you will demonstrate content knowledge in one of the following ways:

- 12-hours (college coursework) in the subject-specific area with a GPA of 2.5 or above*
- 15-hours (college coursework) for mathematics or science above Grade 7 (with subject-specific GPA of 2.5 or above)
- TX-PACT exam (only required if applicant does not have the 12/15 required content hours for desired certification area or do not meet the GPA requirement)
- **Specific Certification Areas:**
 - **Social Studies 7-12:**
 - At least 9 of the 12 required hours must be in history, government/political science, economics, or geography with a 2.5 subject-specific GPA.
 - Remaining hours may be in psychology or sociology.

- **Science 4-8 and 7-12:**
 - 15 hours of coursework with at least 3 hours each in biology, chemistry, and physics
 - Accepted AP/CLEP credit for these subjects
 - OR: A Bachelor's degree or higher in a core science field (biology, chemistry, physics, engineering, or pre-med/nursing)

Step 5: Candidate Interview (when additional information is needed.)

Step 6: Demonstrate English proficiency in one of the following ways:

- Submit official transcripts (minimum of bachelor's degree) from a U.S. accredited university;
- (International students only) Submit official transcript from a university where it is documented that English is the official language of instruction and the country appears on this [list \(Texas Administrative Code\)](#);
- Successfully complete the Test of English as a Foreign Language internet-Based Test (TOEFL iBT) and score in the High-Intermediate range. **Scores must be at or above the High-Intermediate level.**

Step 7: (Transferring applicants only) Complete Transfer From.

- See [Transfer Policies for 240 Certification](#).
- This is the last step to be completed before the application is approved or denied.
- Applicant will be notified if this form is required.

**Should there be any data or findings that may indicate an applicant may be unable to sufficiently pass future certification examinations, the EPP can require that the applicant successfully pass the TX PACT exam. This decision will be at the discretion of the Director of Certification & Compliance.*

**At any point during the application process, any concerns about an applicant's professional disposition will be documented according to the Formal Review Process.*

Additional Admission Considerations

- **Certification Exam Concerns:** As part of the evaluation process, the EPP reviews each applicant's prior certification testing history. Excessive unsuccessful attempts on certification examinations are a strong indicator of limited likelihood of success in future testing and program completion.
 - **Applicants with 10 or more failed testing attempts** across any state certification examinations will be deemed **ineligible for admission** to the program. Candidates who have reached this threshold will not meet admission standards, and applications will not be advanced.
 - **Applicants with fewer than 10 failed testing attempts** may be considered; however, prior testing performance will be carefully evaluated. In such cases, additional criteria including successful completion of the TX PACT, evidence of strong academic performance, and/or demonstration of professional aptitude—will be required before any admission decision is made.
 - Meeting the standard of fewer than 10 failed attempts **does not guarantee admission**. Admission decisions remain at the discretion of the EPP Admissions Team and will be based on a comprehensive review of all application materials and candidate disposition.
- **Professional Disposition:** Any concerns about an applicant's professional disposition during the application process may be documented and could lead to denial of admission. This includes, but is not limited to, any issues in employment, certification history, or prior EPP candidacy that may suggest difficulty in complying with the Educators Code of Ethics (19 TAC 247).

Ineligibility for Admission

- Educators (including Educational Aides) with a revoked or suspended certificate are ineligible for admission. In the event that the suspension has been cleared, the application and reasons surrounding the suspension will be carefully reviewed by the Admissions Manager or designee.