

## DEFICIENCY PLAN REQUEST

Date of Request: \_\_\_\_\_

Please complete the following:

NAME: \_\_\_\_\_ SOC SEC NO. \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
\_\_\_\_\_ HOME PHONE (\_\_\_\_) \_\_\_\_\_  
Email Address: \_\_\_\_\_ WORK PHONE (\_\_\_\_) \_\_\_\_\_

This information is voluntary and is collected for reporting numbers of applicants to the State Board for Educator Certification (SBEC):

U. S. CITIZEN:  YES  NO      GENDER:  MALE,  FEMALE  
ETHNICITY:  AFRICAN AMERICAN       HISPANIC       WHITE  
 ASIAN/PACIFIC ISLANDER       NATIVE AMERICAN       OTHER

BACHELOR'S DEGREE AWARDED: DATE \_\_\_\_\_ DEGREE \_\_\_\_\_ UNIVERSITY \_\_\_\_\_

TYPE OF PLAN DESIRED:

- INFORMAL or  
 FORMAL (school districts require a formal plan for hiring on emergency permit)

TYPE OF CERTIFICATE DESIRED:

- INITIAL (for individuals with a degree and no previous certification)  
 ADDITIONAL (for individuals with a degree and certification who are adding another content area or supplemental certificate)

IF SEEKING AN INITIAL CERTIFICATE, COMPLETE THE FOLLOWING:

LEVEL OF PLAN DESIRED

- EC-6 (GRADES PreK-6)  GENERALIST  BILINGUAL GENERALIST  GENERALIST/SPECIAL EDUCATION  
 ESL GENERALIST

4-8 (GRADES 4-8) (See specialization choices on back of this form) : \_\_\_\_\_

SECONDARY (Grades 6-12 and 8-12) SECONDARY TEACHING FIELD \_\_\_\_\_  
(See secondary choices on back of this form)

ALL-LEVEL (Grades EC-12) (See EC-12 choices on back of this form) \_\_\_\_\_

IF ADDING TO AN EXISTING CERTIFICATE, COMPLETE THE FOLLOWING:

LEVEL OF CURRENT TEXAS TEACHING CERTIFICATE:

- ELEMENTARY with specialization(s) in \_\_\_\_\_  
 SECONDARY with teaching fields in \_\_\_\_\_

ADDITIONAL, SUPPLEMENTAL OR PROFESSIONAL CERTIFICATE to be added \_\_\_\_\_

---

PLEASE SEND THE ABOVE INFORMATION ALONG WITH:

1. **Official transcripts** of all college work. Transcript may be sent by you rather than directly from the institution; total cumulative GPA **must be 3.0 overall, or 3.0 in last 60 hours with at least a 2.5 overall.**
2. A copy of **THEA/TASP or Accuplacer scores** if seeking an initial certificate. **THEA/TASP** requirements are: **MATH – 240; READING – 260; WRITING – 240; Accuplacer** requirements are **MATH – 65; READING – 80; WRITING – 82/6.** No course work exceptions are accepted, and no formal deficiency plans will be prepared until scores are submitted.
3. A check or **money order** made out to **TWU** in the amount of **\$25 for EACH** deficiency plan requested. **Sorry, but we cannot accept cash.**
4. If you are already certified, please send a copy of your existing Texas certificate and a copy of your **teacher service record** to document years of teaching experience.
5. MAIL TO: STUDENT SUPPORT SERVICES  
COLLEGE OF PROFESSIONAL EDUCATION  
TEXAS WOMAN'S UNIVERSITY  
PO BOX 425769  
DENTON TX 76204-5769

**PLEASE NOTE:** While every attempt is made to prepare deficiency plans within 2-3 weeks of the request, the work load at certain times of the year makes this difficult. If your employment is dependent upon a plan being sent by a particular deadline, please notify us.

**STANDARD CERTIFICATES AVAILABLE THROUGH TWU  
(INITIAL Texas Teaching Certificate)**

**Elementary Certification**

EC – 4 Generalist  
EC – 4 Bilingual Generalist  
EC – 4 Generalist/ Special Education  
EC – 4 Generalist/English as a Second Language  
**(\*Through 2010)**

EC-6 Generalist  
EC-6 Bilingual Generalist  
EC-6 Generalist/ Special Education  
EC-6 Generalist/English as a Second Language

4 – 8 Generalist  
4 – 8 Bilingual Generalist  
4 – 8 Generalist/Special Education  
4 – 8 Generalist/English as a Second Language  
4 – 8 English Language Arts/Reading  
4 – 8 Math  
4 – 8 Social Studies  
4 – 8 Science

**All-Level (EC – 12)**

Art  
Health  
Music  
Physical Education  
Theater Arts

**Secondary – (grades 8 – 12)**

Business Education (6 – 12)  
Computer Science  
Dance  
English – Language Arts

Family & Consumer Science (6 – 12)  
Hospitality, Nutrition, & Food Sciences  
Human Development & Family Studies  
History  
Mathematics  
Life Science  
Physical Science  
Science Composite  
Social Studies

**Special Education (EC – 12)**

Education Of the Deaf & Hard of Hearing  
All-level Special Education

**PROFESSIONAL CERTIFICATES AVAILABLE**

(Must hold a valid teaching certificate and have at least two years of teaching experience for most of these programs)

Superintendent  
Principal  
School Counselor  
Special Education Diagnostician

Master Reading Teacher  
Reading Specialist  
School Librarian  
Master Math Teacher

## ADDENDUM

STUDENTS WHOSE FIRST LANGUAGE IS NOT ENGLISH MUST MEET TEXAS WOMAN'S UNIVERSITY'S ADMISSION REQUIREMENT OF SCORING 550 OR BETTER ON THE TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) AND 50 ON THE TEST OF SPOKEN ENGLISH (TSE) BEFORE A DEFICIENCY PLAN CAN BE COMPLETED.

STUDENTS WHO HAVE EARNED A MASTER'S DEGREE OR HIGHER FROM A UNIVERSITY IN THE UNITED STATES ARE EXEMPT FROM THIS REQUIREMENT.

FOR TOEFL and TSE INFORMATION, CONTACT:

TEST OF ENGLISH AS A FOREIGN LANGUAGE  
BOX 899  
PRINCETON, NEW JERSEY 08540, USA  
[www.toefl.org](http://www.toefl.org)

In accordance with Leg. House Bill 1922, an individual is entitled to: request to be informed about the information collected about them; receive and review their information; and correct any incorrect information.

Disclosure of your Social Security number is required to **prepare a deficiency plan** at Texas Woman's University. Your Social Security number will be used as a unique number to identify you. Any further disclosure of your social security number will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).

---