

# Teacher Education Progress Process (TEPP)

February 2026

## Level One

### Application for Candidacy in Teacher Education

To apply successfully, Education majors must have the following:

- A minimum of 48 earned credits towards the Teacher Education Program (apply before earning 60 credits).
  - Transfer students should apply for candidacy status as soon as 48 credit hours are completed and a GPA at RMU has been established.
  - The GPA from a previous university is used for students transferring in 48 credits or more.
- A 3.0 cumulative GPA
- **Grade of B or higher in:**
  - Six credits of college level mathematics
  - Three credits of coursework in English Composition
  - Three credits of coursework in English (Coming of Age Literature for Secondary Education candidates or Children's Literature for early childhood, special education, and early childhood and special education major candidates)
- Clear PA Access to Criminal History (PATCH) Clearance (must be renewed annually)
- Clear Department of Human Services (DHS) Child Abuse History Clearance (must be renewed annually)
- Clear Federal Criminal History Record Information (CHRI) (FBI clearance) (must be renewed annually)
- Two faculty recommendations (RMU Faculty Recommendation for Candidacy Status). Forms are available in the Teacher Education Office and on the SESS website.
- Completion of an Application for Admission to Candidacy and submission to the certification specialist.

**The Application for Admission to Candidacy is reviewed by the certification specialist and approved by the department head. If all candidacy requirements are met, the candidate will receive a letter documenting achievement of candidacy status. With Level One candidacy, candidates may proceed into advanced teacher certification coursework and the pre-student teaching professional clinical experience.**

\*Note: Post-baccalaureate students come in having completed Level One of the TEPP.

## Level Two

### Application for Student Teaching/Clinical Practice

Candidates must have:

- Attained candidacy
- Applied for and successfully participated in pre-student teaching/clinical practice
- Completed or currently enrolled in all methods courses and major courses
- A 3.0 cumulative GPA
- Taken the PRAXIS II or PECT Exam(s) prior to the start of student teaching/clinical practice
- Clear, current clearances
- Taken a TB Test
- Acknowledgement that Proof of Liability Insurance must be presented to the Teacher Education Office two weeks before student teaching orientation. Liability Insurance may be obtained through PSEA membership, membership in the student chapter of the Council for Exceptional Children, or Private Insurance (must have a minimum of \$1,000,000 per claim and an aggregate of \$3,000,000 per occurrence if obtained via private insurance).
- Completion of the Student Teaching Application and submission to the certification specialist.

**The Student Teaching Application is reviewed by the certification specialist. The application is then processed by the student teacher clinical coordinator, who communicates with the school districts to place candidates at a site(s) for student teaching/clinical practice. The department head reviews the student teaching applications and placement requests and then registers candidates for student teaching.**

## Level Three

### Application for Graduation and Certification

Application for RMU Graduation:

- Successful completion of Level 2
- Successful completion of student teaching/clinical practice with a passing grade
- Successful completion of the student teaching seminar course with a passing grade
  - Successful completion of the Teacher Work Sample (TWS) with a “pass” grade
  - Successful completion of an e-portfolio with a “pass” grade
- 3.0 cumulative GPA
- Completed application for RMU graduation through the Registrar’s Office.

Application for PA Certification:

- Successful completion of PRAXIS II and/or PECT Exams
- Completed electronic TIMS application for teacher certification through PDE
- Sign-off and recommendation by the RMU teacher certification officer

**University recommendation to the Pennsylvania Department of Education for teacher certification will be made with Level Three completion.**