Certification Testing Pathway Content and PPR

Audience: ☑Faculty  ☐Staff  ☑Students

Contact person: Dr. Sandra Stewart

Step 1  The Representative (practice) test will be taken during the methods semester.

Step 2  Departments should send Jean Hubbartt the names of the students that scored 80 or better, if practice is provided by faculty members. If students take exams at a testing center, then students must provide score to certification officer.

If scores are not in the approved range on a practice test then the EPP staff evaluate each student’s results. The EPP staff counsels students and suggests remediation tasks for improvement. If scores indicate a more significant problem then some remediation tasks are required for approval to re-test. The resources offered are from the list of remediation tasks used to increase scores on the actual certification tests.

Step 3  Certification officer will approve the student for certification test

Step 4  Once test results are received…

If Pass - approval for certification is given from the EPP certification officer.

If Fail - the following Test Success Plan goes into effect.

Test Success Plan

Students make a formal request to the EPP office for Re-Test approval and fill out the Re-Test Form

Re-Test Form Includes:  Academic Record  
Practice Test Results  
Steps for Future Success  
Remediation Timeline

Students will meet with EPP personnel including certification officer and one other member of EPP staff

Students will complete the re-test activities specified in the plan formulated collaboratively

Students will meet with the EPP personnel to determine test approval or continued study
Remediation Tasks

Make a personal Test Success Plan
Faculty Mentor
Academic Success Center Review with Dr. Barnes (TWC)

Academic Success Center Test prep sessions (2) with Dr. Barnes (TWC)

COE-EPP Test Resource Library
Career Services Intervention
Independent Study Course
Repeat coursework
ESC On-line Study Course
Test Advisor

Approved by:
   Date:

Reviewed by:
   Date: