1. Student applies to graduate school through SFA.
2. The application is forwarded to the Certification Officer.
3. The application is reviewed for a 2.75 GPA overall OR on the last 60 hours of coursework.
   *In extraordinary circumstances, if a student does not meet the minimum GPA requirement, but demonstrated documented equivalent achievement through other experience, consideration for entry may be considered as per TAC §227.10(a)(3)(B).
4. The application is reviewed for a passing PACT exam from TEA.
5. The Certification Officer completes and signs an acceptance form in online system if the student meets both requirements.
6. The acceptance form is automatically forwarded to the Program Coordinator. The Program Coordinator is notified through an automatically generated e-mail.
7. The Program Coordinator reviews and approves. The signed form is automatically generated and sent back to the Certification Officer.
8. Once signed acceptance form is received by the Certification Officer, a tracking form is created, placed in the student folder, and the student information is added to a spreadsheet by the Certification Officer.
9. Student receives notification of acceptance via email, and is required to login to online system and accept with electronic signature. An email is automatically generated to the Certification Officer, who then forwards to the Program Coordinator.
10. The Program Coordinator contacts student to initiate coursework advising services.
11. Once acknowledgment of acceptance is received, the Certification Officer faxes signed graduate school admission notice to the Graduate School office.
12. Graduate School notifies student.

*If a SPED student or a KIN student elects to pursue certification mid-program, the Program Coordinators immediately refers to the Certification Officer who:

1. Confirms GPA.
2. Recommends appropriate PACT exam and verifies passing.
3. Completes tracking form.
4. Creates student folder and adds to spreadsheet.
5. Student receives notification via email, and is required to accept with electronic signature.

Adopted by PEC February 4, 2015