

2023-2024

# Applicant Guide



# Your go to RESOURCE LIST:

\*everything underlined is a clickable link

## [EPP HANDBOOK FOR APPLICANTS](#)

This is our complete handbook for applicants. This guide is simply a summary of all of the information within the applicant handbook and does not replace reading the handbook in its entirety. In the EPP Handbook, you will find, in detail, our admission process, transfer policy, military considerations, cancellation policy, etc.



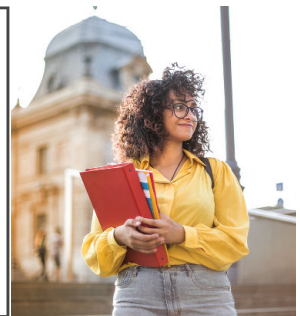
## [CERTIFICATION AREAS OFFERED](#)

Please take a moment and look over the certification areas we offer to make sure the subject you are wanting to teach is, in fact, a certification you can obtain with our program.



## [TRANSFER POLICY](#)

Are you coming from another educator prep program? This document will review our transfer policy to see if you qualify for an approved transfer! Please note: the transfer policy applies to applicants coming from either a university educator prep program or another alternative certification program.



## [INTERNATIONAL APPLICANT INFO](#)

Did you receive your Bachelor degree from outside the United States? This document will be helpful to you! In it, you will find the list of approved foreign credential services that you may use to evaluate your foreign transcripts. You will also find information on TEA's policy on English proficiency and when the TOEFL exam is necessary.



# 240 Certification PERKS:



## What makes us different than other programs?

FREE 240 Tutoring Access! Our proprietary curriculum is high quality on its own. It's elevated with the free inclusion of 240 Tutoring! 240 Tutoring is seamlessly integrated into every step of your journey. Our program is designed to provide you with the tools and resources you need to succeed, pass exams, and finish certification, all in one place.

Personal Advisors! Here at 240 Certification, we never want you to feel like you're going through this process by yourself. This is why we have admission and program advisors to help you through your entire journey: from admission all the way to certification! Our admission advisors are available from the moment you send in your application and are there to help answer any questions you have while your application is being reviewed! Once enrolled in the program, you will be matched up with a personal program advisor. Our PAs are experienced teachers who will be with you step-by-step to help you navigate through coursework, content exams, and your teaching experience!



# 240 Certification PERKS:



## What makes us different than other programs?

For Teachers By Teachers! 240 Certification is ran by certified educators who know exactly what it takes to be a successful and influential teacher! From our admissions teams to program advisors all the way up to our directors, you will be guided by educators just like you!

Most Affordable! We understand the challenges that educators face, which is why we're committed to making our program the most affordable in Texas. By choosing our program, our candidates will not only benefit from our expert instruction and personalized support, but they will also save money on tuition.

		Top Competitor
<b>Total Cost</b>	\$3885	\$4999
Free 240 Tutoring Test Prep	✓	✗
Personal Advisor	✓	✗
Program can be completed in 12-18 months	✓	✓
Most Likely to Recommend to a Friend (NPS Ranking)	✓	✗



# Basic Admission REQUIREMENTS



Bachelor's Degree or Higher from an accredited college or university



An overall GPA of 2.5\*

**DID YOU KNOW?**

\*If the overall GPA is not above a 2.5, then calculations will be done to determine if the last 60 hours have an average GPA of 2.5. Here is a [GPA calculator](#) if you wish to calculate your last 60 hours prior to applying. **240 Certification is currently not accepting applicants who fail to meet the overall or the last 60 hours 2.5 GPA requirement.**

## How 240 Certification calculates last 60 hours GPA:

- We identify which courses are the most recent by date.
- We input hours and grades in chronological order from most recent to less recent.
- We stop calculations after 60 hours is reached.
- We count all courses that were taken during the last 60 hour time frame.
- We do not substitute grades for repeated classes. All coursework is counted, even if courses are repeated.



# Additional REQUIREMENTS

*\*These are special circumstances that do not apply to all applicants. They are only additional requirements if your situation deems them necessary.\**

## TXPACT Exam

Texas Administrative Code requires 12 hours of university coursework (15 hours for mathematics or science above Grade 7) to demonstrate content knowledge in a certification area. If an applicant does not have the coursework hours for the content area they wish to pursue, they will need to successfully pass TX PACT exam for the subject(s) desired. Our admission's team will communicate with our applicants if PACT is needed. Please see [this link](#) for additional information about the TX PACT exam.

## TOEFL Exam

All applicants are required to submit documentation of English language proficiency. TOEFL is only required if your Bachelor's degree or Higher was not completed in the United States or where the primary language of instruction for the entire university was English. [This graphic](#) from the TEA website provides a list of countries where English is the official language of instruction. If your degree does not meet those requirements, then you must provide a passing TOEFL score as part of your admission requirements for 240 Cert.

# Certification AREAS OFFERED



Please review the certification areas offered here at 240 Certification to make sure the subject you are wanting to teach falls within the content areas we offer.

Core Subjects with the Science of Teaching  
Reading (STR) EC-6

Core Subjects with the Science of Teaching  
Reading (STR) 4-8

English Language Arts & Reading 4-8

Mathematics 4-8

Science 4-8

Social Studies 4-8

English Language Arts & Reading 7-12

Mathematics 7-12

Science 7-12

History 7-12

Social Studies 7-12

Special Education EC-12

Supplemental certifications:

Bilingual Supplemental

English as a Second Language (ESL)

Supplemental



# How does 240 determine my **CERT AREA?**

While we need your Bachelor degree or higher transcript to determine overall GPA, that is not the only thing we evaluate transcripts for.

We also do a **course-by-course** analysis of your entire body of coursework across all of the institutions you have attended, not just your final institution. This course-by-course analysis is when we check your transcript for all coursework that will count towards the certification areas we offer. It is how we are able to determine which certification areas you qualify for per TEA's mastery criteria!

Texas Administrative Code requires 12 hours of university coursework (15 hours for mathematics or science above Grade 7) to demonstrate content knowledge in a certification area. 240 Cert. also requires a subject-specific GPA of 2.5.

The applicant must meet the coursework hours and the subject-specific GPA requirement to be approved by 240 Cert for that certification area. If the applicant wishes to pursue a content area they are not approved for, they will need to successfully pass TX PACT exam for the subject(s) desired.

*\*Content knowledge for Social Studies 7-12 certification must include a minimum of 9 out of the required 12 hours from coursework from the following: history; government/political science, economics, and/or geography with a 2.5 subject-specific GPA. The remaining hours may be from psychology and/or sociology coursework.*

*\*\*AP credit and/or CLEP examinations can be used in the aggregation of content hours.*





# Transcript QUESTIONS

## Where do I need to send my transcripts?

Official transcripts can be sent directly from your college/university either by:

Mail and addressed to  
240 Certification  
3122 Nealy Way Ste. 211-B  
Longview, TX 75605

Or electronically at [transcripts@240certification.com](mailto:transcripts@240certification.com)

## What is considered an official transcript?

In order to be considered an official document per TEA and program requirements, transcripts must be sent directly from your college/university or foreign evaluation service. Personal attachments, photo copies, or photos of transcripts are considered unofficial documents and cannot be accepted, per TEA.



# Transcript QUESTIONS

## I have my Masters (or higher). Can I just send that?

Please feel free to send us all transcripts for all your conferred degrees! We will credit you the highest GPA of all of your awarded degree. For example, if your Bachelor degree GPA is 2.5 but your Master degree GPA is 3.5, we will count the 3.5 GPA for your admission.

However, we do ask that, minimally you have your Bachelor degree transcript sent to us. This is because we use core subjects (math, English, social studies, and science) to determine which certification areas you are approved for. Most core subjects are found on Bachelor degrees.

## Why did 240 request more transcripts?

We will request more transcripts when we notice a significant amount of total credits coming from another institution listed but the individual courses are not listed for us to provide you with the most accurate transcript analysis to determine your certification area. We only wish to provide every applicant with the most accurate and comprehensive analysis possible so you receive credit for as many courses as possible.



# How does the program **WORK?**

1

## Apply

Your first step is to complete your application! Make sure you send us your official transcripts & complete the Tell Us About You form. Once we have all of those things, your application will be placed in line to be reviewed!

2

## Prepare

Once you have enrolled in the program, you will begin your online coursework and start preparing for your content exam. After completing your first section of coursework and passing your content exam, you will be eligible for your SOE letter to start teaching!

3

## Teach

A paid teaching internship is part of our 240 Certification program requirements. Once you complete step 2 and earn your SOE letter, you will be eligible to be hired to teach on an internship certification! This means you can begin teaching while in the program in just a month or two!

4

## Certify

Once you complete a successful teaching internship year, finish all of your online coursework, and pass all of your required exams, you will receive your Texas standard certification!

# Statement of Eligibility REQUIREMENTS



Complete your first section of online coursework



Pass your content exam



Complete your 30 hours of observation

*\*All three requirements must be completed in order to receive your SOE letter. Questions about SOE letters can be discussed with your Program Advisor after you have enrolled into the program. SOE letters are NOT given out prior to enrollment or prior to these requirements being completed.*



## How soon can I take my content exam?

Candidates must meet TEA's guidelines of showing test readiness. You do this through our online coursework by passing your practice exam with us, first. Then you will obtain approval to take your real exam from your Program Advisor.

# Late Hire REQUIREMENTS

## What is a Late Hire?

A late hire is someone who newly enrolls with 240 AND is hired after a school district's late hire date, which is 45 days prior to their first day of school. BOTH the enrollment AND the hiring must happen after the school district's late hire date. If one is done prior to the district's late hire date, then the candidate cannot be considered a late hire.

## How soon can I obtain my SOE as a Late Hire?

Things that must be completed to be eligible for hire:	Normal Hire	vs	Late Hire <sup>(240)</sup>
COMPLETE BLOCK 1 OF COURSEWORK	Yes		No
PASS CONTENT TEST	Yes		Yes
30 HOURS OF OBSERVATION	Yes		No

You only need to pass your content exam prior to being hired, as a late hire. You will then have 90 days from your first day of classroom instruction to complete your Block 1 of coursework and 30 hours of observation.

# Transfer POLICIES

\*240 Certification values the quality of the traditional pathway to teacher certification. We are unable to consider transfer applications who are seeking the alternative pathway to deviate from university requirements for preparation and certification.\*

## **240 Certification will be accepting a limited number of candidates wishing to transfer from other EPPs. Considerations for transfer approval must meet ALL of the following criteria:**

- have not been released from prior program due to incomplete or unsuccessful internship or clinical teaching experience
- be released from prior EPP in Good Standing
- Meet or exceed our admission requirements

Applicants from other EPPs will not be considered for 240 Certification without the completed TEA Candidate Transfer Form with the signature of that EPP's legal authority or representative. 240 Certification will initiate the transfer form with the applicant toward the end of the application process.



## **Will any of my credits or observation hours transfer over to 240?**

We do have a policy in place to take into consideration course credit from other programs. If you meet our program admission requirements and enroll into the program, your Program Advisor will provide you with the form to complete at your request. The analysis process then takes two-four weeks to complete and any credits to be communicated and recorded. However, due to the in-depth nature of this analysis, we only do this for admitted candidates.



# Other Program QUESTIONS

## Reminder

“

Once enrolled, you will be assigned a personal Program Advisor! They will be the best person to refer to about questions pertaining to program details like observation hours, coursework details, content test info, etc. Do not worry! You will have guidance the entire time you're in the program!

”

**Is the coursework all online?**

Yes! All of our coursework is online and self-paced. So you get to move through the content at the pace you prefer!

**Can any of the observation hours be done virtually?**

Yes! We allow for half of your observation hours (up to 15 hours) to be completed virtually. Once you enroll, you will have access to our online library of videos that will count towards observation hours. We do recommend that you choose videos that pertain to your content area.

# Other Program QUESTIONS

## Will I get help with my content test?

Absolutely! Did you know that all 240 Certification candidates will have access to 240 Tutoring for FREE?! That's 250 study guides and over 14 test series all at your disposal so you can pass your content exam. While others have to pay a subscription fee, you won't. Just another fun perk you get here at 240 Certification!

## Does 240 Certification help me obtain a job?

It is the candidate's responsibility to actively look for jobs and apply. But something we do offer, that other programs do not, is a personal Program Advisor while you're enrolled in the program! Your PA will be there to help you with your Statement of Eligibility letter and make sure you have the support you need to land the job!

## What if I have multiple testing attempts?

Testing attempts will be taken into consideration and the applicant could be required to take the PACT exam prior to admission.





# International APPLICANTS



## Things to know for Transcripts

In lieu of foreign transcripts, a course-by-course international credential evaluation with GPA is required for applicants educated in a country outside of the United States, regardless of the language of instruction.

The foreign degree must be the equivalent of a four-year U.S. Bachelor's degree or higher from a college or university of recognized standing.



[List of approved evaluation services to use here.](#)

**It is required that applicants have the evaluation agency send us the completed evaluation reports to [transcripts@240certification.com](mailto:transcripts@240certification.com). Personal attachments, photo copies, or photos of transcripts are considered unofficial documents and cannot be accepted, per TEA.**



## Things to know for English Proficiency

TOEFL is only required if your Bachelor's degree or Higher was not completed in the United States, including US territories, or where the primary language of instruction for the entire university was English.



[TEA's list of countries where English is the official language of instruction.](#)

**If your degree does NOT meet these requirements, then you must provide a passing TOEFL score as part of your admission requirements for 240 Cert. No exceptions.**



# Program Cost and PAYMENT OPTIONS

Below are the current payment options offered by 240 Certification. Payment is due at enrollment. Payment details can be found [here](#) as well as info on how upcoming state level changes may impact pricing.

## 1. Pay In Full, \$3885

\$350 discount is added for paying in full. \*cannot be combined with any other discounts\* Includes: Program Tuition, Two Field Experience Semester payments, \$35 TEA Technology fee

## 2. Pay In Full via Financing, \$3885

\$350 pay-in-full discount added. Applicant is responsible for obtaining personal financing through preferred bank or credit union. Full payment must be received from the lending institution before beginning the program.

May also seek options from [Flexxbuy](#), a 240 Certification partner.

\*Please note: Financing via Flexxbuy will require a loan amount of \$4050 due to their extra fees.

## 3. Monthly Subscription, \$4235

\$250 a month for 12 months.

\$35 TEA Technology Fee added to first payment.

\$600 due per semester for Field Experience Payments.



# More Frequently Asked QUESTIONS

**Does 240 offer the deferred payment option where I don't pay until after I start my teaching internship?**

Unfortunately, 240 Certification does not offer the deferred payment option at this time.

**How long does the program take?**

From start to finish, the entire certification process usually takes 12-18 months, with the majority of that time being your teaching experience that counts towards our 240 Certification program. Candidates technically have two years from the program admission date to complete the program.

**But how soon can I start teaching and get paid?**

Most candidates can become eligible to begin their teaching internship in just a few months. 240 Cert. requires their candidates to complete some online coursework, pass their content exam, and obtain their observation hours first. Then you can begin the job hunt! And, yes, you will receive a Statement of Eligibility letter to help you land that teaching position!



# More Frequently Asked QUESTIONS

## Is teaching experience required to apply?

Not at all. It doesn't matter if you went to school to be a teacher or you are wanting to make a career change; If you have a desire to help and teach students in the classroom, we will prepare you to be the best educator you can be!

## Can I join 240 Certification at any time of the year?

Yes! Because our coursework is online and self-paced, there are never any deadlines on when you can apply and enroll. We accept applications all year 'round!

## Can I choose which certification area I want to teach?

Of course! We will analyze your transcripts course-by-course to determine which certification areas we offer that you qualify for per TEA guidelines. You will receive a comprehensive list of all your approved subject areas on your invitation & make your final choice with your program advisor's assistance during your initial advising meeting.

