



Applicant Guide

Revised 8/29/25

Your Go To Resource List



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.

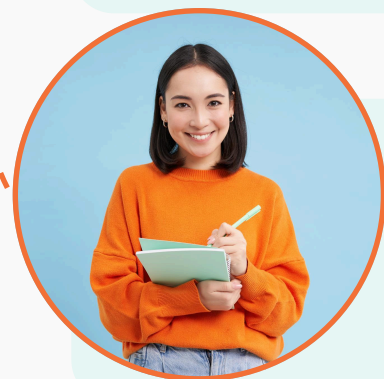
Certification Areas Offered [↗](#)

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.



Perks:

What makes us different than other programs?

Free 240 Tutoring Access!

You'll get 240 Tutoring included—at no extra cost!

We've built it right into our program so you have the study guides, practice tests, and support you need to:

- Pass your exams
- Stay on track
- Get certified, all in one place



Personal Advisors!

You're not doing this alone. From day one, we've got your back.

1. **Admission advisors** help while your application is being reviewed.
2. **Program advisors** guide you once you're enrolled. Our PAs are experienced teachers who walk you through everything—coursework, exams, and your teaching experience.



Perks:

What makes us different than other programs?

For Teachers by Teachers!

240 Certification employs many 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.

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

You may need to take the TX PACT exam if you don't have enough college coursework in the subject you want to teach.

Required: 12+ hours in the subject area (15+ for math or science above Grade 7)

We'll let you know if you need to take the exam

More info on the [TX PACT exam](#)

TOEFL Exam



All applicants must show proof of English language proficiency.

You only need to take the TOEFL if your Bachelor's degree (or higher) was not completed in the U.S. or in a country where English was the primary language of instruction at the university.

This [graphic from the TEA website](#) shows which countries qualify.

If your degree doesn't meet those standards, a passing TOEFL score is required for admission to 240 Cert.

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



Mathemtics 4-8



Science 4-8



Social Studies 4-8



English Language Arts & Reading 7-12



Mathematics 4-8



Science 7-12



History 7-12



Social Studies 7-12



Special Education Specialist (effective 9/1/25)

Supplemental Certifications:

Bilingual Supplemental • English as a Secondary Language (ESL) Supplemental

*How does 240
Determine*

My Cert Area?



We need your transcript from a Bachelor's degree or higher to check your overall GPA.

But we also go through all of your courses one by one to see which ones match the subjects we offer for teacher certification. This helps us figure out which certification areas you qualify for, based on Texas rules.

To qualify for a subject area, you must have:

- At least 12 college credit hours in that subject. (15 hours if it's math or science for grades 7 or higher)
- A 2.5 GPA in that subject

You need to meet **both** the credit hour and GPA requirements to be approved for that certification.

If you don't meet these, you can still qualify by passing the TX PACT exam for the subject you want to teach.

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

*** 240 Certification has different requirements for those who wish to pursue 7–12 Social Studies and 4–8/7–12 Science, please review our [EPP Handbook](#) for those requirements*

Transcript

QUESTIONS



Where do I need to send my transcripts?

If you applied after October 28, 2025, you may upload your official transcripts into your [Applicant Portal](#).

All other applicants may send their official transcripts 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



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.

How does the program work

1

Apply

Your first step is to complete your application! Make sure you request 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, completing 50 field-based experience hours, and passing your content exam, you will be eligible for your SOE letter to start your 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!

Payment Options

1. Pay In Full

\$4135

- ▶ **\$350** discount is added for paying in full. cannot be combined with any other discounts
- ▶ Includes: Program Tuition, Two Clinical Experience Semester payments,



2. Pay In Full via Financing

\$4135

- ▶ **\$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.



3. Monthly Payment Plan

\$4485

- ▶ **\$250** a month for 13 months for Program Tuition.
- ▶ **\$35** TEA Technology Fee added to the first payment.
- ▶ **\$600** due per semester for Clinical Experience Payments.



Transfer Policies

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?

An orange speech bubble containing the text 'FAQ' in white, next to a purple circle with a white question mark and three white stars. A dashed orange line with a green arrow points from the FAQ icon towards the bottom text block.

FAQ

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.

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.



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.

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.

Statement of Eligibility

Requirements

- ✓ *Complete your first section of online coursework*
- ✓ *Pass your content exam*
- ✓ *Complete your 50 field-based experience hours*

*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?

FAQ

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:

1. COMPLETE BLOCK 1 OF COURSEWORK
2. PASS CONTENT TEST
3. 50 HOURS OF FIELD-BASED EXPERIENCE

Normal Hire

✓ Yes!

✓ Yes!

✓ Yes!

Late Hire

✗ No

✓ 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 coursework and 50 hours of field-based experience.

Other Program Questions



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 field-based experience 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!



Where can I find more FAQs?

You can find more frequently asked questions and their answers on our FAQ page: <https://240certification.com/faqs/>.