

Standard Professional Certification Plan Fact Sheet

Contact Information

Name		SSN	
Street Address		Home Phone	
City ST ZIP Code		Work and/or	
E-Mail Address		Cell Phone	

Education

Please list all degrees **held**: (Example: BS in Kinesiology; MA in Marketing)

Please list all other colleges or universities attended: _____

Have you ever enrolled at UNT? _____ Semester last enrolled _____

Indicate all valid areas of certification held (initial, professional endorsement, supplemental):

Plan Checklist

Please submit the following when requesting an official certification (deficiency) plan:

- Copy of master's degree plan** or official certification plan worksheet from department
(MOST librarian worksheets are already on file in the Student Advising Office)
- Official transcripts** for any library, counseling or special education coursework transferred in to the program. If all professional certification coursework was taken at UNT, no transcripts are necessary.
- Teacher Service Record** showing two years of classroom teaching experience. This document may be faxed by your school district's personnel office to 940-565-2728, Attn: Amy Tannehill
- Standard Professional Certification Plan Fact Sheet** (this form)
- \$25 MONEY ORDER** cash or personal checks cannot be accepted by the Student Advising Office

Target Certificate

Please indicate the target certificate that you are seeking:

- School Librarian Early Childhood – 12th grade
- School Counselor Early Childhood – 12th grade
- Educational Diagnostician Early Childhood – 12th grade

I agree to allow the College of Education at the University of North Texas to release my records for a certification (deficiency) plan for the purpose of seeking employment in any school district requesting the same. This is effective immediately and shall remain in effect until I otherwise notify the College of Education at the University of North Texas in writing.

Signature

Submit all materials to the Student Advising Office. Matthews Hall 105 or mail to:
UNT College of Education Student Advising Office
Attn: Amy Tannehill
PO BOX 311337
Denton, TX 76203