

UMSL TEMPORARY AUTHORIZATION CERTIFICATE (TAC) CHECKLIST SECONDARY EDUCATION

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION (DESE)

PRIOR TO ADMISSION

- Visit the UMSL Temporary Authorization Certificate Web Page: <http://gocoe.umsl.edu/tac>
- Complete the [Temporary Authorization Certificate Form](#)
- Make an appointment (in person or by phone) with your advisor by calling 314-516-5937:
 - Last names beginning A-L: Princess Davis
 - davispl@umsl.edu
 - Last names beginning M-Z: Ellen Duncan
 - duncane@umsl.edu
- Complete the [Missouri Department of Elementary and Secondary Education Application Procedures for the Temporary Authorization Certificate](#)
 - Complete the TAC Application Checklist, found at the top of the application page
 - Complete the Plan of Courses worksheet
 - [Sample Plan of Courses](#) offered at UMSL
 - The DESE helpline: 573-751-0051
- Complete the [UMSL Graduate School Application](#)
 - UMSL does not require the GRE test or letters of recommendation for admission
 - Apply as a DEGREE SEEKING student
 - Master of Education in Secondary Education with General Emphasis
 - Even if you do not plan to pursue the Master of Education degree, you need to choose this option to be able to take the courses you need and to qualify for financial aid
- Apply for financial aid using the [FAFSA](#) (if financial aid is desired)

ONCE ADMITTED

- Contact your Academic Advisor to enroll in courses. We will enroll you every term for your courses.
- Set up your UMSL email account using the information in the admissions packet from the Graduate School. All communications from UMSL—including from your advisor—will go to this email account.

YEAR ONE

- ATTEMPT all require state tests
 - the [Missouri Content Tests](#) in your area of certification
 - the Test of Professional Knowledge: Secondary (test 063) OR Test of Professional Knowledge: Middle School (test 062)
- Teach as a teacher of record in your area of certification for the entire school year
- Take a minimum of 9 hours towards the TAC, earning a minimum grade of C in each class with a minimum 2.75 cumulative GPA

Suggested Schedule of Courses:

Fall:

- SPC ED 6412 Psychology of the Exceptional Child, 3 credit hours, online (Competency A)

Spring:

- Subject Area Methods Course (contact your advisor for specific course information), 3 credit hours, online (Competency D)

Summer:

- SPC ED 6325 Advanced Standards in Classroom and Behavior Management, 3 credit hours, online (Competency B)
- Tch Ed 5312 Teaching Reading in the Content Area, 3 credit hours, online (Competency E)

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YEAR TWO	
<input type="checkbox"/>	Apply to DESE for Year Two and send transcripts of the 9 credit hours you took during Year One
<input type="checkbox"/>	Complete all remaining coursework towards the TAC, earning a minimum grade of C in each class with a minimum 2.75 cumulative GPA
<u>Suggested Schedule of Courses:</u>	
Fall:	
<input type="checkbox"/>	ED PSY 6222 Advanced Studies in Child and Adolescent Development, 3 credit hours, online (Competency F)
Spring:	
<input type="checkbox"/>	ED REM 6707 Classroom Measurement and Evaluation 3 credit hours, online (Competency C)
<input type="checkbox"/>	Pass all required state tests, as noted above
<input type="checkbox"/>	Complete your second year of teaching as a teach of record in your area of certification for the entire school year
<input type="checkbox"/>	Apply for Missouri Teacher Certification
<input type="checkbox"/>	o Sign in to the DESE Web Applications and apply under the "Upgrade Professional" line
<input type="checkbox"/>	o Send final transcript(s) to DESE

We hope you will complete your Master of Education (MEd) degree in Secondary Education with an emphasis in General Education at UMSL. To complete the degree, the following courses must be taken:

- ED PSY 6030 Instruction, Learning, and Assessment (3 credit hours)
- TCH ED 6010 Examining History, Community and Social Justice in Education (3 credit hours)
- TCH ED 6020 Teacher Action, Advocacy, and Leadership (3 credit hours)
- TCH ED 6909 Teacher Action Research I (3 credit hours)
- TCH ED 6910 Teacher Action Research Capstone (3 credit hours)

All of the above coursework is available online.

If you are seeking an MEd degree with a different emphasis area, please contact your advisor for information on the required courses.