# UMSL TEMPORARY AUTHORIZATION CERTIFICATE (TAC) CHECKLIST

## SPECIAL EDUCATION

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION (DESE)**

Certification program coursework is subject to change due to Missouri Department of Elementary and Secondary Education certification requirements.  
3/2019

## PRIOR TO ADMISSION

- Visit the UMSL Temporary Authorization Certificate Web Page: [http://gocoe.umsl.edu/tac](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 Special Education, Cross Categorical
    - 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:
  - Mild/Moderate Cross Categorical Special Education Test 050
  - Test of Professional Knowledge-Secondary Test 063
- 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)
- ELE ED 6246 Teaching Math in the Elementary School, 3 hours, online (Competency H)

**Spring:**
- SPC ED 6345 Characteristics and Education of Students with High Incidence Disabilities, 3 credit hours, online (Competency D)
- ED PSY 6030 Instruction, Learning and Assessment, 3 credit hours, online (Competency C)

**Summer:**
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| ☐ | SPC ED 6325 Advanced Standards in Classroom and Behavior Management, 3 credit hours, online (Competency B) |
| ☐ | ED PSY 6545 Consultation in Schools and Other Settings, 3 credit hours, online (Competency J) |

YEARD TWO

| ☐ | Apply to DESE for Year Two and send transcripts of the 9 credit hours you took during Year One |
| ☐ | Complete all remaining coursework 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 6443 Characteristics and Education of Students with Learning Disabilities, 3 credit hours, online (Competency E)
- ☐ ELE ED 6684 Instructional Strategies for Teaching Reading Competency, 3 credit hours, online (Competency F)

Spring:
- ☐ ELE ED 6448 Diagnosis and Remediation of Disabilities in Learning Mathematics, 3 credit hours, online (Competency I)
- ☐ SPC ED 6346 Reading Instruction and Intervention in Special Education, 3 credit hours, online (Competency G)

| ☐ | Pass all required state tests, as noted above |
| ☐ | Complete your second year of teaching as a teach of record in your area of certification for the entire school year |
| ☐ | Apply for Missouri Teacher Certification |
  - ☐ Sign in to the DESE Web Applications and apply under the “Upgrade Professional” line |
  - ☐ Send final transcript(s) to DESE |

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

- 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)
- SPC ED 6415 The Law and Special Education (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.

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