

### Admission to Professional Education Application Form

Applications must be turned in at the College of Education Information Desk (Winther lobby area) along with attachments listed on next page.

The College of Education Information Desk staff may glance at the submitted application for possible completion, but they are not responsible for incomplete forms or attachments. Forms without appropriate attachments will be returned to you.

**A new date/time stamp will be given when completed application is re-submitted.**

**READ 2<sup>ND</sup> PAGE FOR APPROPRIATE ATTACHMENTS**

### Fall 2009 Continuous Admission

December 7, 2009 – January 21, 2010 \*

**(January 21<sup>st</sup> deadline is 11 AM)**

*\*Applications will not be accepted December 19 thru January 10<sup>th</sup>. We will be pausing admission for grade processing. Admission will resume on January 11-21, 2010*

The College of Education Information Desk does not take responsibility for incomplete forms. However, forms without appropriate attachments will be returned to you.

## Fall 2009 Continuous Admission:

## Business Education

(Comprehensive majors fill out Marketing application also)

Do you have transfer credits? (circle)      YES      NO

Do you hold a bachelor's degree? (circle)      YES      NO      Minor 1 \_\_\_\_\_

*Please print clearly:*

Name: \_\_\_\_\_ ID # \_\_\_\_\_ Local Phone: \_\_\_\_\_

**Continuous Admission processing takes a minimum of 3 working days. An email will be sent indicating when your results are ready**

### Memo of Understanding: Please read and sign the following:

I am aware that if am approved for admission into a professional program while currently taking the Pre-Professional Semester Block or Speech course, I must successfully complete the courses that same semester or else I will be removed from the Professional Education program and any pre-registered courses that require program admission. I understand that an incomplete grade is not considered successful completion.

I am aware that passing the Pre-Professional Semester Block does not automatically mean that I pass the portfolio portion of the Observation & Participation requirement. If I fail the portfolio requirement, I understand that I must take the Phase 2 Portfolio course that is offered immediately following the current semester (winter or summer). I understand that failure to take the immediately offered portfolio course will result in my being removed from the Professional education program and any pre-registered courses that require program admission. I also understand that I will need to re-apply for Professional Education during the next semester.

The Admission Policy for Professional Education is highly competitive. I am aware of and understand the requirements for admission to a Professional Education program leading to licensure at UW-Whitewater. Acceptance into a Professional Education program does not guarantee that I will be able to register for methods block and student teaching during the semester and/or location of my choice. I understand that I must make an appointment with my Licensure Program Coordinator (listed after each program area on our website) to establish a recommended program sequence of courses, within 30 days of my date of admission.

If I change my program area, I am aware that I must re-apply for admission into a new Professional Education program. If I am accepted into a new program area, I am aware that I lose my priority for the previously approved methods block and student teaching semesters. I also understand that if admitted, a Criminal Background Check may be processed at my expense. Failure to receive clearance from this background check may result in the removal of my admission and pre-registered course.

I am also aware that if I am accepted to the above program, formal admission will not take affect until I have returned the Advising and Obligation form that I will receive with my acceptance letter.

I verify that I have not intentionally omitted or falsified information. Falsified records are grounds for removal from professional Education and any courses that require program admission. I have read the attached instruction page and am fully aware of the appropriate paperwork needed to consider my application.

Signed: \_\_\_\_\_

### OFFICE USE ONLY - - DO NOT FILL IN

Speech (not Early Child)	Comb Cum Cr	Reading	Exp Hours	Praxis 2 Content Exam(s) Contact your program coordinator about deadline dates or <a href="http://www.uww.edu/coe/advising/licensure/tests.html#praxis">http://www.uww.edu/coe/advising/licensure/tests.html#praxis</a>	
EDFOUND 210 O&P (not Early Child)	Comb Cum GPA	Writing		Major	<b>0 1 0 0</b>
EDFOUND 222/212/481 (not Early Child)	Acad Forgive?	Math	Except?	Minor 1	
EDFOUND 243 (not Early Child)	Transfer Credits?	Phase 1		Minor 2	
Portfolio (not Early Child)	Degree Stu?	Phase 2	Processed By:	A minor is not required for Business Education. If you wish to be licensed in your listed minor, see your advisor and the instruction page for more details.	

**ACCEPTED**

**DENIED**

**NOT ELIGIBLE**

### Instructions for Applying to Professional Education

1. Print off the appropriate Professional Education application form
2. Fill in application by printing clearly (*black ink is preferable*)
3. Indicate if you have transfer credits
4. Indicate if you hold a previous bachelor's degree
5. If you have declared a licensure minor, or plan to declare a licensure minor, fill in the name of minor(s). (*This information is needed for possible determination of the Praxis 2 Content Tests*)
6. Print clearly your name, ID, and phones
7. Read and sign the Memo of Understanding
8. Attach appropriate material listed below  
**NOTE: Verification letters not submitted on OFFICIAL letterhead will be denied UNLESS a statement is received from your verifying source explaining why OFFICIAL letterhead is not available. A "typed" agency name and address is not considered OFFICIAL letterhead. Experience that does not meet the criteria needed in an educational agency must have an advisor support letter.**
9. Submit the completed application to the Winther Hall Information Desk (lobby area) by the deadline listed on the application. Late applications will be returned to you. (*Application will not be considered as exception during continuous admission.*)
10. Results will be available at the Winther Hall Information Desk (lobby area) on the Result Date listed on the application, unless otherwise notified by campus email. If applying during continuous admission, you will be notified by campus email you're your results are available. You will need a picture ID to obtain your results.
11. If admitted to Professional Education, you will be furnished a photocopy of your application which indicates which Praxis 2 Content Exam(s) that will need to be passed before student teaching, interning, or practicum placements will be made.
12. The College of Education does not take responsibility for students who may take incorrect tests before official admission acceptance notification.
13. Admission determinations will be based 1<sup>st</sup> on those applicants who have met all basic requirements without Academic Forgiveness; 2<sup>nd</sup> consideration will be granted to applicants who have met all basic requirements with Academic Forgiveness; and 3<sup>rd</sup> consideration will granted to applicants who are considered an exception.
14. **SUMMER ADMISSION only: If you wish your Summer admission results to be mailed to you, you must furnish the self-addressed stamped envelope.**
15. **SUMMER ADMISSION only: Admission GPA will be the combined cumulative GPA using courses received from the Spring Semester.**

**Required Attachments for 1st Degree Students**

- Most current Advisement Report (AR) showing the Phase 1 and Phase 2 meetings, passing scores of the PPST, minimum of 40 completed credits, combined cumulative GPA, Speech, Pre-Block courses, and Portfolio 2 completion or Portfolio course (if applicable)
- 300 (or more) hours of experience verification on official letterhead stationary
- 50 hours of unverified experience (if not already met in verified hours)
- If Speech, Pre-Block or Fundamentals of Music (Early Childhood only) has been waived or substituted, official waiver/substitution forms must be attached.
- Photocopy of Fundamentals of Music waiver (if applicable – Early Childhood only)

**Required Attachments for Students who hold Degrees**

- Photocopy of all previous transcripts (to verify GPA, number of credits)
- Photocopy of official passing PPST results (or furnish copy of AR or Test Results page on WINS)
- Copy of Phase 1 and Phase 2 meetings (or furnish copy of AR)
- Photocopy of Speech waiver (if applicable) or verification of Speech completion from advisor
- Photocopy of EDFNDPRC 210 O&P waiver (if applicable)
- Photocopy of EDFOUND 222 Child Development or EDFOUND 212 Educational Psychology or EDFOUND 481 Human Abilities and Learning waiver (if applicable)
- Photocopy of EDFOUND 243 Education in a Pluralistic Society waiver (if applicable)
- Current UW-Whitewater transcript showing concurrent enrollment in Speech, Pre-Block and/or Portfolio courses (if applicable)
- Academic Forgiveness Worksheet and approval (if applicable)
- PI 34 Checklist (if applicable)
- 300 (or more) hours of experience verification on official letterhead stationary
- 50 hours of unverified experience (if not already met in verified hours)

### Explanation on taking the Praxis II in your minor

To be licensed in your minor, you must complete a licensable major in one of the categories listed below, complete all requirements for a licensable minor within the same category listed below, and take the Praxis II Content Test in your minor area\*.

Licensure Categories (or levels) to choose from:

Regular Education in Secondary
Regular Education in Elementary
Special Education in Elementary and/or Secondary

\* Elementary Major with the following minors **ARE NOT REQUIRED, NOR ENCOURAGED**, to take the Praxis II Content Test in their minor:

**Language Arts** (English, Journalism, Speech Communication),  
**Science** (physical science, chemistry, physics, earth and space science, biology, and/or general science),  
**Social Studies** (geography, history, political science, economics, psychology and/or sociology)  
**Mathematics**  
**Health**

If you indicate a minor on your Admission to Professional Education application form and are accepted to major licensure area, the College of Education will furnish you with the appropriate test number for both the major and minor(s) listed, unless the Praxis Test is not required (see above). If the test requirement is not listed on the acceptance form, then it is the student's responsibility to work with their advisor to determine if the Praxis II Content Exam is required for the minor.

**Due to accuracy accountability, the Winther Hall Information Desk will not give out test numbers by phone. If you want to know the appropriate test number, the request must be receive in writing by mail or email.**

Name: \_\_\_\_\_  
(please print)

UW-W ID # \_\_\_\_\_

## PERSONAL INFORMATION SHEET

*Must be attached to application*

*(Required each time an application is submitted)*

The College of Education requires applicants for admission programs leading to teacher licensure to complete the following questionnaire. Falsification or omission of information relevant to these questions may constitute grounds for denying you admission to the program or for termination of your admission if the falsification or omission is discovered after admission.

Further, after you have submitted the questionnaire, while your application is being considered or while you are a student in a program, if circumstances occur that would change any responses, you must inform the Information Desk in the College of Education (Winther Hall lobby area) of the changed response(s).

An affirmation response to any item below does not necessarily mean that you will be denied admission. If needed, you will be contacted to explain the circumstances leading to the affirmative response. In addition, the Student Status Examiner in the Dean's Office may request further information from appropriate sources. If necessary, your consent to obtain this information will be obtained.

The Student Status Examiner in the Dean's Office will take the information provided and obtained into account in determining whether to admit you to Professional Education, to postpone admission, or to place special conditions on your admission or to provide special accommodations.

In the event you are denied admission to the program based on your responses to the questions following, you have the right to appeal that decision. Notice of the grievance procedure will be forwarded to you in the event of denial.

After completing the form, please return it to the Winther Hall Information Desk along with your completed application for admission to Professional Education. This form does not replace the criminal background check that may be conducted if accepted to Professional Education.

Circle the appropriate answer. **Your responses to these questions are strictly confidential.**

1	Has a teaching licensure been denied you or revoked from you in any state in the US for reasons other than insufficient credits or courses?	YES	NO
2	Have you ever been suspended, expelled, placed on probation, other than for academic deficiencies or otherwise disciplined by any college or university?	YES	NO
3	Have you ever been convicted or, plead guilty or no contest to, or forfeited bail for any criminal conduct under law or ordinance, excluding minor traffic violations?	YES	NO
4	Have you previously applied to UW-Whitewater for admission to Professional Education?	YES	NO
	<b>** If your answer to any of the above questions is yes, please attach an explanation of circumstances.</b>		
5	I agree to release information contained in my University records to facilitate placement in a Professional Education Program. (This information is needed to determine admission eligibility.)	YES	NO

***I am aware of and understand the requirements of the Personal Information Sheet. I verify that I have not omitted or falsified information.***

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*