

ADMISSION REQUIREMENTS

and **checklist** for

**Early Childhood Education • Elementary Education
Special Education • Secondary Education**

What is the **admission process**?

The Teacher Education Program has a competitive admissions process. A limited number of applicants are admitted in March for Fall Semester and in October for Spring Semester. Admission to the Teacher Education Program is a separate process from Weber State University admission. You will be admitted on a **provisional** basis until you have completed all required course work, field experience, and testing. You will become a fully admitted candidate for licensure at the beginning of your student teaching semester.

Meeting the minimum requirements only qualifies you to be considered for provisional admission. You will be evaluated using a 100-point system: 30 points maximum for GPA; 30 points maximum for admission exam(s) *see page 4 for more details*; 40 points maximum for the interview. You will need to obtain minimum scores in all of these areas in order to be considered. **Please review the checklist on page 4 as you go through the application process.**

What are the **provisional admission requirements** for students **without a degree**?

1. Complete at least 40 semester hours of general education or relevant prerequisite courses. (For a specific breakdown on the GPA, please refer to the advising web site at <http://weber.edu/coe/tedappl.html>.)
2. Submit unofficial transcripts and degree evaluation (Cattracks) from Weber State University, which should include course work from any other college you have attended, if applicable. Transcripts need to be submitted to the Teacher Education Advisement Center, in the McKay Education Building (ED 230), at the time of the application deadline (see table on page 4).
3. Complete the required admission exam(s). Detailed exam information is listed on page 2 under "What is the required admission exam(s)?"

4. Submit application online, then bring application materials into the Advisement Center after the semester starts in order to schedule an interview time. You may schedule your interview appointment in the Teacher Education Advisement Center, ED 230, at the time you submit your materials. Slots fill up quickly so sign up as soon as possible. Scheduling begins approximately one month before application deadline.
5. Schedule and successfully complete a formal interview with a three-member faculty committee. Prepare a two-page, double-spaced, typed statement. Bring three (3) copies of your statement to the interview.
6. If you score below the minimum on your interview, you are not eligible for admittance and may reapply and reinterview for a subsequent semester. Your most recent interview score will be considered. If your second interview score is also below the minimum, you must wait at least one (1) year to reapply. You may not interview more than three (3) times.

What are the **provisional admission requirements** for students **with a bachelor's degree**?

You may have the option to pursue the licensure track through the MED Program. Please visit the website for more information and to see if you qualify: <http://weber.edu/coe/med.html>. If you don't pursue this option, please contact the Teacher Ed. Advisement Center, 801-626-6636, for more information on the undergraduate option.

What happens if I'm **not admitted** to the program?

You may re-apply two more times. No student will be permitted to apply for admission more than a total of three times. Please refer to Paragraph 6 regarding interview scores.

What are the **prerequisites**?

You may apply to the Teacher Education Program if you are currently enrolled in or have completed the following courses:

1. English composition (grade C or above in EN2010 or equivalent);
2. Quantitative literacy (See WSU catalog for details);
Note: If you have declared a major in Early Childhood Ed., Special Ed., or Elementary Ed., you must pass MATH QL1050 (or equivalent) with a grade C or above.
3. Communication proficiency (grade B- or above in COMM HU1020, COMM HU2110, or equivalent);
4. Computer and Information Literacy.
5. EDUC 1010 Exploring Teaching

What is the **required admission exam(s)**?

- **Secondary:** Collegiate Assessment of Academic Proficiency (CAAP) test. CAAP is a standardized assessment designed to show achievement levels in reading, writing (two sections), math, and critical thinking (www.act.org/caap). Students can also take PRAXIS II content exam(s) in your area(s). See CAAP scheduling details and PRAXIS website on page 4.
- **Elementary, double major in Elementary/Early Childhood Ed., and Special Ed. majors:** the PRAXIS II Elementary Education: Multiple Subjects (5031) test. The 4 subtests include Language Arts, Mathematics, Science, and Social Studies and you must pass all 4 subtests to be eligible for admission into the Teacher Education Dept.
- **Early Childhood Ed. (K-3) majors only:** must take the PRAXIS II Early Childhood: Content Knowledge (0022) or (5022). Students can also take the PRAXIS II Elementary Education: Multiple Subjects (5031) test.

Where do I **register for the CAAP test**?

To register for the CAAP test go to weber.edu/caap. You will take the test in Social Science, SS119, at 8:00 a.m. on the dates listed in the table on page 4 of the brochure. Call 626-6803 for more information.

- You must register for the test at least 10 days prior to the test date. You may access the web site at www.act.org/caap for sample test questions.
- The cost of the entire test is \$55 and to take just the essay portion it is \$20.
- The entire test will take you approximately four (4) hours to complete. Plan to arrive at least 10 minutes early to complete background information.

What are the **minimum scores**?

Current minimum CAAP scores required for admission to the Teacher Education Programs are: Writing–61, Writing Essay–3.0, Math–54, and Reading–59 (Minimum score has not been established for Critical Thinking).

You may repeat any one or more of the test sections as many times as necessary. The cost to register for the essay portion is \$20, and the other individual sections are \$15 each.

Where do I **register for the Praxis II test**?

Go to www.ets.org/praxis/register. You will need to create an account to register for the test. Before registering for the test, please make sure you know what test(s) you are required to take and pass. If you have any questions regarding what test to take, refer to the link on the website regarding state testing requirements or call the Teacher Education Advisement Center. If you are applying for Elementary, Elementary/Early Childhood Ed. double major, Early Childhood Ed., or Special Education, you are required to take and pass the appropriate Praxis II test as a prerequisite to apply to the Teacher Education Department. *Please see the Praxis website for minimum scores.*

What happens after I'm **provisionally admitted**?

You are expected to maintain high professional and academic standards. Quality of work and timely progress through the program are two (2) criteria considered as evidence of your professional competence. Program expectations are as follows:

1. Provisional admission to a specific program is valid for a period of five (5) years. If you have not completed the program within the five-year period, you will be required to seek readmission under the current admission standards.
2. Professional education credit hours older than five (5) years at the time of program admission will not be counted toward licensure.
3. Failure to maintain a level of achievement consistent with the program standards required for teacher education admission may result in suspension from the program. (Refer to the teacher education home page for standards.) Once you are admitted to the program, you must maintain a GPA of 3.00. You cannot receive a grade lower than a B- in any professional education course. If you do receive a grade lower than a B-, you may repeat any professional education course one (1) time.
4. Documented violations of the WSU Student Code of Conduct will be considered grounds for suspension or dismissal from the Teacher Education Program.
5. You are admitted on a provisional basis until you begin your student teaching. If you fail to maintain an acceptable level of achievement during this time, the Teacher Education Admission and Retention Committee may revoke your provisional status.

Do I need a **background check**?

Yes, you must have a background check as soon as you are admitted and before being placed in a public school for field experiences. You will not be allowed to begin professional program courses or EDUC 2890/4890 courses until you receive clearance.

Admission to Teacher Education Programs will be immediately revoked if you have a criminal record which has not been cleared by the Utah Professional Practices Advisory Commission.

Additional information will be provided once you have been notified about provisional admission into the Teacher Education Program.

Is there an **appeal process**?

If you wish to appeal a decision or ruling of the Admission and Retention Committee, you must communicate that request in writing to the committee chairperson. The written request for a committee hearing should include documentation of any mitigating conditions or circumstances you wish the committee to consider in reviewing its earlier action. The Admission and Retention Committee will review the circumstances of your case and make recommendations to the committee chair. The appeal process is outlined in the WSU Student Rights and Responsibilities policy.

Under what circumstances are **special accommodations** made?

The Department of Teacher Education also recognizes specific program and diversity needs of professional educators as well as students with disabilities, and it reserves the right to consider such factors in the admission of candidates. If you have a disability, you must first register with the Services for Students with Disabilities Office (SSD) located in the Student Services Center, SC181.

What if I **transfer** from another institution?

If you are planning to transfer to Weber State University, you must have your teacher education credit hours evaluated by the Teacher Education Department, and you must meet the following conditions:

I. **Recency Requirement**

Professional education courses completed prior to transferring to the WSU Teacher Education Program are evaluated for currency standards; courses taken more than five (5) years ago will not be accepted.

II. **Student Teaching (Clinical Practice)**

Student teaching experience will be permitted only when the following conditions have been satisfied:

- A. You must be admitted to the WSU Teacher Education Program.
- B. You must complete all professional teacher education course work and content majors and minors (or approved equivalents) as required by the Department of Teacher Education.
- C. You must fulfill WSU's residency-credit requirements.
- D. You must submit a student teaching application the semester before you plan to do your student teaching.
- E. You must take and pass the required Praxis II content exam in your area in order to be admitted to the Teacher Education Program for all programs except Secondary Ed. Specific test numbers can be found under helpful links on the advising website: weber.edu/coe/tedadvice.html or the ETS website: <http://ets.org/>



Where can I find out more about the programs?

Department of Teacher Education
Jerry and Vickie Moyes College of Education
Weber State University
1304 University Circle
Ogden, UT 84408-1304

To schedule appt.
Web

Phone 801-626-7694
weber.edu/coe/tedadvice.html

Department Chair
Secretary

Phone 801-626-6268
Phone 801-626-7171

Advisement Contacts

Natalie Struhs,
Academic Advisor

Phone 801-626-6636
nataliestruhs@weber.edu

Kristin Radulovich,
Coordinator

Phone 801-626-6309
kradulovich@weber.edu

Student Teaching

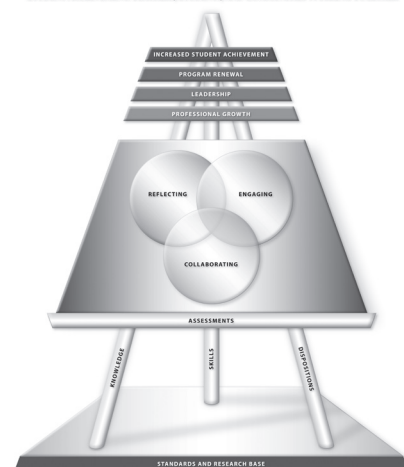
Dwayne Hansen, Coordinator

Phone 801-626-6622

Michelle Checkman, Secretary

Phone 801-626-6634

STUDENT ACHIEVEMENT: TEACHERS, STUDENTS, AND COMMUNITIES WORKING TOGETHER



CHECKLIST FOR ADMISSION

☐ **English/Math/Communications/Computer Literacy**
Complete English Composition (grade C or above in EN2010 or equivalent), Quantitative Literacy (minimum of College Algebra QL1050 or equivalent), Secondary Education candidates should check with their departments regarding requirement, Communication Proficiency (grade B- or above in COMM HU1020, or COMM HU2110), and Computer and Information Literacy.

☐ **EDUC 1010 Exploring Teaching**

☐ **Minimum Number of Credit Hours and GPA**
Complete at least 40 semester hours of general education along with prerequisite courses. (For a specific breakdown on the on the GPA, please refer to the advising web site at <http://weber.edu/coe/tedappl.html>.)

☐ **Completion of Admission Exam(s):**

- **Secondary:** Collegiate Assessment of Academic Proficiency (CAAP) test. CAAP is a standardized assessment designed to show achievement levels in reading, writing (two sections), math, and critical thinking (www.act.org/caap). Students can also take PRAXIS II content exam(s) in your area(s).
- **Elementary, double major in Elementary/Early Childhood Ed., and Special Ed. majors:** must take the PRAXIS II Elementary Education: Multiple Subjects (5031) test. The 4 subtests include Language Arts/Reading (165), Mathematics (165), Science (159), and Social Studies (155) and you must pass all 4 subtests to be eligible for admission into the Teacher Education Dept.
- **Early Childhood Ed. (K-3) majors only:** must take the PRAXIS II Early Childhood: Content Knowledge (0022) or (5022). Students can also take the PRAXIS II Elementary Education: Multiple Subjects (5031) test.

Praxis registration website: www.ets.org/praxis/register

☐ **Application Deadline**
By the deadline date indicated at the bottom of this page, you must submit your application on-line @ <http://weber.edu/coe/tedappl.html>. In addition, please submit the following to the Teacher Education Advisement Center, ED230:

- signature page from on-line application with student ID number
- unofficial transcripts from Weber State University, which should include course work from previous colleges
- your current degree evaluation (Cattracks).
- results of your entrance exam(s)

☐ **Interview Sign-Up**
After submitting your completed application, you must sign up for an interview time in the Teacher Education Advisement Center, ED 230. The interview schedule will be available approximately one (1) month prior to the interview dates outlined below.

☐ **Written Statement at Interview**
Specific details will be provided when you submit application materials

☐ **Orientation**
If you are accepted into the program, you must attend the mandatory orientation seminar. Information on the orientation will be included in your admission letter.

☐ **USOE Background Check**
You must complete a fingerprint background check for USOE before you can begin program coursework. Please see the advisement website for additional information: weber.edu/coe/tedadvice.html. (More information will be included with your admission letter.)

ADMISSION SCHEDULE AND DEADLINES						
Admission for Classes	Application Deadline	Deadline for CAAP Test Registration	CAAP Test Dates	Praxis Test Registration Information	Candidate Interviews	Registration Begins
Spring Semester 2014	September 20, 2013	May 17, 2013 or Aug. 23, 2013	June 1, 2013 or Sept. 7, 2013	www.ets.org/praxis/register	Sept. 30 - Oct. 8, 2013	November 11, 2013
Fall Semester 2014	February 14, 2014	Oct. 25, 2013 or Jan. 17, 2014	Nov. 9, 2013 or Feb. 1, 2014	www.ets.org/praxis/register	Feb. 24 - Mar. 3, 2014	April 7, 2014
Spring Semester 2015	September 19, 2014	May 30, 2014 or Aug. 29, 2014	June 14, 2014 or Sept. 13, 2014	www.ets.org/praxis/register	Sept. 29 - Oct. 7, 2014	November 10, 2014

***Dates must be considered approximate because early registration dates are not yet available.**