

APPLICATION FOR ADMISSION TO TEACHER EDUCATION
College of Education
Washington State University Tri-Cities

Application Deadlines: March 1, 2012 for Fall 2012 admission
October 3, 2011 for Spring 2012 admission

How to Submit Your Application Packet:

Submit a complete packet, in person or by mail, to the College of Education, room West 263, by 5:00 PM on the application date indicated. Incomplete applications will not be considered. A complete packet includes the following:

- This completed checklist
- Application for Admission
- A personal goal statement consisting of up to two double-spaced, typewritten pages detailing why you have chosen teaching and describing your experiences working with diverse populations, families and children. Also, identify one or more goals that you have as a future teacher. Your goal statement will be rated on the following criteria:
 - a) Written communication skills
 - b) Reasons for becoming a teacher
 - c) Experience with diverse populations, children, and families
 - d) Goals for becoming a teacher
- A graded paper from a class previously completed during your academic training. This paper should exemplify your writing skills. Provide the paper and all evaluative comments provided by the instructor. (This *can* be the same as one of the papers you include in your Junior Writing Portfolio.)
- Information and Consent Form, signed and dated
- Documentation of 80 hours of supervised work with children or youth (ages 4-18) in the 3 years prior to the date of application
- Teacher Certificate Requirements form completed, signed and dated
- WEST-B scores—Date(s) taken or to be taken _____
- Have you requested that your WEST-B scores be sent to WSU? _____
- Cumulative GPA (must be 2.5 or above for admission) _____
- Transfer students **only** must include **unofficial** transcripts from other colleges/universities attended. Please ensure that current official transcripts are on file with Admissions. Also include a record of your current courses if you are a student at another college/university at the time of application.

Questions? Please contact Lindsay Lightner, Academic Advisor, at (509) 372-7366 or lightner@tricity.wsu.edu.

**Washington State University Tri-Cities
College of Education
Application for Admission to Teacher Education**

Instructions: Please read and complete all sections. Incomplete applications will not be considered.

WSU ID# _____

Name: _____
(Last) (First) (Middle)

(all other legal names under which your file may be listed)

Local Address: _____
(Street address and/or mailing address) (City) (State) (Zip Code)

Permanent Address: _____
(Street address and/or mailing address) (City) (State) (Zip Code)

Home Phone #: _____ **Work Phone #:** _____

Cell Phone #: _____ **Email:** _____

This application is for admission:

_____ Fall Semester 2012 (deadline March 1, 2012)

_____ Spring Semester 2012 (deadline October 3, 2011)

Have you ever held a Washington teacher, administrator, emergency, or educational staff associate certificate?

_____ YES _____ NO

If so, what is your certificate number? _____

Personal Goal Statement

Submit with this packet a personal goal statement consisting of up to two double-spaced, typewritten pages detailing why you have chosen teaching and describing your experiences working with diverse populations, families and children. Also, identify one or more goals that you have as a future teacher. Your goal statement will be rated on the following criteria.

- a) Written communication skills
- b) Reasons for becoming a teacher
- c) Experience with diverse populations, children, and families
- d) Goals for becoming a teacher

Please include your name and WSU student ID# on your paper.

**Washington State University Tri-Cities
College of Education
Information and Consent Form**

TESTING REQUIREMENTS

Your application for admission to the teacher education program will be considered only if you have a passing score on all three sections of the WEST-B by the end of the semester in which you apply (December for spring applicants and May for fall applicants).

Passage of the WEST-E content test in the desired endorsement area is required for placement in student teaching and for awarding of the Residency Teacher Certificate.

I have read the above statement and understand it is my responsibility to meet the testing requirements of the Washington State University College of Education and the state of Washington.

Signature

Date

LIABILITY INSURANCE REQUIREMENTS

Evidence of \$1,000,000 personal liability insurance coverage must be provided to the College of Education for participation in practica and student teaching.

I have read the above statement and understand proof of liability insurance is required for placement in schools.

Signature

Date

PROFESSIONAL DISPOSITIONS ASSESSMENT (PDA) PROCESS

Teacher candidates who have been accepted into a WSU teacher education program will be assessed regularly to determine their progress in academic performance, field experiences, and professionalism. The PDA form is one of many assessment tools used in the program. All program applicants will be provided the form and asked to sign a copy recognizing its existence and use when they apply for entry into WSU's teacher preparation program.

The form may be used by any instructor who feels a candidate is not meeting a particular professional standard. The completed form must be accompanied by a description of the behavior and available documentation that indicates failure to meet the standard. Normally, the form will be completed at the end of a given semester after the instructor has worked unsuccessfully with the candidate to help him/her meet the standard. The form can, however, be completed at any time. The instructor will notify the candidate that a PDA form has been filed. Completed PDA forms will be stored in the student's file. In accordance with FERPA Student Rights (see <http://distance.wsu.edu/pubs/handbook/regulations.asp> or WSU Student Handbook) teacher candidates may view any completed forms via request to the Academic Advisor, and may provide a written response to a PDA form for their file.

The Academic Director of Education and Academic Advisor are required to meet with the teacher candidate to discuss remediation strategies if (1) an instructor requests a meeting, or (2) a teacher candidate receives two negative ratings for any single professional disposition. If a teacher candidate receives four or more negative ratings in any combination of categories, the Director and Advisor shall review documentation and (1) permit the teacher candidate to proceed in the program with appropriate remediation, OR (2) remove the teacher candidate from the program. Teacher candidates who wish to appeal the decision must prepare a written appeal and present it to the Academic Director who will, in turn, refer the appeal to the T & L faculty.

I have read the above statements and understand the use of the Professional Dispositions Assessment form.

Signature

Date

RELEASE OF STUDENT RECORDS AND PERSONAL INFORMATION

I hereby authorize Washington State University to release orally or in writing all student records and other personally identifiable information to the Office of the Superintendent of Public Instruction for the purpose of investigating and determining my eligibility for Washington state certification pursuant to RCW 28A.410, WAC 181-86 and 181-87 as now or hereinafter amended, and to my field supervisor and school district for the purpose of securing a student teaching placement for me.

Signature

Date

FITNESS TO WORK IN A CLASSROOM SETTING

It is Washington State University's intent to ensure that all teacher candidates possess those characteristics desirable for working with children. The College of Education therefore reserves the right to deny any individual admission to, or continued enrollment in the teacher preparation program if, in the professional judgment of faculty or coordinating field personnel, there is a cause for concern about the fitness of that individual to work with children in a classroom setting. The faculty may utilize the Professional Dispositions Assessment to formally document and communicate the pre-service teacher's disposition to teaching.

I have read the above statement and understand it is the responsibility of the faculty of the College of Education and coordinating field personnel to evaluate and monitor all aspects of my personal and academic fitness, to assess my ability to work effectively with children in a classroom setting and to deny my admission to or discontinue my enrollment in the teacher preparation program if, in the opinion of faculty or coordinating field personnel, I am not suited for recommendation for professional licensure.

_____ Initial

POLICY ON STUDENT TEACHING

I understand that I must pass the WEST-E in my endorsement area prior to student teaching and that student teaching must be completed at an approved WSU site with supervision by an approved WSU provider.

_____ Initial

BACKGROUND CLEARANCE FOR PRACTICA and RETURN TO HOME CAMPUS AFTER STUDENT TEACHING

I understand that if I am accepted into the Teacher Education Program, I must undergo a background check that includes my providing fingerprints prior to my participating in any internship, practicum, or student teaching. Further, I also understand that regardless of where I student teach, I may have to return to my home campus at semester's end and present evidence of my positive impact on my students' learning.

_____ Initial

REPEATING PROFESSIONAL EDUCATION COURSES

A minimum grade of C (2.0) is required for all professional education course work. *A pre-service teacher may take a course only two times. Failure to obtain a C or better after two attempts will result in decertification from the major.*

Elementary pre-service teachers who fail to meet the C (2.0) minimum requirement in two or more College of Education courses may not enroll in additional College of Education courses until the courses with grades below C are successfully repeated.

I have read the above statement and understand the rules applying to the repetition of course work.

_____ Initial

WRITING REQUIREMENTS

Writing is an essential part of the teaching profession. As part of the application process, I understand that I will submit a graded paper from a class previously completed during my academic training. This paper should exemplify good writing skills and include all evaluative comments provided by the instructor. If I do not meet the necessary standards, I may be required to enroll in additional writing course(s) during the first semester enrolled in the teacher preparation program.

I understand that if a pre-service teacher receives two Professional Dispositions Assessments (PDA) indicating concerns about writing, the Academic Director and Academic Advisor will meet with the pre-service teacher and *recommend* an English course in consultation with the English Department or the Writing Center. If, in a following semester, the pre-service teacher receives a PDA form identifying weaknesses in writing, the Academic Director and Academic Advisor will meet with the pre-service teacher and *require* that an additional English course be passed before his or her program is considered complete.

I have read the above statement and understand the writing requirements of the Department of Teaching and Learning.

_____ Initial

Print Name

Signature

Date

WASHINGTON STATE UNIVERSITY TRI-CITIES
COLLEGE OF EDUCATION

Documentation of 80 Hours Supervised Experience with Youth

80 hours of supervised work (paid or volunteer) in a teaching or leadership capacity with ages 4 - 18.

Work experience must be within the 3 years prior to the date of application.

Name: _____ **ID Number:** _____

Please check the grade level that most closely represents the age group that you worked with:

___ **Preschool-Kindergarten** ___ **1st grade-8th grade** ___ **9th grade-12th grade** ___ **18 year olds**

You may not use any portion of the one week observation required for T&L 301 or for other academic credit

Place of Work: _____ From: _____ To: _____

Total Hours Worked: _____ Job Title: _____

Supervisor _____ Telephone No. _____

Street Address _____ City _____ State _____ Zip _____

Reason for leaving: _____

Describe Major Duties: _____

May the College of Education contact previous and/or present supervisors to verify description of duties?

Yes _____ No _____

Place of Work: _____ From: _____ To: _____

Total Hours Worked: _____ Job Title: _____

Supervisor _____ Telephone No. _____

Street Address _____ City _____ State _____ Zip _____

Reason for leaving: _____

Describe Major Duties: _____

May the College of Education contact previous and/or present supervisors to verify description of duties?

Yes _____ No _____

I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE, AND I UNDERSTAND AND AGREE THAT ANY UNTRUTHS MAY BE CAUSE FOR REJECTION OF MY APPLICATION FOR TEACHER CERTIFICATION.

Applicant's Signature _____

Date _____

Examples of Work Experience:

CAN USE:

- Coaching
- Child Care Center Teacher/Aide
- People Pet Partnership
- HEP Program
- Service Clubs: Girl/Boy Scouts, 4-H, Campfire, Youth Groups
- Public School Aide
- Careers in Education Program (CIE)
- WSU Literacy Corps
- National Youth Sports Program
- Camp Counselor (Camp Adventure)
- Tutoring
- College Teaching Assistant
- Adult Education
- Freshman Seminar Facilitator

CANNOT USE:

- Babysitting
- Big Brother/Sister
- Nanny
- T&L 301
- T&L 317
- HD 342

WASHINGTON STATE UNIVERSITY TRI-CITIES
COLLEGE OF EDUCATION
TEACHER CERTIFICATE REQUIREMENTS

Applicant's Name

Date

Endorsement (Major)

Add-on Endorsement, if any

ASSIGNMENT PROVISIONS

The teacher certificate permits an individual to teach on a regular basis in his/her endorsed areas only, except as stated in WAC 181-82-110. Substitute teaching in areas for which an individual is not endorsed is allowed if the assignment is for not more than 30 consecutive school days.

GENERAL CERTIFICATION REQUIREMENTS

1. An individual must be at least 18 years of age to obtain a certificate (WAC 181-79A-150).
2. Applicants must give evidence of good character and personal fitness as specified in WAC 181-79A-155 and must obtain a background check from the Washington State Patrol and Federal Bureau of Investigation (RCW 28A.410.010).
3. An individual shall hold a baccalaureate degree from a regionally accredited university which includes at least 30 semester hours of course work in the major. The degree shall be in an academic field or in the teaching specialization of early childhood, elementary, reading, or special education (181-79A-206 and 181-77).
4. The individual shall complete a state approved professional preparation program (WAC 181-79A-150).

RESIDENCY TEACHER CERTIFICATE

Upon successful completion of WSU's teacher preparation program, the candidate will be issued a Residency Certificate (First Issue) with no expiration date. After two successful years of contracted teaching in an approved Washington public school/ESD or approved private school the teacher has been completed and a third year contract has been signed the candidate will need to apply to have your resident certificate reissued. The reissued certificate will be valid for five years and shall be subject to renewal pursuant to WAC 181-79A-250.

WSU Requirements

For the residency teacher certificate to be awarded, the applicant must complete an approved program of study with a cumulative WSU GPA of at least 2.5. In addition, the applicant must have a minimum GPA of 2.5 in each, the endorsement, and the professional education core with no individual course grade below C. Elementary majors must also complete Math 251, 252, Gen Ed 110, 111, Psych 105, and English 201, 301 or 302. Approved course work is also required in US history, American government, economics and geography in addition to the GER sciences with a grade of C or better for transfer students with an AA degree.

AFFIDAVIT

I, _____, hereby certify (declare) under penalty of perjury under the laws of the State of Washington that I have carefully read the foregoing document and do clearly understand the assignment provisions of the teaching certificate and the requirements which I must meet to obtain and maintain the teaching certificate which I seek.

Signature of Applicant

Signature of Intake Personnel

Date