School of Education Admission Application

The Post Baccalaureate Teacher Certification Program in Early Childhood Education (ECE) is available for those who already have a bachelor’s degree and are interested in teaching young children from birth to age 8 (through third grade) in a variety of early care/education and school programs. The program provides real-world experiences in a cross-section of sites where future employment opportunities exist, including public, charter, and Milwaukee Choice schools; Head Start; and preschools and other community-based educational settings. When you satisfactorily complete the program requirements, you will be highly qualified to teach in early childhood settings. Additionally you can elect to attain add-on certification in English as a Second Language (ESL) or Bilingual Education. In doing so, you will be prepared to teach culturally and linguistically diverse children.

Applying to the Post Baccalaureate Teacher Certification Program requires a number of forms and some advance planning on your part. Our goal is to make the process as clear and as concise as possible. Everything you need to apply is right here at your fingertips. Following these simple steps will ensure a smooth application process.

Step One

**Review the admission criteria to ensure you have met the minimum admission requirements.** The following requirements must be met before applying to the program. **If you do not meet the admission criteria, your application will not be reviewed.**

- **Bachelor’s Degree:** You must have a bachelor’s degree from an accredited college or university.
- **GPA Requirement:** You must have a *minimum cumulative* grade point average of 2.5 on all coursework completed for undergraduate credit.

Step Two

**Have your transcript(s) evaluated.** A transcript evaluation will help you determine which course work will be needed to become certified. The program director will review your previous coursework and determine which courses will meet program requirements for certification. Evaluations must be completed before applying for admission to the program and could take up to four (4) weeks to complete.
Transcript evaluations may be requested at any time by completing the Request for Transcript Evaluation found here: [http://uwm.edu/education/academics/ci-request-transcript-evaluation/](http://uwm.edu/education/academics/ci-request-transcript-evaluation/)

**Step Three**

**Determine your status for your first semester.** As an applicant to the Post Baccalaureate Teaching Certification program, you have two options:

**Option A: Teaching Certification Only**

With this option, you complete the course work necessary to obtain your teaching certification only. If you are pursuing this option, you need to apply online for admission to UWM as a post baccalaureate student. The online application is required even if you have applied or attended UWM previously as an undergraduate, graduate, or University Special Student. Your application will be considered incomplete if you do not apply online.

**Instructions for applying online:**

**Step 1** – Go to [https://apply.wisconsin.edu](https://apply.wisconsin.edu), apply to UW-Milwaukee and fill out the necessary information.

**Step 2** – When you arrive at the “Post Secondary Education;” question, select “Undergraduate Degree”.

**Step 3** – The next question will ask for “Reason for Applying”. Select “Major, minor, or certification at the undergraduate level”. 

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University of Wisconsin – Milwaukee, School of Education. Revised 05/23/18.
Step 4 – The next question will ask “Applying as”. Here you will select “Post-Baccalaureate Teacher Certification”.

Step 5 – The next question will ask you to “select your intended major or field of study”. Scroll down to “Education-Related Studies” and select the program to which you are applying.

Step 6 – Follow the remaining steps of the application.

Please note that there is no application fee for this type of application. Please ignore the payment page and **DO NOT MAKE A PAYMENT**.
Option B: Teaching Certification and Graduate Degree

With this option, you complete the course work necessary to obtain teaching certification and a graduate degree. Before each semester, you should meet with your faculty advisor to decide if you will take your courses as a post baccalaureate student (with undergraduate status and tuition) or a graduate student (with graduate status and tuition). If you plan to pursue a teaching certification in conjunction with a graduate degree, you must also submit an application for admission to UWM’s Graduate School. Visit [https://graduateschool-apply.uwm.edu/](https://graduateschool-apply.uwm.edu/) for information about the application process.

**Step Four**

Review the application checklist (below) and gather all of the listed materials. Make sure all forms are filled in completely. **DO NOT SUBMIT AN APPLICATION UNLESS ALL ITEMS ARE INCLUDED.** Incomplete applications will not be processed.

**Application Checklist**

<table>
<thead>
<tr>
<th></th>
<th>Online UW-System application for admission to UWM at <a href="https://apply.wisconsin.edu">https://apply.wisconsin.edu</a> (step 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>School of Education Post Baccalaureate Admission Application (page 11)</td>
</tr>
<tr>
<td></td>
<td>Official transcripts from all institutions of higher education, technical colleges, schools, and programs - see instructions below</td>
</tr>
<tr>
<td></td>
<td>Transcript Evaluation</td>
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<tr>
<td></td>
<td>Statement of Purpose - see instructions below</td>
</tr>
<tr>
<td></td>
<td>Resume – see instructions below</td>
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<tr>
<td></td>
<td>Copy of Wisconsin or Out-of-State Education License(s), if applicable</td>
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</tbody>
</table>

Please keep a copy of all documents for your records. Documents will not be returned to you.
Statement of Purpose

Write an essay responding to the questions listed below. Be sure to answer both questions. We are looking for your ability to be self-reflective and be thorough in your answers. This is an opportunity for you to tell us about the knowledge, skills, and dispositions (values and beliefs) you bring with you at this time. Your essays will be scored based upon both content and the use of language conventions appropriate to academic writing. Please submit to us no more than two (2) double-spaced pages. There is no specified format for the essay other than to address the points listed below and present your answer in a professional format.

1. Why are you seeking teacher certification in Early Childhood Education? If you are also seeking certification in English as a Second Language and/or Bilingual Education, please indicate why.

2. What personal attributes, strengths, and abilities do you have to offer young children and families?

Official Transcripts

You should request official transcripts from all institutions of higher education, technical colleges, schools, and programs except UWM. If you attended UWM, you may submit unofficial transcripts.

Do not send transcripts directly to UWM. Transcripts should be sent directly to you but should not be opened upon receipt. Include the unopened envelopes with the other application materials.

Unfortunately, we cannot accept photocopies of transcripts or transcripts not in a sealed envelope. If you attended UWM and transfer work from another institution is reflected on your UWM transcript, you only need to submit a UWM transcript.

Assessment Requirements

Throughout the program, there are several assessments required by the Department of Public Instruction. These requirements are designed to assess your readiness for teaching.

Subject Area Competency

All candidates who complete their educator preparation programs at a Wisconsin college/university or alternative program after August 31, 2004, are required to demonstrate proficiency in their content area to qualify for a Wisconsin educator license. The Early Childhood Education program allows you to satisfy this requirement in one of two ways:

- **GPA** – Earn a 3.0 or higher on a 4.0 scale in 9 core courses (see academic advisor for details).
- **Praxis Subject Assessment Test** - The *Praxis Subject Assessment test* measures subject-specific content knowledge, as well as general and subject-specific teaching skills, that you need for beginning teaching.

**Students who do not meet the GPA required MUST take the Praxis Subject Assessment test to demonstrate subject area competency.**

**Wisconsin Foundations of Reading Test**
The *Wisconsin Foundations of Reading* test assesses proficiency in and depth of understanding of the subject of reading and writing development. Students are required to take and pass the reading test prior to applying for a student teaching placement.

**Teacher Performance Assessment (edTPA)**
The *edTPA* is a review of your teaching materials at the culmination of your program. Materials that document and demonstrate your ability to effectively teach are submitted to an independent reviewer. Students are required to successfully complete the edTPA in order to be licensed as an Early Childhood educator.

**Resume**
Your resume should not exceed two pages and should include educational background, work experience, special talents/skills, and other relevant experience with children. Information about resume writing can be found at: [http://uwm.edu/careerplan/students-2/application-materials/resumes/](http://uwm.edu/careerplan/students-2/application-materials/resumes/)

**Field Experience and Student Teaching**
Students will be required to complete three pre-student teaching field placements for a total of 7 credits. There is one field experience in each full-time semester of the program. The student teaching experience, during the final semester, will require a full 20-week placement in one school and can (if necessary) accommodate the required ESL and/or Bilingual experience for those interested in pursuing either or both. Students will be placed in the Brown Deer, Milwaukee, West Allis/West Milwaukee school districts or at surrounding community agencies. All students will be required to have a negative TB test and pass a Criminal Background Check prior to being placed in a classroom.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Schedule</th>
</tr>
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<tbody>
<tr>
<td>CURRINS 240</td>
<td>Field Experience with Dual Language Learners</td>
<td>2 cr</td>
<td>1 half-day per week in the classroom during the semester</td>
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<tr>
<td>CURRINS 340</td>
<td>Field Experience in Preschool and Kindergarten Classrooms</td>
<td>2 cr</td>
<td>2 half-days per week in the classroom during the semester</td>
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<tr>
<td>CURRINS 540</td>
<td>Advanced Field Experience In Early Childhood Education</td>
<td>3 cr</td>
<td>2 days per week in the classroom during the semester</td>
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<tr>
<td>CURRINS 640</td>
<td>Student Teaching in Early Childhood/Bilingual/ESL</td>
<td>12 cr</td>
<td>5 days per week in the classroom 20 weeks</td>
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</table>
You will be required to complete student teaching during the last semester of your program. Student teaching placements are not automatic. Students must apply for student teaching, be approved, and register for a student-teaching course, in order to student teach.

Information about application deadlines and application materials can be found here.

**Step Five**

**Submit your application** materials by April 30th for summer admission, by July 15th for fall admission and by December 15th for spring admission in person to Enderis Hall, Room 209 or by mail to:

School Of Education  
Office of Student Services  
P.O. Box 413  
Milwaukee, WI 53201-0413

A letter indicating the status of your application will be mailed prior to the start of the semester. The letter will be sent to the address listed on your application. Please do not call or e-mail asking about the status of your application.

**Assistance with your Application**

**Admissions Manager**

For questions about the admissions process or this application, please contact the Undergraduate Admissions Manager, Maggie Kaczmarek at (414) 229-6675 or kaczmarm@uwm.edu.

**Academic Advising**

We strongly recommend an appointment with an advisor prior to application to the program if possible. The advisors for the program are Andrea Azarian (last names beginning A-L) and Nikki Claas (last names beginning M-Z). To schedule an appointment, please call (414) 229-4721 and select option 1.
The InTASC Model Core Teaching Standards (April 2011)
At A Glance

The Learner and Learning

Standard #1: Learner Development
The teacher understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.

Standard #2: Learning Differences
The teacher uses understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards.

Standard #3: Learning Environments
The teacher works with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self motivation.

Content Knowledge

Standard #4: Content Knowledge
The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and creates learning experiences that make these aspects of the discipline accessible and meaningful for learners to assure mastery of the content.

Standard #5: Application of Content
The teacher understands how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues.
**Instructional Practice**

**Standard #6: Assessment**
The teacher understands and uses multiple methods of assessment to engage learners in their own growth, to monitor learner progress, and to guide the teacher’s and learner’s decision making.

**Standard #7: Planning for Instruction**
The teacher plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.

**Standard #8: Instructional strategies**
The teacher understands and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways.

**Professional Responsibility**

**Standard #9: Professional Learning and Ethical Practice**
The teacher engages in ongoing professional learning and uses evidence to continually evaluate his/her practice, particularly the effects of his/her choices and actions on others (learners, families, other professionals, and the community), and adapts practice to meet the needs of each learner.

**Standard #10: Leadership and Collaboration**
The teacher seeks appropriate leadership roles and opportunities to take responsibility for student learning, to collaborate with learners, families, colleagues, other student professionals, and community members to ensure learner growth, and to advance the profession.
### REQUIRED BIOGRAPHICAL INFORMATION

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Student I.D. (issued after online application to University is completed)</th>
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<tr>
<th>Preferred Telephone</th>
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<tr>
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<td>Male</td>
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Indicate your plan.

- [ ] I will pursue my teaching certification(s) only.
- [ ] I will pursue my teaching certification(s) and a graduate degree.
  - [ ] I will enroll in classes as a graduate student my first semester (paying graduate level tuition).
  - [ ] I will enroll in classes as a post baccalaureate student for my first semester (paying undergraduate level tuition).

(Please contact Dr. Nancy File at nfile@uwm.edu if you are interested in also pursuing a graduate degree or if you need assistance answering this question.)

Are you currently teaching?

- [ ] No
- [ ] Yes

If yes, indicate where:

Indicate your start semester and year

- [ ] Fall ______ Year ______
- [ ] Summer ______ Year ______
- [ ] Spring ______ Year ______

### ADMISSION CRITERIA

Undergraduate GPA

### PROGRAM OFFERINGS

Indicate the Teacher Education Program you are applying for:

- [ ] Early Childhood Certification
- [ ] Early Childhood Certification with English as a Second Language Certification
- [ ] Early Childhood Certification with Bilingual Certification
- [ ] Early Childhood Certification with English as a Second Language Certification and Bilingual Certification

### STUDENT SIGNATURE

Student Signature: ___________________________ Date: ____________

For office use only: Date Received: ___________________________