School of Education Admission Application

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 finger tips. 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, you should not submit an application.**

- **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. In addition, a *minimum cumulative* grade point average of **2.75** is required in any language courses.
- **Pre-Professional Skills Requirement:** Passing Scores on a pre-professional skills test are required for admission to the School of Education. You can fulfill this requirement with one of the following tests: PRAXIS I, CORE, ACT, SAT or GRE. See page 9 of this packet for additional information.

**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 choices:

Choice 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, 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”.

```markdown
Post-Secondary Education:
- No college courses
- Some college courses (taken or will take before enrollment - do not include Advanced Placement (AP) Program courses)
- Undergraduate degree (4-year bachelor) (have or will have before enrollment)
- Graduate degree (Master, Doctoral, Specialist, Professional)

Reason for Applying:
- Additional undergraduate degree
- Major, minor, or certification at the undergraduate level
- UW Flexible Option - undergraduate degree or certificate
- Undergraduate courses as visitor/guest student
- Graduate degree (Master, Doctoral)
- Graduate Non-Degree (graduate courses taken as visitor, guest, certificate, certification or personal/professional enrichment)
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Step 4 – The next question will ask “Applying as”. Here you will select “Post-Baccalaureate Teacher Certification”.

![Applying As dropdown menu](image)

Step 5 – The next question will ask you to “select your intended major or field of study”. Scroll down and select “Education [SOE] * Major” under “Education-Related Studies”.

![Education-Related Studies dropdown menu](image)

Step 6 – Next you will need to select a “Program [School/College] * Program Type”. Under “Interdisciplinary Studies” select “Education - Teaching [SOE] * Field of Study”.

![Program [School/College] * Program Type dropdown menu](image)
Step 7 – 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.

Choice 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/ for information about the application process. If you plan to apply to UWM’s Graduate School, you will need two sets of official transcripts: one for the Post-Baccalaureate Program and another for the Graduate School.

Step Four

Review the application checklist (below) and gather all these 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>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online UW-System application for admission to UWM at <a href="https://apply.wisconsin.edu">https://apply.wisconsin.edu</a> (step 3)</td>
</tr>
<tr>
<td>School of Education Post Baccalaureate Admission Application (page 8)</td>
</tr>
<tr>
<td>Official transcripts from all institutions of higher education, technical colleges, schools, and programs - see instructions below</td>
</tr>
<tr>
<td>Official Pre-Professional Skills Requirement Scores (Not required if already licensed)</td>
</tr>
<tr>
<td>Transcript Evaluation</td>
</tr>
<tr>
<td>Admission Essay – see instructions below</td>
</tr>
<tr>
<td>Resume – see instructions below</td>
</tr>
<tr>
<td>Copy of Wisconsin or Out-of-State Education License(s), if applicable</td>
</tr>
</tbody>
</table>

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

In a separate typed document, discuss what experiences you have had that have influenced your decision to study education - in particular in a teacher certification program housed in a School of Education invested in improving and supporting urban education in the Milwaukee metropolitan area. Please frame your essay in a way that the following issues contextualize your discussion:

• Relevant course work that informs your decision to certify in World Languages or English as a Second Language
• Relevant field (life) experiences, in and out of a school setting, that inform your decision to become an educator.
• An appreciation of the broad social issues that affect urban schools and their students.
• Concrete detail and rich language that describe your experience.

Note: There is no specified format for the essay other than to address the points listed above and to present your answer in a professional format (12-point font, double spaced and one-inch margins).

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.

Pre-Professional Skills Requirement

All applicants are required to take and pass a pre-professional skills test prior to applying for admission to the program. You can fulfill this requirement with one of the following tests: PRAXIS I, CORE, ACT, SAT or GRE. During registration for your test, you should identify UWM to receive your scores. However, you should also include a copy with your application materials. See page 9 of this packet for additional information.
**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 are required to take and pass the *Praxis Subject Assessment* prior to applying for a student teaching placement. Details about when to take the *Praxis Subject Assessment* will be provided once you are admitted to the program.

**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 complete the edTPA in order to be licensed as a World Languages or ESL 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/resumes-interviews-2/resumes/](http://uwm.edu/careerplan/resumes-interviews-2/resumes/)

**Student Teaching**

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 at:

[http://uwm.edu/education/academics/clinical-experiences/](http://uwm.edu/education/academics/clinical-experiences/)

(Follow the link to obtain the Student Teaching Application form)

It is important that you review this information to determine when you should apply for student teaching. If you have any questions about the timing of your student teaching, contact the academic advisor for your program.
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 to:

University of Wisconsin – Milwaukee
School of Education
Attn: Undergraduate Admissions Manager
PO 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 indicated on your application. Please do not call or e-mail asking about the status of your application.

Assistance with your Application

Web Site
Our web site is a wealth of information for frequently asked questions and other resources that may be useful:  http://uwm.edu/education/academics/curriculum-instruction-department/

Academic Advising
We strongly recommend an appointment with an advisor prior to application to the program if possible. The advisors for the program are Kristin Roosevelt (last names beginning A-L) and Nikki Claas (last names beginning M-Z). To schedule an appointment, please call (414) 229-4721.

For questions about the admission application please contact the Undergraduate Admissions Manager:
Phone: 414-229-6675
Email: kaczmarm@uwm.edu
REQUIRED BIOGRAPHICAL INFORMATION

Last Name | First | Middle Initial | Student I.D. (issued after online application to the University is completed)

Mailing Address | City | State | Zip | Date Of Birth

Preferred Telephone | UWM Email (all communication will be sent to this e-mail) | Gender

☐ Male ☐ Female

Indicate your plan.
☐ I will pursue my teaching certification only.
☐ I will pursue my teaching certification 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. Michael Steele at josephh@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

Pre-Professional Skills Requirement (Attach test scores if not on transcript)

Indicate Test: _______________________________________________________________

Indicate Scores: _____________________________________________________________

List Colleges/Universities Attended | Dates Attended | Degree/Area of Study | Official Transcript (in sealed envelope) Attached?

PROGRAM OFFERINGS

☐ English as a Second Language Major - Early Childhood through Adolescence

☐ World Language Major - Early Childhood through Adolescence

   Indicate language: ☐ American Sign Language ☐ Chinese ☐ French ☐ German ☐ Hebrew ☐ Italian ☐ Latin ☐ Russian ☐ Spanish

☐ Additional Certifications

   ☐ English as a Second Language minor

   ☐ World Language minor

   Indicate language: ☐ American Sign Language ☐ Chinese ☐ French ☐ German ☐ Hebrew ☐ Italian ☐ Latin ☐ Russian ☐ Spanish

   ☐ Bilingual Supplemental Certification. Indicate language: ☐ Hmong ☐ Lao ☐ Spanish

STUDENT SIGNATURE

________________________________________________________________________________________

DATE

For office use only:

Date Received _____________________________ UW System Application ____________________________
# Pre-Professional Skills Requirement

Admission to the Post Baccalaureate Teacher Certification Program requires passing scores on one of the tests listed below.

<table>
<thead>
<tr>
<th>Test</th>
<th>Minimum Scores</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Praxis I</strong></td>
<td>Reading (175)</td>
<td>Test no longer offered – Scores continue to be accepted and do not expire.</td>
</tr>
<tr>
<td></td>
<td>Writing (174)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Math (173)</td>
<td></td>
</tr>
<tr>
<td><strong>CORE</strong></td>
<td>Reading (156)</td>
<td><a href="https://www.ets.org/praxis/about/core/">https://www.ets.org/praxis/about/core/</a></td>
</tr>
<tr>
<td></td>
<td>Writing (162)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Math (150)</td>
<td></td>
</tr>
<tr>
<td><strong>ACT</strong></td>
<td>Composite (23)</td>
<td><a href="http://uwm.edu/registrar/students/testing-center/tests-offered/#act">http://uwm.edu/registrar/students/testing-center/tests-offered/#act</a></td>
</tr>
<tr>
<td></td>
<td>Reading (20)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>English (20)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Math (20)</td>
<td></td>
</tr>
<tr>
<td><strong>ACT Plus Writing</strong></td>
<td>Composite (22)</td>
<td><a href="http://www.act.org/">http://www.act.org/</a></td>
</tr>
<tr>
<td></td>
<td>English/Writing Combined (20)</td>
<td></td>
</tr>
<tr>
<td><strong>SAT</strong></td>
<td>Critical Reading (510)</td>
<td><a href="https://collegereadiness.collegeboard.org/sat">https://collegereadiness.collegeboard.org/sat</a></td>
</tr>
<tr>
<td>(after 09/01/2015)</td>
<td>Writing (480)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Math (520)</td>
<td></td>
</tr>
<tr>
<td><strong>GRE</strong></td>
<td>Verbal Reasoning (150)</td>
<td><a href="https://www.ets.org/gre">https://www.ets.org/gre</a></td>
</tr>
<tr>
<td>(after 08/01/2011)</td>
<td>Quantitative Reasoning (145)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Analytical Writing (3)</td>
<td></td>
</tr>
</tbody>
</table>

* Scores must be within ten years of admission term to academic program
+ Please contact your academic advisor if you took the SAT prior to 09/01/2015.
^ Please contact your academic advisor if you took the GRE prior to 08/01/2011.