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 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, 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.

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.
Step Three

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

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”.

Post-Secondary Education:

- No college courses
- Some college courses [taken or will take before enrollment - do not include AP, IB, or CLEP courses]
- Undergraduate degree (4-year bachelor) (have or will have before enrollment)
- Graduate degree (Master, Doctoral, Specialist, Professional)

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

Reason for Applying: ?

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

![Applying As:](#)

- Post-Baccalaureate Teacher Certification
- Certification Program (non-teaching)
- Additional major
- Additional minor
- Reentry with Interim Work
- Reentry without Interim Work

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.

![Education-Related Studies](#)

- Alternative Education [SOE] * Field of Study
- American Sign Language Studies [SOE] * Field of Study
- Art Education [SA] * Major
- Autism Spectrum Disorders [SOE] * Certificate
- Community Engagement and Education [SOE] * Major
- Education [SOE] * Major
- Education – Early Adolescence-Adolescence (Grades 6-12; English, Math, Science, or Social Studies) [SOE] * Field of Study
- Education – Early Childhood Education (Pre-K-3rd grade) [SOE] * Field of Study
- Education – Early Childhood-Adolescence (Pre-K-Grade 12; Language Education) [SOE] * Field of Study
- Education – Middle Childhood-Early Adolescence (Grades 1-8; Elementary Education) [SOE] * Field of Study
- Exceptional Education [SOE] * Major
- Inclusion and Accessibility Studies Minor [SOE] * Field of Study
- Inclusion and Disability Studies [SOE] * Field of Study
- Interpreter Training Program [SOE] * Field of Study
- Music Education [SA] * Major
- Special Education – Deaf and Hard of Hearing [SOE] * Field of Study
- Special Education – Early Adolescence-Adolescence (Grades 6-12) [SOE] * Field of Study
- Special Education – Early Childhood Education (Pre-K-3rd grade) [SOE] * Field of Study
- Special Education – Middle Childhood-Early Adolescence (Grades 1-8; Elementary Education) [SOE] * Field of Study
- Transitions for Students with Disabilities [SOE] * Certificate

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/ for information about the application process.

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

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<tr>
<td>☐</td>
<td>Online UW-System application for admission to UWM at <a href="https://apply.wisconsin.edu">https://apply.wisconsin.edu</a> (step 3)</td>
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<tr>
<td>☐</td>
<td>School of Education Post Baccalaureate Admission Application (page 8)</td>
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<tr>
<td>☐</td>
<td>Official transcripts from all institutions of higher education, technical colleges, schools, and programs - see instructions below</td>
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<td>☐</td>
<td>Transcript Evaluation</td>
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<tr>
<td>☐</td>
<td>Admission Essay – see instructions below</td>
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<td>☐</td>
<td>Resume – see instructions below</td>
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<td>☐</td>
<td>Copy of Wisconsin or Out-of-State Education License(s), if applicable</td>
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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.

Subject Area Competency – ESL
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 ESL 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 the ESL content area.
- **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.**

Oral Proficiency Interview (OPI) and Written Proficiency Test (WPT) – World Languages
The Oral Proficiency Interview (OPI) assesses how well a person speaks a language and the WPT assesses functional writing ability. Details about when to take these exams will be provided by your academic advisor after you have been 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 successfully 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/students-2/application-materials/resumes/](http://uwm.edu/careerplan/students-2/application-materials/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 [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 Kristin Roosevelt (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.
**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 the University is completed)</th>
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<th>Mailing Address</th>
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**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. Tatiana Joseph at josephbt@uwm.edu if you are interested in also pursuing a graduate degree or if you need assistance answering this question.)*

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<th>Are you currently teaching?</th>
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<td>[ ] Yes</td>
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**Indicate your start semester and year**

- Fall ____________________ Year ____________________
- Summer ____________________ Year ____________________
- Spring ____________________ Year ____________________

**ADMISSION CRITERIA**

**Undergraduate GPA**

**List Colleges/Universities Attended**

<table>
<thead>
<tr>
<th>Dates Attended</th>
<th>Degree/Area of Study</th>
<th>Official Transcript (in sealed envelope) Attached?</th>
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**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 Received ____________________________

Date ____________________________

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University of Wisconsin – Milwaukee, School of Education. Revised 02/21/18.