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 mathematics 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: [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. Complete the application at https://apply.wisconsin.edu

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 7)</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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<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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<tr>
<td>☐</td>
<td>Copy of Wisconsin or Out-of-State Education License(s), if applicable</td>
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<tr>
<td>☐</td>
<td>Submit online Student Teaching Application found <a href="https://apply.wisconsin.edu">here</a>.</td>
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<td>☐</td>
<td>Faculty Signature – Your application must signed by Dr. Hank Kepner prior to submission. (see step 5)</td>
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Please keep a copy of all documents for your records. Documents will not be returned to you.

Official Transcripts

You should request official transcripts from all institutions of higher education, technical colleges, schools, and programs except UWM. If you attended UWM and transfer work from another institution is reflected on your UWM transcript, you do not need submit those transcripts again.

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 your institution issues electronic transcripts, they must be sent directly by the institution’s designated agent for the electronic delivery of transcripts. Electronic transcripts should be sent to the Undergraduate Admissions Manager at kaczmarm@uwm.edu.
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 Mathematics
- 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 present your answer in a professional format (12-point font, double spaced and one-inch margins).

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 Mathematics 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 specific Mathematics coursework (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.
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 Mathematics 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/

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.

Those applying for admission to the Mathematics program must submit their online Student Teaching Application no later than April 26, 2019.

Bilingual, English as a Second Language or World Languages Certification

You may want to increase your marketability by adding a Bilingual, English as a Second Language, or World Languages certification to an English certification. If you are interested in pursuing this, an additional application packet must be submitted. The following must be included:

- Copy of your School of Education application with the additional certification indicated.
- Copy of your resume
- Admission Essay – In a separate typed document, discuss what experiences you have had that have influenced your decision to study education in a teacher certification program 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 your area of interest.
  - 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).

For more program requirements for addition a language certification, visit our Web site: http://uwm.edu/education/academics/second-language/
Step Five

Submit your application by April 30. The Math Education program begins in the summer. Applications will be accepted at any time prior to the start of the program but no later than April 30. You must meet with the Program Director, Dr. Hank Kepner, prior to submitting your application. When you meet with Dr. Kepner, he will review and sign you application. To schedule a meeting, please contact Dr. Kepner at kepner@uwm.edu. Once your application is signed, you may submit your application either 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 sent to the address listed on your application prior to the start of the semester. 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 Tammy Badura (last names beginning M-Z). To schedule an appointment, please call (414) 229-4721 and select option 1.
### REQUIRED BIOGRAPHICAL INFORMATION

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<th>Last Name</th>
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<th>Student I.D. (issued after online application to the University is completed)</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).

(If you are interested in also pursuing a graduate degree or need assistance answering this question, please contact Dr. Hank Kepner at kepner@uwm.edu)

**Are you currently teaching?**

- [ ] No
- [ ] Yes

**Are you teaching with an emergency license?**

- [ ] No
- [ ] Yes

### ADMISSION CRITERIA

**Undergraduate GPA**

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<th>Degree/Area of Study</th>
<th>Official Transcript (in sealed envelope) Attached?</th>
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### PROGRAM OFFERINGS

- [ ] Mathematics - Early Adolescence through Adolescence
- [ ] Additional Certifications

  **Note:** An additional application is required if applying for a supplemental certification or minor.

  - [ ] English as a Second Language minor
  - [ ] World Language minor
    - Indicate language: [ ] Chinese [ ] French [ ] German [ ] Hebrew [ ] Italian [ ] Latin [ ] Russian [ ] Spanish
  - [ ] Bilingual Supplemental Certification. Indicate language: [ ] Hmong [ ] Lao [ ] Spanish

### STUDENT SIGNATURE

**STUDENT SIGNATURE**

**DATE**

### FACULTY SIGNATURE (required prior to submission)

**FACULTY SIGNATURE**

**DATE**

**Date Received:** ________________________________

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University of Wisconsin – Milwaukee, School of Education. Revised 01/25/2019.