School of Education Admission Application

The Post Baccalaureate Middle Childhood through Early Adolescence Program (MCEA) is designed for students seeking to teach at the middle childhood-early adolescence level (ages 6 – 12 or 13, grades 1 - 8). This program prepares students to work in urban settings and takes place in close partnership with local school districts. The UWM School of Education's urban mission is upheld in the MCEA program's commitment to preparing pre-service teachers to meet the needs of diverse populations.

Students who satisfactorily meet program requirements will be recommended for student teaching. Upon successful completion of all student teaching requirements, including several state required assessments, students will be licensed to teach grades 1-8. After completion of the MCEA program, students may opt to pursue an add-on certification in Exceptional Education or Bilingual Education by completing streamlined course paths that include an additional student teaching requirement.

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.

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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**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)

**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”.

**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/ 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

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

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

Minors

You must choose a 15 to 18 credit minor from one of the following content areas: English/Language Arts, English as a Second Language (ESL), Math, Natural Science, or Social Studies.

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 a combination of minor, Pre-Professional, and Professional 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.

Wisconsin Foundations of Reading Test
The 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 a Middle Childhood-Early Adolescence 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/

Clinical Experiences and Student Teaching

Students will be required to complete three pre-student teaching clinical experiences for a total of 7 credits. There is one clinical 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. Students will be placed in Milwaukee, West Allis/West Milwaukee or surrounding school districts. 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>Credit(s)</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currins 306</td>
<td>MCEA Clinical Experience, Grades 1-3</td>
<td>1 cr</td>
<td>20 hours</td>
</tr>
<tr>
<td>Currins 307</td>
<td>MCEA Clinical Experience II, Grades 4-8</td>
<td>2 cr</td>
<td>90 hours</td>
</tr>
<tr>
<td>Currins 406</td>
<td>Advanced MCEA Clinical Experience</td>
<td>4 cr</td>
<td>180 hours</td>
</tr>
<tr>
<td>Currins 407</td>
<td>Student Teaching, Middle Childhood-Early Adolescence</td>
<td>9 cr</td>
<td>5 days per week in the classroom 20 weeks</td>
</tr>
</tbody>
</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 Kristin Roosevelt (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

<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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<tbody>
<tr>
<td>Mailing Address</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
</tr>
<tr>
<td>Preferred Telephone</td>
<td>Email Address</td>
<td>Gender</td>
<td>Male</td>
</tr>
</tbody>
</table>

### 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).

### 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

<table>
<thead>
<tr>
<th>List Colleges/Universities Attended</th>
<th>Dates Attended</th>
<th>Degree/Area of Study</th>
<th>Official Transcript Attached?</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

## PROGRAM OFFERINGS

Indicate the Teacher Education Program you are applying for:
- [ ] Middle Childhood through Early Adolescence (Choose one minor area below)
  - [ ] English/Language Arts
  - [ ] English as a Second Language (ESL)
  - [ ] Mathematics
  - [ ] Natural Science
  - [ ] Social Studies

## STUDENT SIGNATURE

______________________________
DATE

For office use only: Date Received ____________________________ UW System Application ____________________________