



❖ Approved Areas for Master of Arts in Teaching (MAT Middle Grades Certification) please see page 7.

STEP 1 – DEPARTMENTAL APPLICATION

The following **Departmental Application** requirements must be **sent all together in one packet** to the School of Teacher Education.

School of Teacher Education
ATTN: MAT Admission Advisor MIDDLE GRADES
1092 Gary A. Ransdell Hall
1906 College Heights Blvd. #61030
Western Kentucky University
Bowling Green, KY 42101-1030

_____ Present a letter of application including a professional goals statement.

_____ Submit the Kentucky state required passing score on the **Pre-Professional Skills Test (PPST August 31, 2014 or Prior)**, the **Praxis Core Academic Skills for Educators (CASE September 1, 2014 or After) *OR* Graduate Record Exam (GRE)**. *THIS MEANS THAT STUDENTS MUST HAVE THE PASSING SCORE ON THE PPST OR the CASE or THE GRE BEFORE THEY MAY BE ADMITTED TO THE PROGRAM.*
*****If candidate will be taking the Praxis exam August 31, 2014, or earlier the candidate will take the Pre-Professional Skills Test (PPST). If the candidate will be taking the Praxis exam September 1, 2014, or later the candidate will take the Praxis Core Academic Skills for Educators (CASE) exam.**

- *The minimum Praxis Core Academic Skills for Educators (CASE) scores of 156 in reading, 162 in writing and 150 in mathematics are required for admission. For information on registering for the PPST/CASE, visit www.ets.org. Applicants must have Educational Testing Services send their OFFICIAL copy of their score report sent directly to Western Kentucky University (if you took your exam outside the state of Kentucky you must also submit a copy to the Kentucky Education Professional Standards Board.)*
- *The minimum PPST (PRAXIS I) scores of 174 in writing, 174 in math and a 176 in reading are required for admission. For information on registering for the PPST/CASE, visit www.ets.org. Applicants must have Educational Testing Services send their OFFICIAL copy of their score report sent directly to Western Kentucky University (if you took your exam outside the state of Kentucky you must also submit a copy to the Kentucky Education Professional Standards Board.)*
- *The Graduate Record Exam (GRE) requires a minimum Verbal score of 150 and a minimum Quantitative score of 143 along with an Analytical Writing score of at least a 4.0 (scores based August 1, 2011 and after). Applicants must have Educational Testing Services send their OFFICIAL copy of their score report sent directly to Western Kentucky University (if you took your exam outside the state of Kentucky you must also submit a copy to the Kentucky Education Professional Standards Board.)*
 - *Scores prior to August 1, 2011 require a minimum score of 450 in Verbal and a minimum score of 490 in Quantitative and an analytical writing score of 4.0 or higher.*

_____ Submit qualifying Praxis II scores.

- The Praxis II is required for your specific licensure area – these can be located at the following under Middle School Education or Secondary Education <http://www.ets.org/praxis/ky/requirements>. **(Applicants must have Educational Testing Services send their OFFICIAL copy of their score report sent directly to Western Kentucky University (if you took your exam outside the state of Kentucky you must also submit a copy to the Kentucky Education Professional Standards Board.)**

_____ Submit an official transcript. (This transcript will be reviewed by a MAT advisor associated with the certification area sought. If deficiencies are cited the applicant will be required to take additional undergraduate and/or graduate courses.)

*Students with a degree from an international institution must submit a transcript evaluation from a service called NACES (www.naces.com).

_____ Provide the following documentation that will also be used to satisfy partial criteria for admission to the WKU Teacher Education Program:

_____ Three letters of reference.

_____ Physical Exam

_____ TB Screening

_____ Signed commitment to uphold the Code of Ethics for Kentucky School Certified Personnel (PAGE 3 of *this packet*)

_____ Kentucky State Police Background check.

(http://www.kentuckystatepolice.org/pdf/minors_rev11_10.pdf).

- **An email will be sent from the School of Teacher Education informing you of when to apply to The Graduate School (Step 2).**

STEP 2 – GRADUATE SCHOOL APPLICATION

_____ Complete an online Graduate School application. The application can be found at: http://www.wku.edu/graduate/prospective_students/

_____ Submit an official copy of your transcript(s) to document completion of a bachelor's degree from an accredited institution.

- Document completion of a bachelor's degree with a major, or equivalent, in an approved subject area.
- Document a cumulative overall grade point average(GPA) of 2.75 or above (counting all course work, undergraduate or graduate) OR a GPA of 3.0 in the last 30 hours of coursework (counting all course work, undergraduate and graduate).

_____ Present a letter of application including a professional goals statement (this letter may be the same letter submitted in the departmental application described under Step 1).

APPLICATION DEADLINE NOTES:

Along with all graduate school admission deadlines (see current graduate catalog), for priority consideration for admission to the Middle Grades Education MAT program, students should submit application materials to the graduate school by the following dates:

- ◆ Summer Admission: March 1
- ◆ Fall Admissions: May 1
- ◆ Spring Admission: November 1

Students submitting materials after the above deadline dates cannot be guaranteed that applications will be reviewed in time for admission for the upcoming term nor that course space will be available.



ACKNOWLEDGMENT OF RECEIPT OF PROFESSIONAL CODE OF ETHICS FOR KENTUCKY SCHOOL CERTIFIED PERSONNEL

**PROFESSIONAL CODE OF ETHICS FOR KENTUCKY SCHOOL CERTIFIED PERSONNEL
704 KAR 20:680**

Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to hold the responsibilities of the education profession, including the following obligations to students, to parents and to the educational profession:
 - (a) To Students:
 - 1. Shall provide students with professional education services in a non-discriminatory manner and in consonance with accepted best practice known to the educator;
 - 2. Shall respect the constitutional rights of all students;
 - 3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
 - 4. Shall not use professional relationships or authority with students for personal advantage;
 - 5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
 - 6. Shall not knowingly make false or malicious statements about students or colleagues;
 - 7. Shall refrain from subjecting students to embarrassment or disparagement; and
 - 8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing or grabbing; rape; threats of physical harm; and sexual assault.
 - (b) To Parents
 - 1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
 - 2. Shall endeavor to understand community cultures and diverse home environments of students;
 - 3. Shall not knowingly distort or misrepresent facts concerning educational issues;
 - 4. Shall distinguish between personal views and the views of the employing educational agency;
 - 5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
 - 6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
 - 7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.
 - (c) To the Education Profession:
 - 1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
 - 2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
 - 3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
 - 4. Shall not use coercive means or give special treatment in order to influence professional decisions;
 - 5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualification; and
 - 6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualification or those of other professionals.

Section 2. Violation of this administrative regulation may result in cause to initiate proceedings for revocation or suspension of Kentucky certification as provided in KRS 161.120 and 704 KAR 20:585.

Your signature on this form serves as verification that you have read, understand, and affirm that you will uphold the Professional Code of Ethics for Kentucky School Certified Personnel 704 KAR 20:680.

Signature _____

Date _____



**ACKNOWLEDGMENT OF CHANGE OF PROGRAM REQUIREMENTS CONCERNING TEACHER ADMISSIONS
REQUIREMENT**

Your signature on this form serves as verification that you have read and understand the following:

If you should change your graduate program, including changing from Standard Route Initial Certification to Alternate Route (Option 6) Initial Certification, you are required by state regulations to meet the current standards for teacher admissions. This may require additional testing and/or updating physicals, TB exams and Kentucky state police criminal background checks. The following link will take you to current teacher admission requirements -

http://www.wku.edu/cebs/programs/req_for_adm_to_prof_ed.php

Signature

Date



DEPARTMENTAL APPLICATION – Applicant Profile Form

Attach this form to your Departmental Application Materials

APPLICANT NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

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Western Kentucky University
Bowling Green, KY 42101-1030

I certify that the following items are included in my Departmental Application for admission to the Middle Grades Education, Master of Arts in Teaching program:

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Applicant Signature

Date

Note that the Alternate Route and the Standard Concentrations appear identical; however, the differences between these concentrations are characterized by students with and without a temporary provisional teaching certificate and those who must meet the equivalent of the state required student teaching requirements along with the specific content area in which students are seeking certification.

Students in all three concentrations are expected to become competent in theory, research, and application of best teaching practices in their respective fields and to exhibit appropriate teacher disposition behaviors as indicated by the College of Education and Behavioral Sciences Teacher Disposition Rating Form. All professional education courses in the program require satisfactory completion of critical performance indicators (CPIs); these must be submitted as directed before the final course grade is recorded. Each course's CPIs become a part of the student's portfolio that is reviewed periodically throughout the program.

Students who seek admission to the Alternate Route to Teacher Certification must meet additional requirements in order to qualify for temporary provisional certification, and they must complete all requirements for certification within three years of the time of employment by a school district. A recommendation for professional certification will be contingent upon successful completion of the Kentucky Teacher Internship Program (KTIP) and submission of qualifying scores on all required examinations for the desired area of certification. Additional information about the Alternate Route to Teacher Certification concentrations may be found on the website for the Office of Teacher Services.

Upon successful completion of the Master of Arts in Teaching: Middle Grades Education for Initial Certification and satisfaction of all other certification requirements, students who do not participate in the Alternate Route to Certification concentrations but participate in the Standard Concentration will qualify for a Statement of Eligibility for Certification. The Internship course for these students must be a full semester or equivalent in length.

Students in the residency (e.g. GSKyTeach) concentration must meet all expectations associated with that residency program.

Approved areas for Master of Arts in Teaching (MAT Middle Grades Certification):

- English/Language Arts
- Social Studies
- Mathematics
- Science

***Candidate must hold a major or equivalent in the content area they are seeking certification in.**