WKU Professional Education Unit
Proficiency Evaluation Application
for Candidates Seeking INITIAL TEACHING CERTIFICATION

Name		WKU ID (if applicable)	
Address		Cell Phone	
		Work Phone (optional)	
Email			
College/University		Major	
		Minor	
		GPA	
Area of Certification Sought			
Date Submitted			

Required for Admission before a Proficiency Evaluation Committee may be formed:

1. Letter of interest including experience and statement of goals
2. Three letters of recommendation to the program
   (Letter of interest and three recommendation letters should demonstrate the candidate's dispositions for teaching including creativity, collaboration, and communication skills.)
3. Two Criminal Background Checks via Verified Credentials and KY CAN (Child Abuse Neglect)
4. Physical Exam reported on the KY Department of Education Medical Form
5. TB Skin Test Report (may not be needed if no risk factors are noted on the Medical Form)
6. Signed KY Code of Ethics
7. Passing scores on the required **Praxis Core (CASE).** *When taking the exams, the candidate should request the Educational Testing Service report scores directly to WKU Code R1901.*
8. Transcript(s) from all undergraduate and graduate coursework showing a Baccalaureate degree from an accredited institution
9. **Minimum GPA of 3.0 in the last 30 hours** of attempted course work or a **2.75 GPA overall**
10. A **minimum GPA of 2.75 in the major**
11. $250 application fee (money order or cashier's check made payable to WKU)
    You may mail the $250 cashier check, made payable to WKU, using the following address:
    > WKU
    > Office of Professional Educator Services
    > 1906 College Heights Blvd. #61031
    > Bowling Green, KY 42104

Other Important Admission Information:
*This application is the first step in the Proficiency Evaluation Process. A digital portfolio will need to be submitted for the committee to review before an Educator Learning Plan may be written in support of a conditional teaching certificate or a full recommendation for a provisional certificate.

* Both the **Principles of Learning and Teaching (PLT) PRAXIS, and PRAXIS II Content** examinations for the desired certification area must be submitted by the completion of the **first 15 hours of coursework**. If no coursework is required by the Proficiency Evaluation Committee, the **PLT, and PRAXIS II** examinations for the desired certification area must be submitted prior to the recommendation for certification.

* You may view the complete policy, procedure, and forms on our website.
* Submit this application and all documents to teacher.certification@wku.edu.
* Questions relating to applications may be made to stephanie.martin@wku.edu.