



## ADMISSION TO PROFESSIONAL TEACHER EDUCATION PROGRAMS

Candidates pursuing an initial teaching license (\*Elementary K-6, Secondary 6-12, All Levels PreK-12) must apply for and be granted *Formal Admission* to the Professional Teacher Education Program before being allowed to enroll in any upper division (300-400 level) Professional Teacher Education courses.

### Admission's Requirements

**Degree Seeking Licensure Candidates: Elementary K-6, Secondary 6-12, and All Levels PreK-12**

#### I General Education

Completion of 24 credit hours of approved general education courses with a grade point Average (GPA) of 2.75, to include:

<input type="checkbox"/>	EN 101 Freshman Composition	3 (Minimum Grade of C)
<input type="checkbox"/>	MA 116 College Algebra	3 (Minimum Grade of C)
<input type="checkbox"/>	Social Science General Education Course	3
<input type="checkbox"/>	Natural Science General Education Course	3
<input type="checkbox"/>	Additional General Education Courses	12 credits

A complete list of approved general education courses can be found in the Washburn University Catalog under the General Education Groups, Subject Areas and Approved General Education Courses heading.

#### II Professional Sequence

Completion of the following professional education courses:

<input type="checkbox"/>	ED 150 EPIC
<input type="checkbox"/>	ED 200 Educational Psychology (Minimum Grade of C)

#### III Recommendations:

<input type="checkbox"/>	EPIC Supervisor Evaluation
<input type="checkbox"/>	University Professional Recommendation

#### IV Professional Conduct Dispositions form signed

#### V Grade Point Average/Exam Requirements:

**General Education** – GPA of 2.75 or better in **24 credit hours of required** general education courses. Some general education courses have been designated as **collateral courses**. **Students must obtain a grade of C or better in the following collateral courses: EN 101 & MA 116. See individual licensure plans for additional collateral courses.**

**Teaching Specialty** –Secondary (6-12) & All Levels (PreK-12) Students at the time of application must earn a grade of C or better in each specialty/content course.

**Professional Sequence** – All students must earn a grade of C or better in the required professional sequence courses.

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- Cumulative GPA** – An overall cumulative GPA of 2.50 or better for **ALL** courses attempted.
- Pre-Professional Skills Test (PPST or PRAXIS I)** – Official copies of PPST scores submitted to the Department of Education, with minimum acceptable scores of: **Writing 172; Reading 173; and Mathematics 172.**

**All degree seeking students must complete a WTE before graduating.** Check the Washburn University website at <http://www.washburn.edu/reference/wte/index.html> for details.

**Licensure Only Candidates: Elementary K-6, Secondary 6-12, and All Levels PreK-12**

Teacher candidates with a BA or BS from an accredited institution must meet the following admission's requirements:

**I General Education**

All general education requirements are met. **Licensure candidates must meet all supportive and/or prerequisite courses required by a specific teaching license.**

\*Students pursuing an Elementary K-6 license simultaneously complete a Middle School 5-8 license in History Comprehensive, English/Language Arts, or Mathematics, or an Early Childhood Birth-3<sup>rd</sup> license. Students may also pursue a provisional license in Adaptive Special Education, K-6 while completing the Elementary K-6 license. Initial licensure candidates are required to select a second licensure option. Licensure only candidates may complete the K-6 Elementary license only. A second licensure area is optional.

**II Professional Sequence**

Completion of the following professional education courses:

- ED 150 EPIC
- ED 200 Educational Psychology (Minimum Grade of C)

**III Recommendations:**

- EPIC Supervisor Evaluation
- University Professional Recommendation (see Admissions application)

**IV Professional Conduct Dispositions form signed**

**V Grade Point Average/Exam Requirements:**

- Teaching Specialty** –Secondary (6-12) & All Levels (PreK-12) Students at the time of application must earn a grade of C or better in each specialty/content course.
- Professional Sequence** – All students must earn a grade of C or better in the required professional sequence courses.
- Cumulative GPA** – An overall cumulative GPA of 2.50 or better for **ALL** courses attempted.
- Pre-Professional Skills Test (PPST or PRAXIS I)** – Official copies of PPST scores submitted to the Department of Education, with minimum acceptable scores of: **Writing 172; Reading 173; and Mathematics 172.**

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**To obtain Formal Admission, each candidate must complete the following steps:**

**1. File a Declaration of Major Form and/or a Declaration of Teacher Licensure Form.**

**Elementary K-6:** Complete and file a *Declaration of Major* form with the Chairperson of the Department of Education indicating your desire to obtain a Kansas State Teaching License. When you file your *Declaration* form, a faculty member in the Department of Education will be assigned to advise you regarding: (a) general education and (b) professional education requirements.

**Secondary (6-12) and PreK-12 Subject Majors:** File a *Declaration of Major* form with the Chairperson of the Department in which you are seeking a major. **Make sure you indicate Education as an area of emphasis.** You will be assigned an advisor from your major department who will advise you regarding requirements to complete the major and teacher licensure requirements, and an advisor in the Department of education who will advise you regarding professional education requirements.

**Licensure Only Candidates: Elementary K-6, Secondary 6-12, and PreK-12:** File a *Declaration of Certification/Teacher Licensure* form with the chairperson of the department in which you seek a teaching license (e.g., Education Department for Elementary Education, Mathematics Department for Secondary Mathematics, and Music Department for PreK-12 Music). You will be assigned an advisor from your teaching specialty department who will advise you regarding requirements in the teaching specialty, and an advisor in the Department of Education who will advise you regarding professional education requirements.

**2. File an Application for Admission to the Professional Teacher Education Program.** Complete the attached Admissions Application form.

**Review of Applications:** Application materials may be submitted for review three times a year: **August 1, November 1, and April 1.** All application materials must be submitted by the application date. Upon review of application materials, the Undergraduate Admission Committee will either recommend or deny admission to a teacher licensure program. Candidates will be notified in writing regarding their admissions status. **Licensure candidates not admitted will have to resubmit an application for a subsequent admissions review.**

**Questions and/or Right of Appeal:** You will be notified in writing of any action taken by the Faculty of the Department of Education. Any time you have any questions regarding requirements for admission or the status of your application for admission, you should not hesitate to consult with your Professional Education Advisor, the Licensure Officer in the Department of Education Office, or the Department of Education Chairperson. Department and University policies assure that you have the right to appeal any decision that may affect your academic status and to correct any error of record that may occur inadvertently. Informal appeals may be made verbally to the Chairperson of the Department of Education. Formal appeals should be made in writing and submitted to the Chairperson of the Department of Education. Formal appeals are referred to the Faculty of the Department of Education. Every effort is made to assure that student records and applications for admission are handled accurately, promptly and professionally.

**To obtain formal admission to STUDENT TEACHING a 2.75 gpa will be required for both Specialty Courses and Professional Courses at the time of Admission. This requirement pertains to both degree seeking students and licensure only student.**



**WASHBURN**  
UNIVERSITY  
Department of Education  
The Reflective Educator  
Application for Admission

- Elementary Education (K -6) (Degree seeking students must choose a second area of licensure).  
 5-8 English/Language Arts     5-8 Comprehensive History     5-8 Math  
 Birth - Grade 3                       K-6 Adaptive Special Education

- 6-12 Biology     6-12 Chemistry     6-12 English     6-12 History     6-12 Math  
 PreK-12 Music     PreK-12 Art     PreK-12 PE     PreK-12 Foreign Language

**Personal Information (Type or use black ink)** \_\_\_\_\_

Name ( Last, First, Middle, Maiden) \_\_\_\_\_

WIN# \_\_\_\_\_

Street Address \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Local Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**Schools Attended** (List all schools attended. Attach a type written page if more room is needed)

Secondary School \_\_\_\_\_ City/State \_\_\_\_\_

College/University \_\_\_\_\_ City/State \_\_\_\_\_

College/University \_\_\_\_\_ City/State \_\_\_\_\_

**Academic Information** \_\_\_\_\_

Status:     Sophomore (24-53 Credit hrs)                       Junior (54-87 Credit hrs)                       Senior (88+ credit hrs)  
 Degree Seeking                       Licensure Only

- This is my first application for a professional education program.  
 I am reapplying for a professional education program.  
Date/Semester of first application \_\_\_\_\_

**Anticipated Semester of Student Teaching:**                      Fall \_\_\_\_\_ Spring \_\_\_\_\_

Application Review Period     August 1                       November 1                       April 1

**References** \_\_\_\_\_

Please provide the names of the EPIC Cooperating Teacher and the University or Professional Reference who will be submitting an evaluation and reference form for you. **Forms for the University/Professional reference may be obtained from the Education Office.** EPIC Cooperating Teacher will submit an evaluation form at the conclusion of the EPIC I semester. Students currently pursuing a baccalaureate degree should choose a University reference having knowledge of your academic performance. Students pursuing certification only may choose a University or Professional reference. A University reference should reflect recent (three years or less) college/university experience.

EPIC Cooperating Teacher \_\_\_\_\_ School \_\_\_\_\_

University/Professional Reference \_\_\_\_\_ Department/Agency \_\_\_\_\_

**Employment Experience** (especially those which involve working with children)

Company Name \_\_\_\_\_ Dates \_\_\_\_\_

Company Address \_\_\_\_\_

Responsibilities \_\_\_\_\_

Company Name \_\_\_\_\_ Dates \_\_\_\_\_

Company Address \_\_\_\_\_

Responsibilities \_\_\_\_\_

Company Name \_\_\_\_\_ Dates \_\_\_\_\_

Company Address \_\_\_\_\_

Responsibilities \_\_\_\_\_

**Criminal Activity**

a. Have you ever been convicted of a felony or a crime involving dishonesty, a controlled substance or a child?  
No \_\_\_\_ Yes \_\_\_\_ Please attach a copy of the court documents regarding conviction.

b. Have you ever entered into a criminal diversion agreement after being charged with any offense described in question a? No \_\_\_\_ Yes \_\_\_\_ Please attach a copy of the diversion agreement.

c. Are criminal charges pending against you in any state involving any of the offenses described in question a? No \_\_\_\_ Yes \_\_\_\_ Please attach a copy of the court documents regarding your case.

d. Have you ever had a teacher or school administrator's certificate denied, suspended or revoked in any state? No \_\_\_\_ Yes \_\_\_\_ Circle the action taken: denied, suspended or revoked. Which state (s) \_\_\_\_\_? Please attach a copy of the documents regarding the official action taken.

e. Is disciplinary action pending against you in any state regarding a teaching or administrator's license or certificate? No \_\_\_\_ Yes \_\_\_\_ Please attach a copy of the official documents regarding the action pending against you.

**PPST: Where/When Taken** \_\_\_\_\_

**Scores:** Reading \_\_\_\_\_ Writing \_\_\_\_\_ Math \_\_\_\_\_

Please make sure a copy of your scores are sent to: *Washburn University/Education Department/1700 SW College Ave/Topeka, KS 66621*

**Essay**

Attach a two or three page essay in your own handwriting explaining why you wish to become a teacher and describing the skills you possess that will enable you to become a competent professional.

**Affirmation**

I affirm that the above information is true and correct to the best of my knowledge. I further affirm that I have received a copy of current department admissions, degree, and certificate requirements, including the criminal activity entry, and that I have read and understand these requirements, and that I will abide by these requirements to the best of my ability.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Content Area Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

As a member of the Department of \_\_\_\_\_ I am aware that this student is applying for admission to the Professional Teacher Education Program.



**Washburn University**  
**Education Department**  
**The Reflective Educator**  
**University/Professional Reference Form**

To the Evaluator: Please evaluate the candidate listed below, based on your observation of his/her performance in the university or work setting. Completed forms should be forwarded to the: Undergraduate Admissions Committee, Washburn University, Department of Education.

Teacher Candidate: \_\_\_\_\_

5	<b>Advanced:</b> The candidate exhibits <i>behaviors far beyond peers</i> his/her peers on this criterion.
4	<b>Target:</b> The candidate exhibits <i>behaviors are consistent with effective educators</i> on this criterion.
3	<b>Developing:</b> The candidate is <i>beginning to exhibit behaviors</i> consistent with those exhibited by effective educators.
2	<b>Unacceptable:</b> The candidate <i>exhibits unsatisfactory behaviors</i> related to this criterion.
1	<b>Not Demonstrated:</b> The candidate does not exhibit behaviors consistent with this criterion.

The Candidate:

- \_\_\_\_\_ Is inner directed and reflective.
- \_\_\_\_\_ Seeks to enhance his/her own professional development.
- \_\_\_\_\_ Is accepting of diversity among people.
- \_\_\_\_\_ Supports policies and practices that promote the safety and welfare of others.
- \_\_\_\_\_ Is punctual, reliable, and well prepared and willingly assumes responsibilities for duties and assignments.
- \_\_\_\_\_ Is consistently honest and respects and follows established policies and procedures.
- \_\_\_\_\_ Demonstrates maturity and effective interpersonal skills and accepts constructive criticism in a positive manner.
- \_\_\_\_\_ Communicates (both verbally and nonverbally) with others in an appropriate manner.
- \_\_\_\_\_ Values collaboration and works collaboratively with others.
- \_\_\_\_\_ Exhibits an appropriate appearance, including good grooming and proper attire. (Over)

Please state how you came to know this candidate and how long you have known them.

Discuss additional candidate attributes you believe will contribute to his/her becoming an outstanding educator.

Discuss areas you believe are opportunities for growth for the candidate.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Washburn University Dept. of Education**  
**Professional Conduct Dispositions**  
For Undergraduate Students

The following dispositional characteristics have been developed for use in the Education Department. They will be used when considering admission to the program, as an evaluation tool during EPIC and many Education Department courses, when considering acceptance to student teaching, and as an evaluation tool during student teaching.

1. The student is inner directed, reflective, and optimistic about the influence of education on all students.
2. The student views himself/herself as both a teacher and a learner and seeks to enhance his/her own professional development.
3. The student is accepting of diversity among people and makes decisions and adaptations that reflect a commitment to educational equity among students, including those with exceptionalities.
4. The student supports policies and practices that promote student safety, development and welfare.
5. The student is punctual, reliable, and well prepared and willingly assumes responsibilities for duties and assignments.
6. The student is consistently hones, respects and follows established policies and procedures, and maintains an integrity that reflects positively on the teaching profession.
7. The student demonstrates maturity and effective interpersonal skills and accepts constructive criticism in a positive manner.
8. The student communicates (both verbally and nonverbally) with students, parents, colleagues and authority figures in ways appropriate for the teaching and learning context.
9. The student values collaboration within the profession and is respectful of, and works collaboratively with families, colleagues, community, and/or authority figures.
10. The student exhibits an appropriate professional appearance when representing Washburn in the schools, including good grooming, proper attire, and no visible tattoos or jewelry in piercings other than ears.

Please sign below indicating that you have read the above statements. This form will be kept in your file in the Education Department office.

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(signature)

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(date)

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(please print your name)