



Teacher Preparation Program (TPP) Application

Southwest Minnesota State University
School of Education
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Marshall, MN 56258
Phone: 507-537-7115

A teacher candidate must put forward a formal application for admission to the Teacher Preparation Program if they are pursuing an Education major leading to licensure. Admission to the Teacher Preparation Program is a prerequisite for most upper division (300 and above) Education methods courses.

Once a teacher candidate has met all **Criteria for Admission**, they will start an application. A teacher candidate will not be able to register for methods classes that require admission to the Teacher Preparation Program until being formally admitted, so it is important to start this process as soon as criteria is met, which is typically one to two semesters prior to enrolling in methods courses.

Timeline for Application Submission:

Priority Timeline for Fall:	December 1 st - January 31 st	For the following academic year
Standard Timeline for Fall:	February 1 st – April 30 th	For the following academic year
Special Permission Timeline for Fall:	May 1 st – July 31 st	For the upcoming academic year
Priority Timeline for Spring:	August 1 st – September 30 th	For the current academic year - spring term
Standard Timeline for Spring:	October 1 st – November 30 th	For the current academic year - spring term

It is the responsibility of the teacher candidate to see that all forms are uploaded into their online TPP Application. All work must be completed and submitted together so forms need to be prepared in advance. The work cannot be saved intermittently so please be mindful as documents are uploaded.



Criteria for Admission to the Teacher Preparation Program

Applicants to SMSU's Teacher Preparation Program (TPP) must:

1. Have completed at least **45 semester credits** prior to applying and show evidence that a minimum of **60 semester credits** will be satisfactorily completed at the end of the semester in which the application is being made. If you have a requirement that will be met during the summer term, candidates may be conditionally admitted to the TPP and should apply in the spring or summer/when admitted to SMSU. Candidates need to successfully meet the requirements for full admission by the end of the following fall term. Only candidates with full admission to the TPP will participate in student teaching.
2. The minimum **GPA requirement is 2.8 in entry level professional education coursework** for admission to the Teacher Preparation Program. To be eligible to student teach, candidates must have a 2.8 GPA for professional education coursework/major GPA. Additionally, a "C" grade or better must be maintained in all Professional Education* courses to maintain eligibility for student teaching. All "I", "IP" or "C-" and below grades must be successfully resolved to maintain eligibility for student teaching. Candidates not meeting conditional admission requirements will have their TPP admission revoked.
**Professional Education courses include pedagogical standards (such as ED/ECSE/SPED/TESL/content methods). See advising guides for specific courses.
3. Have completed the following courses (or the equivalents):
 - **ENG 151** (Academic Writing) **OR ENG 251** (Writing in Professions) with a minimum grade of 'C' or better in one of the classes **OR** meeting PELSB approved ACT/SAT scores **OR** passing scores on the NES EAS tests in Reading and Writing.
 - **COMM:** Goal 1 COMM class with a COMM prefix with a minimum grade of 'C' or better. Recommended: COMM 110 Essentials of Speaking & Listening or a comparable course.
 - **MATH:** MATH class with a MATH prefix with a minimum grade of 'C' or better **OR** meeting PELSB approved ACT/SAT scores **OR** passing scores on the NES EAS test in Math.
*All ELED majors will need to take MATH 110 (or higher-level math course – reference advising guide) as it is a prerequisite for MATH 129, which is required for the major.
 - The above requirements for ENG, COMM, and MATH are considered met with a previous degree for admission to the TPP.
 - **ED 101** Introduction to Education & LAB or ED 601 Foundations in Education & LAB with a minimum grade of 'C' or better and a positive recommendation.
 - **ED 102** Technology: Classroom Applications & Portfolio or ED 601 Foundations in Education & LAB with a minimum grade of 'C' or better.
4. Demonstrated writing proficiency in education courses, documented in ED 101 or ED 601.
 - In ED 101 or ED 601, teacher candidates will submit a philosophy of education to their instructor for evaluation. Teacher candidates who do not meet the School of Education standards are responsible for working with the SMSU Writing Center to improve written work.
 - Submit a written essay as part of the application to the Teacher Preparation Program.

Teacher Preparation Program Requirements: **Items to be Uploaded/Submitted with the TPP Application**

1. Essay

To demonstrate competency in written communication, you must submit a typed or a handwritten, 2-3 page essay. This essay will be reviewed for correctness in mechanics and spelling, and the ability to express ideas clearly. It should include information on why you have chosen teaching as a career, what you already know about teaching the age range for which you are applying, your experiences in a teaching setting and other experiences, and any additional characteristics you have which will make you a good teacher.

2. Dispositions Reference Form

A faculty member completes the dispositions reference form in SLL in ED 101 at SMSU (including College Now) or ED 601. Transfer candidates may be conditionally admitted to the TPP without the dispositions reference form, but must obtain a dispositions reference form from a SMSU faculty member within the first term of conditional admission. Once a transfer candidate obtains a positive dispositions reference form, the conditional admission may be moved to full acceptance if all other requirements are successfully met.

3. Verification of Experience with Children/Adolescents Form

Complete the PDF form identifying a 30-hour experience working with children/adolescents. A candidate may combine two experiences to meet the 30-hour experience requirement. Experiences must be within the most recent four years.

4. Teacher Candidate Dispositions Self-Assessment Form

Complete the PDF form and submit with your application.

5. Understandings Form

Read, sign, date, and submit with your application.

Code of Ethics and Professional Dispositions

☐ Candidate Acknowledgement of documented disposition(s) concern(s) may impede acceptance into the TPP or revoke admission into the TPP in the future.

☐ SoE Advisor: Review of documented dispositions

Listserv Enrollment and EMAE Membership - Confirmation of Liability Coverage

Enrollment in the Education listserv

All teacher candidates need to subscribe to the Education list serve, as this is how we send program information, scholarships, deadlines, job opportunities, meetings, events and more out to students.

To subscribe to the listserv:

- Send a **BLANK** email to Smsu-emsp-subscribe-request@lists.minnstate.edu.
- **Leave the subject line and body of the email BLANK.** This includes any "signature" you have set up.
- You will receive a confirmation email from **MINNSTATE LISTSERV Server**. You will need to click the link within the email to confirm your subscription. Keep this email as it is included in the TPP Application.

EMAE Membership - Confirmation of Liability Coverage

All SMSU Education candidates must hold personal liability insurance in an amount comparable to professional standards (minimum of \$1,000,000). The coverage runs from September 1 through August 31 of the following year and must be renewed annually. The cost is approximately \$40 annually. Apply online at www.nea.org, then click on "Join NEA" up at the top. Keep your confirmation email as evidence needed for field experiences and coursework. If candidates are part of the post-baccalaureate program or are currently professionally licensed tier 3 or 4 teachers, they may have comparable coverage from their education workplace; evidence must be submitted.

Guidelines for Social Media use Agreement
SMSU School of Education Candidate Handbook

*****TPP requirements are successfully met for admission and maintained throughout the program to advance to student teaching. If not met, I understand that TPP membership may be denied or revoked .**

6. ED 101 Intro. to Education & LAB or ED 601 Foundation in Education & LAB Classroom Experience Reference Form

The cooperating teacher for this classroom field experience will complete this form. If the course/field experience was through SMSU, the evaluation is located in SLL. If the Introduction to Education class is from another institution, the candidate should request a copy of the field experience evaluation from that institution's Placement Office. Transfer Pathways (TP) teacher candidates may be conditionally admitted to the TPP without the ED 101 or ED 601 evaluation. Once a TP candidate obtains a positive recommendation from a SMSU field experience, the conditional admission may be moved to full acceptance if all other requirements are successfully met.

Teacher Candidates Holding a Previous degree

Teacher Candidates with an AA/AS/AAS Degree

- Can be admitted on a conditional basis if they have not taken ED 102 Technology
- Can be conditionally admitted, and moved to full admittance upon successful completion of required courses
- AND, must be enrolled in these courses for the next semester

Teacher Candidates with a Bachelor's Degree without Tier 3 or 4 Licensure

Any teacher candidate already holding a bachelor's degree, but who does not hold a professional teaching (tier 3 or 4) license, must meet the admission criteria identified above and be accepted into the program before taking most upper division methods courses in Education toward the licensure program.

Tier 3 or 4 Licensed Teachers

Licensed teachers, who plan to add a new licensure, will be asked to submit transcripts of all college or university studies and evidence of liability insurance. A customized plan will be developed upon review of the information provided.