



Teacher Education Program (TEP) Application

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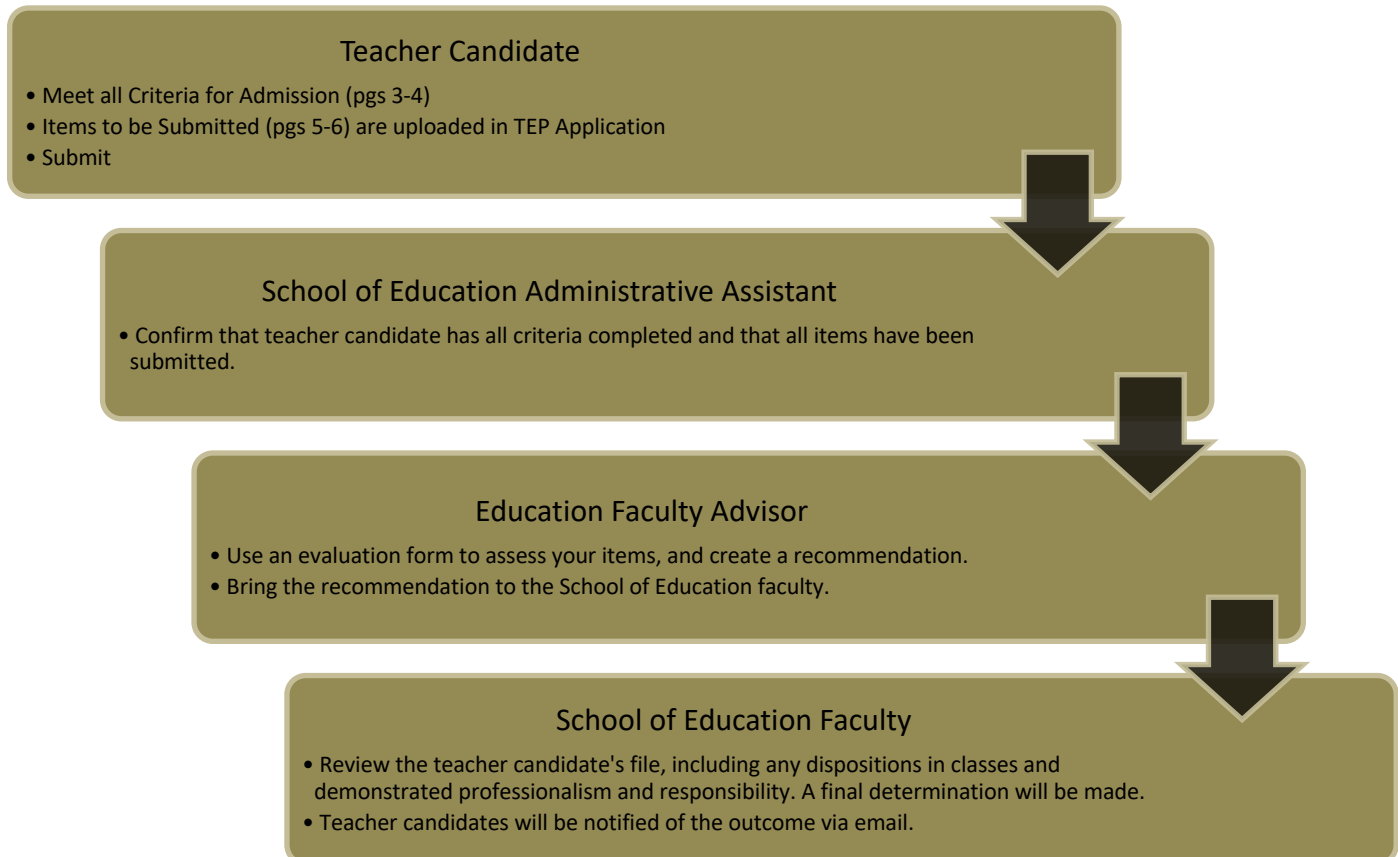
A teacher candidate must put forward a formal application for admission to the Teacher Education Program if they are working toward licensure in any Education major. Admission to the Teacher Education Program is a prerequisite for most upper division (300 and above) Education methods courses.

TEP applications will not be accepted after August 1st for fall consideration. Any applications submitted after August 1st will be considered for admission for the following spring term.

Admission to the Teacher Education Program

It is the responsibility of the teacher candidate to see that all forms are uploaded into their TEP 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.

Once a teacher candidate has met all *Criteria for Admission* (pgs. 3-4), they will start an application. A teacher candidate will not be able to register for methods classes that require admission to the Teacher Education Program until being formally admitted, so it is important to start this process early.



Testing Options

PELSB requires that all teachers moving to Tier 4 licensure in Minnesota have passed the **Minnesota National Evaluation Series Essential Academic Skills (EAS) Tests**, demonstrating competency in reading, writing, and mathematics. *The EAS exams are NO longer required for admission to the Teacher Education Program at SMSU.* Candidates will need to sign a letter of acknowledgement indicating that they understand passing EAS exams are for Tier 4 licensure.

Exams adopted by PELSB include:

Minnesota National Evaluation Series Essential Academic Skills (EAS) Tests

Reading: 520

Writing: 520

Math: 520

Multi-state NES Essential Academic Skills

Reading: 205

Writing: 214

Math: 213

MTLE Basic Skills Test (*this test was discontinued June 8, 2016*)

Reading: 240

Writing: 240

Math: 240

ACT Plus Writing

Taken February 2005 to present

Combined Score: 22

Combined English/Writing or ELA: 21

1600 SAT (New Version)

Taken March 1, 2016 to present

Reading + Writing: 550

Math: 570

2400 SAT (Old version)

Taken March 12, 2005 – February 28, 2016

Reading: 510

Writing: 510

Math: 520

GRE

Taken 2001 to August 11, 2011

Verbal Reasoning: 450

Analytical Writing: 3

Quantitative Reasoning: 540

GRE

Taken after August 11, 2011

Verbal reasoning: 150

Analytical Writing: 3

Quantitative Reasoning: 145

Praxis I

Taken prior to September 1, 2014

Reading: 173

Writing: 172

Math: 171

Praxis CORE

Taken September 1, 2014 to present

Reading: 156

Writing: 162

Math: 150

Criteria for Admission

Applicants to SMSU's Teacher Education Program (TEP) 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.
2. The minimum GPA requirement can be met by option A or B or C or D or E:
 - **Option A:** 2.8 cumulative GPA from all transcripts from all colleges and universities attended. The cumulative GPA requirement for admission to Teacher Education is different from the transfer of credits and grades for admission to SMSU. Students may plan with an Education advisor to retake courses taken at SMSU or other colleges or universities in order to improve the cumulative GPA.
 - **Option B:** 2.8 GPA for at least two of the most recent four terms of college or university work. These two terms must each have a minimum of 12 semester credits of letter-graded coursework.
 - **Option C:** Admission to the TEP requires a cumulative GPA 2.8 for full admission. If a teacher candidate has a 2.5-2.79 GPA prior to admission to the TEP, the teacher candidate may be conditionally admitted and sign off that s/he understands that s/he cannot be moved forward to student teaching until his/her GPA reaches 2.8. TEP coding will not change until the teacher candidate being conditionally admitted acknowledges this GPA policy in writing.
 - **Option D:** If a candidate has not taken coursework in the last five years, teacher candidates may use ED/SPED/ECSE/TESL coursework in the most recent years to be counted for the GPA for admission to the TEP. There needs to be a 3.0 (B) GPA or better for the last 15 earned credits at SMSU.
 - **Option E:** If part of the post-baccalaureate program, candidates need to meet the 2.8 requirement with the previous degree and/or may be conditionally admitted until the ED 601 course grade is posted, which must be a "C" or higher grade.

The 2.8 cumulative GPA must be maintained for eligibility for student teaching. All "I", "IP" or "F" grades must be successfully resolved to maintain eligibility for student teaching. A "C" grade or better must be maintained in all Education/Special Education/TESL courses to maintain eligibility for student teaching.

Secondary/K-12 Teaching applicants must also fulfill any GPA requirement and course requirements set by the program/major they are enrolled in. A delay in student teaching may occur if these requirements are not met.

All TEP candidates must meet the 2.8 GPA requirement in order to move forward to student teaching.

3. Have completed the following courses (or the equivalent):
 - **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 2 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: Goal 4 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 as it is a prerequisite for MATH 129, which is required for the major.

- **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) 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 Education Department 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 Education Program.
 5. The EAS exams are NO longer required for admission to the Teacher Education Program at SMSU. Passing of the three EAS tests with scores of 520 or above are required for Tier 4 licensure. Candidates will need to sign a letter of acknowledgement indicating that they understand passing EAS exams are for Tier 4 licensure.
 6. Summer Transfer Students - If you have a requirement that will be met during the summer term, you may be conditionally admitted to the TEP and should apply during the summer/when admitted to SMSU. You will need to successfully meet the requirements for full admission in the following fall.

Items to be Submitted/Uploaded to TEP Application

1. Essay

To demonstrate competency in written communication, you must submit a typed or a handwritten, two-three 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. Academic Faculty Reference Form

This form is to be completed by a faculty member from a class you have taken at SMSU or another University, college, or technical school, where the teacher candidate has taken coursework. Secondary/K-12 majors must have their content area advisor complete this form. If part of the post-baccalaureate program, candidates may seek a professional educator or supervisor to complete this reference form.

3. Education Faculty Reference Form

This form is to be completed by a faculty member from a class you have taken at SMSU or another University, college, or technical school, where the teacher candidate has taken coursework.

4. Teacher Education Readiness Inventory Form

This form is to be completed by the teacher candidate as a self-evaluation.

5. Student Dispositions Self-Assessment Form

This form is to be completed by the teacher candidate as another self-evaluation.

6. Verification of Experience with Children/Adolescents Form

Complete one form for each experience submitted.

7. Verification of Experience with Children/Adolescents Form

Complete one form for each experience submitted.

If a candidate in the post-baccalaureate program, you may submit only one form with 30 hours of experience. You must include a doc indicating this information as a placeholder for the online application, however.

8. Permissions and Understandings Form

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

9. Professional Dispositions Acceptance Form

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

10. 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 \$40 for the year. 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, they may have comparable coverage from their education workplace; evidence must be submitted.

11. Minnesota National Evaluation Series Essential Academic Skills Test

The EAS exams are NO longer required for admission to the Teacher Education Program at SMSU. Passing of the three EAS tests with scores of 520 or above are required for Tier 4 licensure. Candidates will need to sign a letter of acknowledgement indicating that they understand passing EAS exams are for Tier 4 licensure.

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

The classroom mentor teacher with whom you completed your classroom field experience hours will fill out this form. If you took this class at SMSU, you can find your evaluation in LiveText. If you are transferring in the Introduction to Education class from another institution, you will need to 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 TEP 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 move to full acceptance if all other requirements are successfully met.

13. 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. You will include this in your TEP Application file when you apply to the Teacher Education Program.

14. Guidelines for Social Media use Agreement

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

Teacher Candidates Holding a Previous degree

Teacher Candidates with a B.A. or B.S. Degree without Licensure

- Any teacher candidate already holding a bachelor’s degree, but who does not hold a teaching 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.

Teacher Candidates with an AA 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**

Note: Employment in an educational setting will not count for credit in methods classes.

Licensed Teachers

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