

# Application for Admission Teacher Education Program

Office of Field Experiences  
Department of Education  
College of Education & Human Sciences  
Mississippi University for Women

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle or Maiden

School Address \_\_\_\_\_  
Campus or Off Campus City / State / Zip

Home Address \_\_\_\_\_  
Street Address City / State / Zip

E-Mail Address \_\_\_\_\_

School Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Year entered college \_\_\_\_\_

Semester & Year entered MUW \_\_\_\_\_

Present Classification \_\_\_\_\_

Other Colleges attended \_\_\_\_\_

Endorsement Area \_\_\_\_\_ Add-on Endorsements \_\_\_\_\_

Education Advisor \_\_\_\_\_ Academic Advisor \_\_\_\_\_

ED 300 Instructor \_\_\_\_\_ Semester / Year \_\_\_\_\_

Campus Activities / Memberships:

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**I understand the content of the *Teacher Education Handbook*. My signature on the bottom of this page indicates that I have been provided an opportunity to ask questions and to get any issues clarified pertaining to Teacher Education. In order to be admitted into Teacher Education, I must:**

- Complete 44 hours overall and earn at least a 2.50 GPA in those 44 hours.
- Take and pass all three parts of Praxis I (three different tests – Reading, Writing and Mathematics tests). Exceptions to this rule – ACT composite score of 21 with not less than 18 in all areas, or SAT score of 860.
- Submit a completed application.

***The filing of this application grants permission for the Office of Field Experiences to secure a copy of my transcript to use in processing my application.***

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
MUW Student ID #

# Teacher Education Handbook Briefing Form

## Teacher Education Program

I have been briefed on and understand the content of the Teacher Education Handbook. My initials on the lines provided after each statement and my signature at the bottom of the page indicate that I have been provided an opportunity to ask questions and to get any issues clarified pertaining to Teacher Education and Student Teaching. I understand that:

1. I must apply for and be admitted into the Teacher Education program. \_\_\_\_\_
2. To be admitted into Teacher Education I must:
  - A. Complete 44 hours of coursework with a minimum GPA of 2.50 in those 44 hours.  
\_\_\_\_\_
  - B. Take and pass all three parts of the Praxis I test (there are 3 separate tests for Reading, Writing, and Math). If I have sufficient ACT or SAT scores, then I may be exempt from taking Praxis I if I turn in a copy of my ACT or SAT scores (With the ACT, I must have a composite score of 21 with a minimum of 18 in each of the 4 subcomposite areas. With the SAT, I must have an overall score of 860).  
\_\_\_\_\_
  - C. I must submit a complete Teacher Education application. \_\_\_\_\_

## Student Teaching

I understand that to be admitted into Student Teaching I must:

1. Have an overall GPA of 2.50. \_\_\_\_\_
2. Have completed 84 semester hours of coursework. \_\_\_\_\_
3. Have taken and passed the Praxis II test—there will be two sections to the test—the PLT and the specialty area exam. I understand that the specialty area test will cover my specific major (Elementary Education, Art, English, Family & Consumer Studies, Health & Physical Education, Social Studies, Math, Music, Biology, Physical Science (Chemistry), and Spanish). \_\_\_\_\_
4. Submit a completed application for student teaching the semester prior to student teaching.  
\_\_\_\_\_
5. Secure and show evidence of professional liability insurance prior to going into the classroom for student teaching. Health insurance is strongly recommended, but not required.  
\_\_\_\_\_
6. Have earned a minimum grade of “C” in English Composition I (EN 101), Advanced English Composition (EN 300), Oral Communication (COM 101), College Algebra (MA 113) and Modern Elementary Math I & II (MA 111-112: **for elementary education majors only**). I must also earn a minimum grade of “C” in all of my professional education courses.  
\_\_\_\_\_

Name (Please Print): \_\_\_\_\_

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

## NOTIFICATION OF CRIMINAL BACKGROUND CHECKS OF PUBLIC SCHOOL EMPLOYEES IN MISSISSIPPI

**The information below is to inform all Teacher Education majors of a change to the Mississippi Code. Please read it carefully, sign and date the form indicating that you understand this portion of the Mississippi Code.**

Senate Bill 2658 amended Section 37-9-17, Mississippi Code of 1972, to require fingerprinting and criminal records background checks for new public schools licensed and nonlicensed employment applicants, to prohibit employment of persons determined through such fingerprinting or background checks to be guilty of certain felonies, to authorize waivers for mitigating circumstances and to provide immunity to school districts and school district employees regarding certain employment decisions, to authorize the School Board of any school district to designate a personnel supervisor or another principal employed by the school district to make or accept recommendations for the employment of non-instructional employees and to transmit approved recommendations to the Board.

SECTION 1. Section 37-9-17. Mississippi Code of 1972, is amended as follows:

37-9-17.(2) The superintendent of the school district shall require that current criminal records background checks and current child abuse registry checks are obtained, and that such criminal record information and registry checks are on file for **any new hires applying for employment as a licensed or nonlicensed employee** at a school not previously employed in such school district *prior to July 1, 2000*. In order to determine the applicant's suitability for employment, the applicant shall be fingerprinted. If no disqualifying record is identified at the state level, the fingerprints shall be forwarded by the Department of Public Safety to the FBI for a national criminal history record check. The fee for such fingerprinting and criminal history record check shall be paid by the applicant, not to exceed Fifty Dollars (\$50.00); however, the school board of the school district, in its discretion, may elect to pay the fee for the fingerprinting and criminal history record check on behalf of any applicant. Under no circumstances shall a school district superintendent, school board member or any individual other than the subject of the criminal history record checks disseminate information received through any such checks except insofar as required to fulfill the purposes of this section.

(3) If such fingerprinting or criminal records checks disclose a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-31-3(i), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault which has not been reversed on appeal or for which a pardon has not been granted, the new hire shall not be eligible to be employed at such school. Any employment contract for a new hire executed by the superintendent of the local school district shall be voidable if the new hire receives a disqualifying criminal record check. However, the school board may, in its discretion, allow any applicant aggrieved by the employment decision under this section to appear before the board, or before a hearing officer designated for such purpose, to show mitigating circumstances which may exist and allow the new hire to be employed at the school. The school board may grant waivers for such mitigating circumstances, which shall include, but not be limited to: (a) age at which the crime was committed; (b) circumstances surrounding the crime; (c) length of time since the conviction and criminal history since the conviction; (d) work history; (e) current employment and character references; (f) other evidence demonstrating the ability of the person to perform the employment responsibilities competently and that the person does not pose a threat to the health or safety of the children at the school.

(4) No school district or school district employee shall be held liable in any employment discrimination suit in which an allegation of discrimination is made regarding an employment decision authorized under this Section 37-9-17.

SECTION 2. This act shall take effect and be in force from and after July 1, 2000.

I acknowledge that I have read and/or had explained to me Sections 1 (2) - Section 2, of SECTION 37-9-17, Mississippi Code of 1972, as amended by Senate Bill 2658. I understand that to be hired in a public school district in Mississippi, I must undergo a criminal background check.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## Teacher Candidate Licensure Advisory

The information provided within this document is to advise you of current licensure requirements. This document and licensure guidelines may change without notice. It is the responsibility of the applicant to remain abreast of licensure requirements.

### **1. Traditional Baccalaureate Teacher Education Program Candidate:**

**A five year educator license is granted to applicants meeting all licensing requirements and completing a state approved or National Council for Accreditation of Teacher Education (NCATE) approved teacher education program from a regionally/nationally accredited institution of higher learning.**

Minimum licensure requirements are as follows:

Educational courses

A full semester of student teaching

Praxis II Principles of Learning and Teaching Test

Praxis II Specialty Area Test in Degree Area

*Please visit the following link to identify specific test codes for assessments that have been validated for the state of Mississippi:*

[http://www.mde.k12.ms.us/ed\\_licensure/pdf/Praxis\\_test.pdf](http://www.mde.k12.ms.us/ed_licensure/pdf/Praxis_test.pdf)

*Praxis tests are administered by the Educational Testing Services (ETS). You may register by telephone at 1-800-772-9476 or [www.ets.org/praxis](http://www.ets.org/praxis).*

**Supplemental endorsements may be added to a valid three-year alternate route or five-year traditional Mississippi License.**

### **Endorsements with 18 or 21 Hours**

Teachers who wish to add endorsements for most major subject areas may take the Praxis II test or have 18-21 hours of coursework.

\*18 hrs are required if all coursework was completed prior to 9/1/04.

\*21 hrs are required if any portion of the coursework was completed after 9/1/04

\*\*\*Grades must be C or higher.

### **Endorsements with Approved Programs**

Some supplemental endorsements require an **approved program** of study. The programs are different at each college and for each endorsement. The **Dean of Education or designee** shall advise the teacher of the required coursework, and an institutional recommendation must be signed by the Dean or Institutional Certification Officer in order to add the endorsement to the license.

Please visit the following website for information regarding the requirements for adding specific supplemental endorsements:

[http://www.mde.k12.ms.us/ed\\_licensure/pdf/SUPPLEMENTAL\\_ENDORSEMENTS.pdf](http://www.mde.k12.ms.us/ed_licensure/pdf/SUPPLEMENTAL_ENDORSEMENTS.pdf)

## 2. **Licensed Teacher Completing Master's Degree:**

If a licensed teacher completes a master's degree in a specific subject area endorsed by the Mississippi Department of Education, the individual will receive a Class AA license in that specific area.

If a licensed teacher completes a master's degree in a general area of education such as, secondary education or curriculum and instruction, the individual will receive a Class AA license in the area of their bachelor level degree earned if it is in a subject area endorsed by the Mississippi Department of Education.

- **This does not include special licenses such as educational leadership, school counseling, and other support services provided to students.**

Please visit the following website for information regarding the subject area endorsements:

[http://www.mde.k12.ms.us/ed\\_licensure/pdf/SUPPLEMENTAL\\_ENDORSEMENTS.pdf](http://www.mde.k12.ms.us/ed_licensure/pdf/SUPPLEMENTAL_ENDORSEMENTS.pdf)

## 3. **Basic Application Procedures for Licensure:**

1. Download **Licensure Application Packet** (*Form #OEL 02-04, Sec. A-F*) at [www.mde.k12.ms.us/license.htm](http://www.mde.k12.ms.us/license.htm)
2. Read **Licensure Instructions** and **Checklist** (*Form OEL 02-04, Sec. A, pp1-3*) to locate the license for which you are applying.
3. Collect documents required for your license and check the correlating boxes on **Licensure Checklist** (*Form #OEL 02-04, Sec. A*).
4. Complete **Licensure Application** (*Form #OEL 02-04, Sec. B*).
5. Send **Licensure Application Packet** and all documents required in your license category as a single **COMPLETE PACKET** to the Mississippi Department of Education, Office of Educator Licensure, Post Office Box 771, Jackson, Mississippi 39205-0771.

***Incomplete packets will be returned to the applicant with no action taken.***

## Teacher Licensure Advisory Form

I \_\_\_\_\_, acknowledge that the  
*Print Name*

Mississippi Department of Education licensure process and requirements have been reviewed. I understand that licensure guidelines may change without notice, and it is my responsibility to remain abreast of current requirements.

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Teacher Education Candidate

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Dean of Education/Designee

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Date

## Praxis I Exam

Teacher candidates must earn passing scores on all three parts of the Praxis I exam (Reading, Writing, and Mathematics tests) to be eligible for admission to Teacher Education at Mississippi University for Women. When taking the test, candidates should have scores sent directly to MUW. Further information about the Praxis I and the process for taking the exam are in the *MUW Teacher Education Handbook* and will be discussed in ED 300. The MUW recipient code is 1481.

Candidates who have an ACT composite score of 21, with not less than 18 in all subtest areas, or an SAT score of 860 are not required to take Praxis I for eligibility. Below, please initial beside all that apply:

- \_\_\_\_\_ 1. I have earned passing scores on all three components of Praxis I and have had these scores sent to MUW.
- \_\_\_\_\_ 2. I took the exam on \_\_\_\_\_ and have requested that scores be sent to MUW.
- \_\_\_\_\_ 3. I have registered to take the exam on \_\_\_\_\_ and will request that scores be sent to MUW.
- \_\_\_\_\_ 4. I earned the required scores on the ACT or SAT and have attached evidence of those scores.
- \_\_\_\_\_ 5. Other: *(please explain)*

\_\_\_\_\_  
Teacher Candidate's Signature

\_\_\_\_\_  
Date