



**ALTERNATIVE ROUTE TO TEACHER CERTIFICATION/ MASTER OF ARTS IN EDUCATION
MIDDLE GRADES (MIDDLE GRADES MATH & SCIENCE) OR SECONDARY EDUCATION
SCHOOL OF TEACHER EDUCATION
COLLEGE OF EDUCATION & BEHAVIORAL SCIENCES
WESTERN KENTUCKY UNIVERSITY**

PROGRAM DESCRIPTION

The Middle Grades (Middle Grades Science & Math Only) OR Secondary Education Department at Western Kentucky University offers this alternative teacher certification training program that will provide individuals with a Master of Arts in Education degree (ARTC/MAE) within a 14 month period.

Participants will enroll in an initial and follow-up summer cluster of courses, which will focus on growth in both content and pedagogical knowledge and skills. During the school year, between the two summer clusters, participants will be employed as first year teachers and engage in the Kentucky Teacher Internship Program as well as enroll in a practicum conducted by WKU faculty.

PROGRAM APPLICATION DEADLINES

DUE BY MARCH 15, 2010

Applicants must submit the following Items by March 15, 2010:

- Application of Interest Form (Pages 4 & 5 of this Packet)
- Agreement to Abide by Program Expectations Form (Page 6 of Packet)
- Resume
- Two Professional Letters of Reference
- **Official College/University Transcripts from every college/university attended **2.5 Undergraduate GPA required for undergraduate program and for individual content area.** These transcripts will be sent to the content faculty for review. The content faculty must recommend that applicant as a potential candidate to the ARTC/MAE program.

Mail the aforementioned items to:

*Michelle L. Kahler
Alternative Route to Teacher Certification Program – Admissions Advisor
408 Tate Page Hall
1906 College Heights Blvd. #61031
Western Kentucky University
Bowling Green, KY 42101-1031
Fax: 270-745-3442*

DUE BY MAY 1, 2010

Graduate application submitted to the WKU Office of Graduate Studies along with GRE (Graduate Record Exam) scores, ***copies of office university/college transcripts***, and application fee. The GRE is a University requirement and must be taken order to be considered for a graduate program at Western Kentucky University. Applicants must meet the required GAP score of 2200 or higher (GAP = GRE (verbal plus the quantitative scores) x undergraduate GPA) in addition, a 3.5 or above must be obtained on the writing analysis portion of the exam. Your application cannot be processed without your GRE score. ***Prior to January 1, 2003, the GAP score requirement is 3500.***

Mail Graduate application to:

*Office of Graduate Studies
Wetherby Administration Building 207
1906 College Heights Blvd #11010
Western Kentucky University
Bowling Green, KY 42101-1010
(270) 745-2446
<http://www.wku.edu/Dept/Academic/Graduate/>*

DUE MAY 16, 2010

- Copy of Qualifying Praxis II Exam(s) Score Report. Note: Different subjects require different exam(s). Some content areas require more than one Praxis II exam. Please check with the Kentucky Education & Professional Standards Board web page for Kentucky Praxis II exam requirements.
- Letter of support and commitment to employ you for the 2010-2011 school year from a ***Kentucky Public School in the subject/grade area that you are seeking certification.***



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ADMISSION/APPLICATION INFORMATION

Applicants **must complete** the following before any ARTC/MAE (Alternative Route to Teacher Certification/Masters of Arts in Education) candidate may be officially considered for admission to the program.

DEPARTMENTAL PROGRAM REQUIREMENTS – DUE MARCH 15, 2010

- Two letters of reference and Current Resume
- Completed Application of Interest Form & Agreement to Abide by Program Expectations (Pages 4-6 of this packet).
- Content faculty approval based on review of undergraduate transcripts. ****GPA requirements of 2.5+ are required for content areas as well as coursework requirements.**

APPLYING TO GRADUATE STUDIES BY MAY 1, 2010

Apply for Admission to the Office of Graduate Studies. The following must be submitted to the Office of Graduate Studies for Admission Consideration to the ARTC/MAE Program

- Complete the Graduate Studies Application (Return to the Graduate School along with a \$40.00 (non-refundable) application fee. Applications may be picked up at the Office of Graduate Studies or on-line at: <http://www.wku.edu/graduate/>. **Graduate applications and fees must be sent directly to the Office of Graduate Studies. Allow one to two weeks for applications to be processed.**
- Provide the Graduate Studies Office with an **original/official** copy of your undergraduate transcript(s).

A MINIMUM OF AN UNDERGRADUATE GRADUATING GPA OF 2.5 IS REQUIRED FOR ACCEPTANCE INTO THE ARTC/MAE PROGRAM

- **Complete the GRE** (Graduate Records Exam) –Information on the GRE may be found on the Educational Testing Services web-page: www.ets.org.

NOTE on the GRE:

*Admission to Graduate Studies requires a GAP Score of 2200 or higher (GAP = GRE (verbal plus the quantitative scores) x undergraduate GPA) in addition, a 3.5 or above must be obtained on the writing analysis portion of the exam. Your application cannot be processed without your GRE score.
Prior to January 1, 2003, the GAP score requirement is 3500.*

PRAXIS II EXAM(S) FOR CONTENT AREA DUE BY MAY 16, 2010

- You may refer to the Kentucky Educational Professional Standards Board for PRAXIS II information: <http://www.kyepsb.net/>. **Your passing score on the PRAXIS II exam must be on file in order to be considered for admission to the ARTC/MAE Program. CONTACT ACADEMIC DEPARTMENT FOR CONFIRMATION OF REQUIRED PRAXIS II EXAM INFORMATION. REGISTER AS EARLY AS POSSIBLE FOR THIS EXAM.**

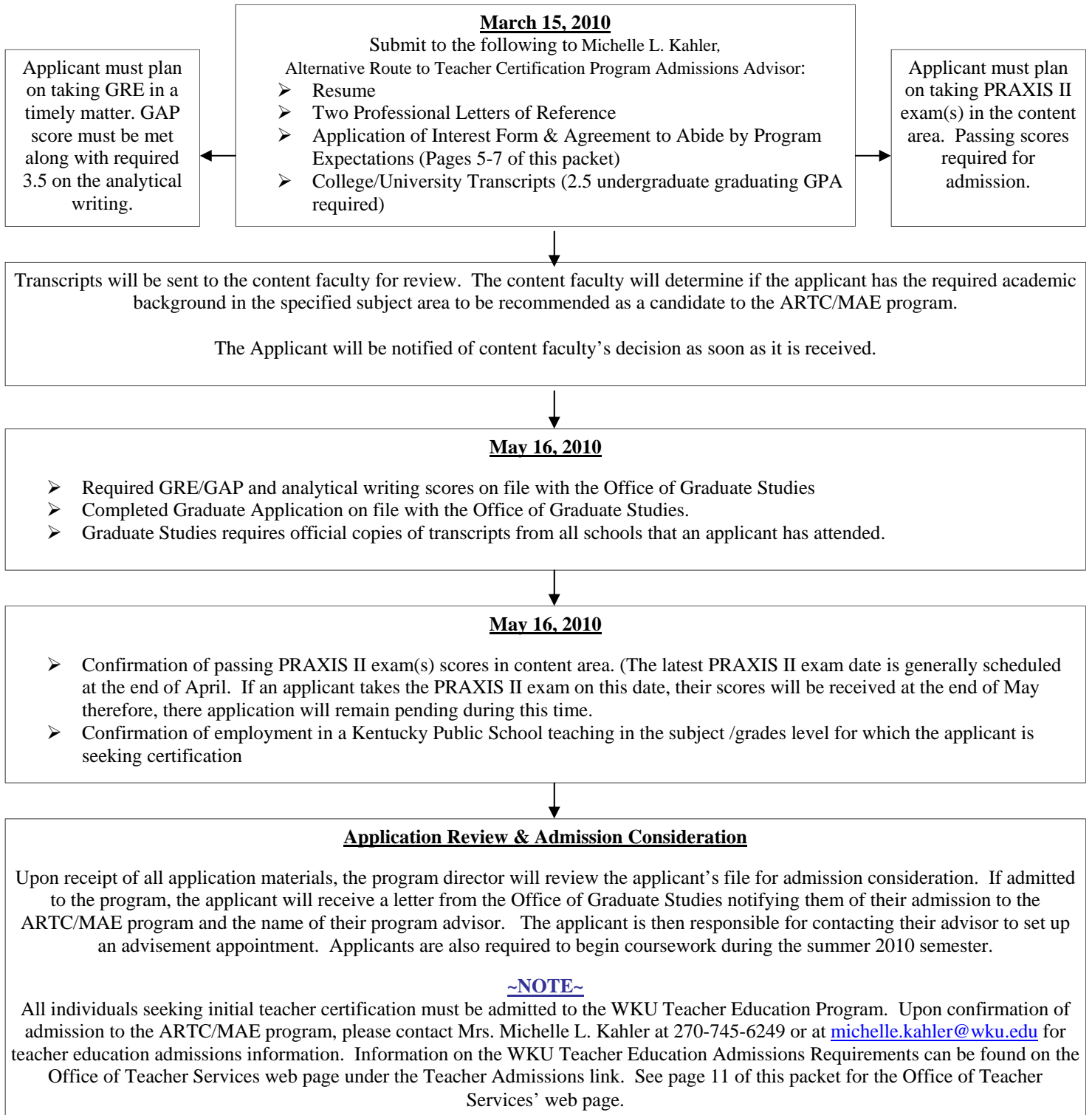
EMPLOYMENT REQUIREMENT – DUE BY MAY 16, 2010

- Employment in a Kentucky Public School teaching in the subject /grades level for which the applicant is seeking certification in for the school year after the first summer cluster. Employment must be confirmed by submitting a letter from the principal and/or superintendent of the school from which they have been hired. Applicants must be teaching in the **subject area and grade level** for which they are seeking certification. ***The school must be a SACS accredited Kentucky public school.***



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TIMELINE FOR APPLICATION PROCESS





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TENTATIVE SCOPE & SEQUENCE OF PROGRAM

~ THIS SCHEDULE IS SUBJECT TO CHANGE ~

IT IS SUGGESTED THAT YOU CONFIRM WITH THE CONTENT ADVISOR THE COURSE OFFERING FOR THE CONTENT SPECIFIC CLASSES REQUIRED FOR THIS PROGRAM. COURSE OFFERINGS VARY BY DEPARTMENT.

SUMMER 2010 (9 HOURS)

+EDU 520	Planning for Instruction (Mandatory enrollment in this class during this term)	3 Hours
+EDU 521	Implementing an Instructional Plan (Mandatory enrollment in this class during this term)	3 Hours
EXED 516	The Exceptional Child (Web based class)	3 Hours

FALL 2010 (6 HOURS)

+EDU 590	Advanced Teaching Internship (Mandatory Enrollment in this class)	3 Hours
*PSY 510	Advanced Educational Psychology (Web based class) Or Content Course	3 Hours

NOTE

STUDENTS MUST TAKE THE PRINCIPLES OF LEARNING AND TEACHING (PLT) EXAM AND OBTAIN A QUALIFYING SCORE IN THE FALL 2009 SEMESTER IN ORDER TO BEGIN THEIR KTIP (KENTUCKY TEACHER INTERNSHIP PROGRAM) SEMESTER IN JANUARY 2011.

SPRING 2011 (4 HOURS)

+EDU 501	Professional Development Plan	2 Hour
	Content Course #1 (or #2)**	3 Hours

NOTE

CANDIDATES WILL ALSO BEGIN MID-YEAR KENTUCKY INTERNSHIP (KTIP) DURING THE SPRING 2011 SEMESTER

SUMMER 2011 (9 HOURS)

Content Course #2**		3 Hours
Content Course #3**		3 Hours
EDFN 500	Ed. Research Methods (Web based class)	3 Hours

FALL 2011 (2 HOURS& COMPLETION OF INTERNSHIP AND COMPREHENSIVE EXAMS)

EDU 596	Professional Development Plan	1 Hours
	**Comprehensive Exams	
	**Completion of Internship	
	+Course will be taken as a cohort special section- Students admitted to the ARTC/MAE program must take these required sections.	



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APPLICATION OF INTEREST FORM

SUBMISSION REQUIREMENTS

- Include a current resume with this application
 - Include up to three letters of reference. Principal and/or superintendent letter of intent to employ (**from a Kentucky Public School District teaching in the subject/grade level that you are seeking certification**) may serve as one of the three references.
 - Include *Agreement to Abide by Program Expectations* form (page 6 of this packet)
 - Include **ALL** University Transcripts.
- A MINIMUM OF AN UNDERGRADUATE GRADUATING GPA OF 2.5 IS REQUIRED FOR ACCEPTANCE INTO THE ARTC/MAE PROGRAM**
- **PRAXIS II exam(s) scores must be on file with the University before candidates can be formally accepted to the program.**
 - Candidates must also complete the **Office of Graduate Studies application and meet the GRE/GAP score requirements** before being accepted to the program.

PERSONAL INFORMATION

Date: _____

Last Name	First Name	Middle Name
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Address, City, State, and Zip _____

E-mail Address _____

Date of Birth	Phone (Home)	Phone (Work)
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CANDIDATE DESCRIPTION

Degree and field (i.e. BS in Chemistry)	Minor, if any	University Attended
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Date Conferred	Undergraduate graduating GPA (2.5 REQUIRED)
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In what field(s) are you seeking certification to teach? _____

TEACHER PLACEMENT

List the *Kentucky Public School* committed to employing you (**IF CONFIRMED**). Contact Person

School Name, Address, City, KY Zip Contact Person's Phone #

Teaching Subject Area Grade Level (If Known)

Alternative Route Subject Area Options:

IMPORTANT NOTE (*Applicants must have an academic background, as determined by the content faculty, in the subject area they wish to be certified to teach. Transcripts will be reviewed by the content faculty to determine whether or not the applicant meets departmental requirements in order to be recommended as a candidate to the ARTC/MAE program*):

- Art (P-12 Certification)
- French/German/Spanish (P-12 Certification)
- Vocal, Instrumental or Integrated Music (P-12 Certification)
- Agriculture (5-12 Certification)
- Business & Marketing Education (5-12 Certification)
- Family & Consumer Science (5-12 Certification)
- Technology Education (5-12 Certification)
- Middle School Single Field **Science or Math Only**
- Chemistry (8-12 Certification)
- Biology (8-12 Certification)
- Physics (8-12 Certification)
- Earth & Space Science (8-12 Certification)
- English & Allied Language Arts (8-12 Certification) (SECONDARY ONLY)
- Mathematics (8-12 Certification)
- Social Studies (8-12 Certification)

ASSESSMENTS

1. Have you passed the PRAXIS II Exam(s)? Yes No
If no, when do you plan on taking the exam? _____
2. Have you taken the Graduate Records Exam and obtained the qualifying scores? Yes No
If no, when do you plan on taking the exam? _____

PROFESSIONAL EXPERIENCE

1. Have you ever been or are you currently certified to teach in Kentucky or in any other state?
Yes _____ No _____
2. Are you currently or have you ever taught in Kentucky or in any other state with an emergency or adjunct teaching certificate? If so, please list dates and the schools in which you taught and the subject area within the space provided.
Yes _____ No _____



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AGREEMENT TO ABIDE BY PROGRAM EXPECTATIONS

As a student enrolled in an Alternative Route to Teacher Certification-Master of Arts in Education (ARTC-MAE) program, I understand that:

- I am expected to maintain a minimum GPA of 3.0. If my semester GPA drops below 3.0, I understand that I may be dropped from the program or, with evidence of extenuating circumstances and at the discretion of the program faculty, I may be allowed to remain on a probationary status. If my GPA falls below 3.0 for a second time, I will be dropped from the program.
- I must be continuously enrolled (Fall, Spring, and Summer terms), completing a minimum of 3 hours per term unless prior approval of my program advisor is obtained. Regardless of hours completed in any given semester, I must complete all degree requirements within three years from the date of the eligibility notice to be issued the initial temporary provisional certificate.
- I am expected to demonstrate acceptable professional behavior in all school settings.

My signature indicates my understanding of the expectations and my commitment to meet them.

 Signature Date

 Name (print)

 WKU ID

NOTICE:

Effective July 1, 2005, students admitted to the ARTC program in Middle Grades Education or Secondary Education must obtain a qualifying score on the Principles of Learning and Teaching (PLT) exam before they are allowed to begin KTIP. (Note: students in this ARTC program must have received a qualifying PRAXIS II score prior to admission to the program.)
 9/19/05

PLEASE RETURN THIS COMPLETED APPLICATION TO:

Mrs. Michelle L. Kahler
 1906 College Heights BLVD. #61031
 College of Education & Behavioral Sciences
 Western Kentucky University
 Bowling Green, KY 42101-1031
 Fax Number: 270-745-3442



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PRAXIS II INFORMATION

Applicants must pass the PRAXIS II exam(s) in order to be considered for admission to the ARTC/MAE Program.

PAY CLOSE ATTENTION TO TESTING DATES AS THESE EXAMS ARE ONLY OFFERED AT CERTAIN TIMES OF THE YEAR.

PRAXIS REGISTRATION INFORMATION (<http://www.kyepsb.net>)

- Allow at least ten days for mail delivery of final score report.
- Candidates will take the test(s) that apply to the teaching area for which they have applied (Math, Biology, French, etc.). Depending upon the content area, some candidates may have to take more than one PRAXIS II exam.
- **The Kentucky Professional Standards Board provides information on required PRAXIS II information and also a link to register for the exams. Their webpage is: <http://www.kyepsb.net>.** At this webpage, go to the Assessment Requirement link for the required Teacher Tests. Test cost range from \$55-\$80.

IMPORTANT NOTE:

PLEASE CONTACT THE ACADEMIC DEPARTMENT PRIOR TO REGISTERING FOR THE PRAXIS II TO CONFIRM THE REQUIRED EXAM FOR ADMISSION TO THE PROGRAM. TEST EXAMS ARE SUBJECT TO CHANGE

For PRAXIS II registration information you may visit the Kentucky Professional Standards Board webpage at: <http://www.kyepsb.net> complete information and links to the PRAXIS registration webpage at www.ets.org/praxis.



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GRE TESTING CENTER LIST

- Cost of the GRE General Test is \$140.00.
- Webpage: <http://www.ets.org/>
- It takes two to four weeks for the GRE General Test to be scored and the score report to be mailed.

KENTUCKY

Lexington – 1104

Prometric Testing Center
2573 Richmond Road Suite 260
Lexington, Kentucky 40509
(859)268-3338

Louisville – 1102

Prometric Testing Center
University of Louisville Testing Services
Davidson Hall Room 310
106 East Brandeis
Louisville, Kentucky 40208
(502)852-6607

Louisville – 1101

Prometric Testing Center
7400 LaGrange Road Suite 103
Louisville, Kentucky 40222
(502)423-0478

Murray - 7731

Murray State University
Counseling & Testing Center
100 Ordway Hall
Murray, Kentucky 42071
(270)809-6851

TENNESSEE

Clarksville - 1011

Prometric Testing Center
220 Forbes Ave Suite A
Clarksville, Tennessee 37040
(931)647-2003

TENNESSEE

Franklin - 1018

Prometric Testing Center
304 Williamson Square
Franklin, Tennessee 37064
(615)790-5018

Nashville - 7741

Tennessee State University
Avon Williams Campus
330 10th Ave North Room 220
Nashville, Tennessee 37203
(615)963-7386

INDIANA

Evansville - 1807

Prometric Testing Center
923 S. Kenmore Dr
Hebron Office Plaza
Evansville, Indiana 47714
(812)479-6855



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TEACHER CERTIFICATION REQUIREMENTS

I. Temporary Provisional Certification – Application Process

Students seeking a one-year *Temporary Provisional Certification* in the Alternate Route to Teacher Certification Program must submit the following before the Office of Teacher Certification can recommend a student for the initial *Temporary Provisional Certificate*:

- _____ An approved MAE degree program
- _____ A completed TC-TP form listing the type of certification requested and signed by the school district verifying employment as a full-time teacher of record in a KTIP approved school teaching in an LBD classroom
- _____ An *official undergraduate transcript* reflecting a bachelor’s degree and the minimum required overall GPA of 2.5
 - ◆ If all of the aforementioned documents are in place, the Office of Teacher Certification will be able to recommend a student for the *Temporary Provisional Certification*.
 - ◆ These forms may be mailed to the Office of Teacher Certification. After the recommendation is made, the originals will be forwarded to the Kentucky Education Professional Standards Board. If you wish to bring your application (TC-TP form) to the office for a signature, **please call for an appointment.**

II. Professional Kentucky Teaching Certification – Application Process

Candidates are eligible for three one-year temporary provisional teaching certificates. Individuals who have been recommended for temporary provisional certificates must complete all requirements for the alternate route to certification program (MAE degree, PRAXIS II assessments, and KTIP) within three years. This time frame may be extended under some circumstances. Contact faculty advisor for further information. Candidates may be recommended for the Kentucky Professional Teaching Certificate only upon completion of all requirements, including KTIP.

- _____ Maintain a minimum GPA of 3.0
- _____ Be continuously enrolled (Fall, Spring, and Summer terms), completing a minimum of three (3) hours per term unless prior approval is obtained from program advisor.
- _____ Pass all required Praxis II examinations by the end of the second year or before enrolling in the Kentucky Teacher Internship Program (KTIP)
- _____ Complete KTIP with an approved Kentucky school district no later than the third year of eligibility.
- _____ Apply for the Professional Kentucky Teaching Certificate through Western Kentucky University. by submitting the following to the Office of Teacher Certification:
 - ◆ Passing scores for all required Praxis II exams
 - ◆ Verification of successful KTIP completion
 - ◆ Transcript with the MAE degree posted
 - ◆ Completed application for Kentucky Teacher Certification (TC-1 Form)

KTIP (Kentucky Teaching Internship Program) Requirement:
Effective July 1, 2005, students admitted to the ARTC program in Exceptional Education (LBD) must obtain a qualifying score on PRAXIS II before they are allowed to begin KTIP.

For more information or clarification please contact your advisor.

**OFFICE OF TEACHER CERTIFICATION
 TATE PAGE HALL 407
 PHONE - 270-745-4300
 FAX – 270-745-3442**



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WKU CONTACT INFORMATION

Bookstore – WKU

Downing University Center
 270-745-2466
<http://www.wku.edu/Info/Bookstore/>

School of Teacher Education

College of Education & Behavioral Sciences
 Tate Page Hall 328
 270-745-5414
<http://edtech.wku.edu/~sip/>

Office of Graduate Studies & Research

207 Wetherby Administration Building
 270-745-2446
<http://www.wku.edu/graduate/>

Office of Teacher Certification

College of Education & Behavioral Sciences
 Tate Page Hall 407
 270-745-4300
http://edtech.wku.edu/~teachsvs/teacher_cert.htm

Office of Teacher Services

College of Education & Behavioral Sciences
 Tate Page Hall 408
 270-745-4897
<http://edtech.wku.edu/~teachsvs/>

Student Financial Assistance Office

Potter Hall 317
 270-745-2755
<http://www.wku.edu/Info/FinAid/>

Tuition & Fee Information

Office of the Bursar
 270-745-6381
<http://www.wku.edu/bursar/>

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 MIDDLE GRADES (MIDDLE GRADES MATH & SCIENCE) OR
 SECONDARY EDUCATION
 MASTER OF ARTS IN EDUCATION
 - INITIAL CERTIFICATION -
 PROGRAM INFORMATION**

Mrs. Michelle L. Kahler,
 Admissions Advisor
Alternative Route to Teacher Certification
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 College of Education & Behavioral Sciences
 1906 College Heights Blvd. #61031
 Western Kentucky University
 Bowling Green, KY 42101-1031
michelle.kahler@wku.edu

Phone: (270) 745-6249
 Fax: (270) 745-3442