



COLLEGE OF EDUCATION

APPLICATION FOR ADMISSION: EDUCATOR PREPARATION PROGRAM GRADUATE SECONDARY & K-12 TEACHER LICENSURE OR MASTERS

Name: _____
 ID number: _____ E-Mail: _____
 Address: _____ Phone: _____
 City/State Zip: _____

Advisor	Candidate's 1 st Teaching Major	Candidate's Teaching Minor or 2 nd Teaching Major (circle to indicate which one)

Admission Requirements (submit to the ETP Office, COE, Rm. 261, with this application)

Most recent copy of all transcripts (unofficial)	Date rcvd	Office Only
Completed fingerprint card, required payment, & self-disclosure form	Date rcvd	Office Only
If applicable, supplemental self-disclosure form(s) regarding criminal charges, court dispensations, or other disclosures.	Date rcvd	Office Only
<u>Included</u> are the most recent copies of <i>unofficial transcripts</i> from ALL universities or colleges attended.	Check Here	Advisor Initials
Cumulative GPA	Undergraduate GPA	
	Graduate GPA ≥ 3.0	
Major Licensure Content Core GPA A minimum cumulative GPA of 2.65 with no grade lower than a "C".		
Minor Licensure Content Core GPA A minimum cumulative GPA of 2.65 with no grade lower than a "C".		

ADMISSION

Candidates may be admitted provisionally only until grades are posted for the semester they are currently enrolled. With provisional admission, enrollment in restricted education classes is allowed. Requirements for provisional admission:

- ☐ Although the application may not be complete, enter as much as possible, including all coursework and grades to date, and provide a copy of your approved plan of study and content advising worksheet. Advisor and department chair signatures are required.
- ☐ Do not submit an application until all the required coursework either is completed or will be completed in the current semester you submit your application.
- ☐ Field experiences will be allowed only after a federal background check and admittance to the Educator Preparation Program.
- ☐ Plan with your advisor the course of study that will occur to meet admission requirements. The advisor must approve and initial the course of study in the table below.

Bachelor's Degree Information		
Major	Minor	Date of Completion
Please Attach All Major and Minor Advising Worksheets		

Graduate Program Information				
Master's Degree		OR	Teacher Licensure Post Baccalaureate	
Degree & Option			Option	
Plan of Study Approval	(date)		Plan of Study Approval	(date)

Native American Coursework Required for Licensure:					
<i>Native American Coursework is a requirement for licensure not for admission to the Educator Preparation Program. Coursework should be completed prior to student teaching.</i>					
Course	Term	Grade	Credits	Equivalent Substitutions	Advisor Initials
NASX 105 or 205 or EDU 494-801 or EDU 315-800					

SIGNATURES REQUIRED FOR ADMITTANCE TO EDUCATOR PREPARATION PROGRAM

I request permission to study to become a teacher. I understand the responsibilities of a teacher-in-training. I authorize the Dean of the College and the Unit Chair of ETP to furnish to the Educator Preparation Program Committee, advisors, and school district personnel any and all of the information from my academic records. This information will be reviewed for admission to the Educator Preparation Program and field experience placements. With my signature I agree to the following policies:

1. Grade Point Average and Licensure Requirements
 - a. After admission to the Educator Preparation Program (EPP), if the cumulative GPA falls below a 2.65 the candidate reverts back to provisional admission status.
 - b. No grade lower than a "C" will be allowed in the teaching major, minor, concentration, professional core, or academic foundations content core.
 - c. Secondary and K-12 candidates must meet MSU-Billings, College of Education, Secondary Content licensure requirements: 2.65 GPA in the Academic Foundations Content Core, take Content Exams in all Teaching Majors and Minors, and receive a passing score on a field-based assessment during student teaching.
 - d. Secondary and K-12 candidates also completing an elementary endorsement must meet MSU-Billings, College of Education, Elementary Content licensure requirements: 2.65 GPA in the Academic Foundations Content Core, take the Praxis II, Exam #5018, and receive a passing score on a field based assessment during elementary student teaching.
2. Field Experiences
 - a. Candidates must be fully admitted to the Educator Preparation Program in order to enroll in the graduate field experiences and/or student teaching.
3. Candidates are not eligible to student teach until all requirements have been met:
 - a. Full admission to EPP at point of application for student teaching.
 - b. All incompletes must be finished and a grade submitted.
 - c. All GPA requirements must be met the semester prior to student teaching.
 - d. All required coursework must be completed by the beginning of the student teaching semester. Candidates may petition the College of Education Appeals Committee the semester prior to student teaching for any exceptions.

Student's Signature

Date

Advisor's Recommendation

I have read and evaluated this student's application and recommend this student for admission to the Educator Preparation Program at Montana State University – Billings.

Education Advisor

Date

Unit Chair's Approval

I approve this student's application for admission to the Educator Preparation Program at Montana State University-Billings.

Education Department Chair

Date

**The Office of Educational Theory and Practice will send candidates official notification
of admission to the Educator Preparation Program.**
