



COLLEGE OF EDUCATION
APPLICATION FOR ADMISSION: EDUCATOR PREPARATION PROGRAM
GRADUATE ELEMENTARY
TEACHER LICENSURE OR MASTERS

Name: _____

ID number: _____ E-Mail: _____

Address: _____ Phone: _____

City/State Zip _____

Advisor	Candidate's Teaching Major	Candidate's Teaching Minor, Concentration or 2 nd Major <i>(circle to indicate which one)</i>
	Elementary	

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, Consent to Fingerprint Background Check, & notarized 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
Included are the most recent copies of <i>unofficial transcripts</i> from <u>ALL</u> universities or colleges attended.		Check Here	Advisor Initials
Cumulative GPA	Undergraduate GPA		
	Graduate GPA \geq 3.0		
K-8 Elementary Education Content Core GPA (worksheet on page 2) 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. 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.

K-8 Elementary Education Content Core Licensure Requirements					
Course Identification <i>21 credits are required for admission to the Educator Preparation Program. All core content is required for final licensure.</i>	Equivalent Substitutions <i>rubric and # or other documentation</i>	Term	Grade	Credits	Content Core Points
WRIT 101 – College Writing I				3	
COMX 111 or 115 - Intro to Public Speaking or Intro to Interpersonal Communication				3	
M 130 - Mathematics for Elementary Teachers I				3	
M 131 - Mathematics for Elementary Teachers II				3	
Life Science - recommended <i>SCIN 101 Integrated Science</i>				3	
Physical Science - recommended <i>SCIN 103 Integrated Science</i>				3	
Life or Physical Science lab - recommended <i>SCIN 102 or 104 Integrated Science lab</i>				1	
PSCI 210 or 220 – Intro to Comparative Government or Intro to American Government				3	
HSTA 101 or 102 – American History I or American History II				3	
EDU 315 - IEFA in the Montana Classroom				3	
GPHY 121 – Human Geography				3	
MUSI 101 – Enjoyment of Music				3	
ARTZ 102 – Fundamentals of Art for Elementary Teachers				2	
Humanities course				3	
Total Elementary Content Core Credits				39	
				Total Credits <i>Minimum of 21 Credits Required for Admission</i>	Total Points
				Content Core GPA	

Elementary Content Core GPA
A minimum cumulative GPA of 2.65 with no grade lower than a “C”.

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

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 Department 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. Candidates must meet MSU-Billings, College of Education, Elementary Content licensure requirements: 2.65 GPA in the General Education Core, take the Praxis II Exam #5018 and Content Exams in all other Teaching Majors and Minors, and receive a passing score on a field-based assessment during 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.
 - e. The Praxis Subject Assessment exam is required for all teaching majors and minors and should be taken prior to student teaching. A qualifying score is required for licensure eligibility.

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

Department 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.
