

University of Wisconsin Green Bay

Procedures for Completing Requirements to Earn a Teaching Certificate for Students with a Bachelor Degree or Higher

- ____1. Decide which level of certification your are seeking.
Obtain a program plan from the Education Office or Academic Advising for the desired licensing program. (also available at www.uwgb.edu/education)

Attend an Information Session about the Professional Program in Education. Call 920-465-2137 for dates or stop by Wood Hall 416 to register for a session.

Students are strongly advised not to enroll in any classes until they have been admitted to the Professional Program in Education. Students MAY NOT enroll in Education courses until they have been admitted as a Candidate to the Professional Program in Education.

Do you have a 3.00 or higher GPA? Do you have a 2.75 or higher GPA in your major/minor?

If YES, take the **PRAXIS I** (Pre-Professional Skills Test [PPST]) test at your first opportunity. Pass all three sections (Reading, Writing, and Math) of the exam. Information and registration is available at (www.ets.org/PRAXIS). Score reports must be received in the UWGB Education office directly from Education Testing Service (ETS). Photocopies of a student's report cannot be accepted. Copies from other universities/colleges cannot be accepted. **Our Score Recipient Code # is 1859**. Minimum scores required: Reading – 175 (322 – computer-based test); Writing – 174 (320 – computer-based test); Mathematics – 173 (318 – computer-based test).

If NO, decide if you wish to complete one full-time semester to establish a 3.00 or higher GPA. Grades from this semester are not reported until the end of the semester. Therefore, application to the education program will occur in the following semester. The candidate semester (if accepted) would be the 3rd semester of enrollment because application occurs the semester prior to enrollment.

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- ____2. Apply for admission to the University of Wisconsin Green Bay
Apply as a degree seeking student
- On the admission application, Section 4 **Applying As:** should be checked as “*Additional Major/Minor/Certification*”
 - Section 15 **If you plan to teach, please check one:** student must check either “Elementary” (specify age group or level) or “Secondary”
 - Section 16b **Intended Major or Field of Study:** indicate “Elementary Education” if you want to teach elementary school. If you are a secondary major, indicate the academic major. (e.g. Mathematics, Biology, etc.)

- _____3. Apply to the Professional Program in Education
**Only two application Deadlines: First Friday in October
Third Friday in February**
- Complete the Application for Admission for Candidate Status
 - Complete all requirements for admission as outlined on the Candidate Status Information sheet.
 - **Students MAY NOT enroll in any education classes until they have been admitted as a Candidate to the Professional Program in Education.**
- _____4. If you have earned **education credits** at another university or universities, the Education Advisor in the Professional Program in Education will prepare a Program Plan Evaluation for the **education** requirements.
- Request and complete the Request for Program Plan Evaluation form if you have an earned degree and submit your transcripts showing all relevant courses with this form. Evaluations cannot be completed while you wait. The Evaluation will be completed and sent to you by mail.
- _____5. Contact the appropriate academic department for information about completing a major or minor in the field of certification you have selected. The major or minor department may need to complete a transcript evaluation of relevant courses. Contact the department assistant in the major or minor department to inquire about the procedure for having your transcripts evaluation. The form used by the education department will be sent to you upon request.
- Obtain a program plan for the major/minor from the appropriate department.
- _____6. Complete all courses on the program plan(s)
- When the major/minor is completed, obtain from the appropriate department a written statement that indicates the program has been completed and submit the statement to the Education Office.
 - Upon admission to the education program, complete all education program requirements.
- _____7. Pass the Praxis II exam for the field of licensure. Information and registration is available at (www.ets.org/PRAXIS). Score reports must be received in the UWGB Education office directly from Education Testing Service (ETS). Photocopies of a student's report cannot be accepted. Copies from other universities/colleges cannot be accepted. **Our Score Recipient Code # is 1859.**
- _____8. When all requirements have been met, apply for student teaching one full semester prior to when you plan to student teach.
- _____9. Upon completion of student teaching and all requirements, submit your application for licensure and the appropriate fee to the Education Office at UW Green Bay. The application will be reviewed, signed, and sent to the Department of Public Instruction.

It is the student's responsibility to seek and retain advisement in the appropriate department(s) as they complete the requirements.

The program plans are subject to any changes required by the Department of Public Instruction. Students will find that completing a program plan over an extended period of time will result in new requirements as DPI requirements change.