



**Master of Arts in Teaching  
Standard Concentration & Alternate Route to Certification  
COLLEGE OF EDUCATION & BEHAVIORAL SCIENCES**

**Secondary Education  
Program Reference # 0495  
WESTERN KENTUCKY UNIVERSITY**

❖ Approved Areas for Master of Arts in Teaching (MAT Secondary Grades Certification) please see page 7.

### **STEP 1 - DEPARTMENTAL APPLICATION**

The following **Departmental Application** requirements must be **sent** to the School of Teacher Education.

School of Teacher Education  
ATTN: MAT Admission Advisor MIDDLE GRADES  
1092 Gary A. Ransdell Hall  
1906 College Heights Blvd. #61030  
Western Kentucky University  
Bowling Green, KY 42101-1030

\_\_\_\_\_ Present a letter of application including a professional goals statement.

\_\_\_\_\_ Submit the Kentucky state required passing score on the **Pre-Professional Skills Test (PPST August 31, 2014 or Prior)**, the **Praxis Core Academic Skills for Educators (CASE September 1, 2014 or After)** **OR** **Graduate Record Exam (GRE)**. *THIS MEANS THAT STUDENTS MUST HAVE THE PASSING SCORE ON THE PPST OR the CASE or THE GRE BEFORE THEY MAY BE ADMITTED TO THE PROGRAM.*

**\*\*\*\*If candidate will be taking the Praxis exam August 31, 2014, or earlier the candidate will take the Pre-Professional Skills Test (PPST). If the candidate will be taking the Praxis exam September 1, 2014, or later the candidate will take the Praxis Core Academic Skills for Educators (CASE) exam.**

- The minimum Praxis Core Academic Skills for Educators (CASE) scores of 156 in reading, 162 in writing and 150 in mathematics are required for admission. For information on registering for the PPST/CASE, visit [www.ets.org](http://www.ets.org). **Applicants must have Educational Testing Services send their OFFICIAL copy of their score report sent directly to Western Kentucky University (if you took your exam outside the state of Kentucky you must also submit a copy to the Kentucky Education Professional Standards Board.)**
- The minimum PPST (PRAXIS I) scores of 174 in writing, 174 in math and a 176 in reading are required for admission. For information on registering for the PPST/CASE, visit [www.ets.org](http://www.ets.org). **Applicants must have Educational Testing Services send their OFFICIAL copy of their score report sent directly to Western Kentucky University (if you took your exam outside the state of Kentucky you must also submit a copy to the Kentucky Education Professional Standards Board.)**
- The Graduate Record Exam (GRE) requires a minimum Verbal score of 150 and a minimum Quantitative score of 143 along with an Analytical Writing score of at least a 4.0 (scores based August 1, 2011 and after). **Applicants must have Educational Testing Services send their OFFICIAL copy of their score report sent directly to Western Kentucky University (if you took your exam outside the state of Kentucky you must also submit a copy to the Kentucky Education Professional Standards Board.)**

- Scores prior to August 1, 2011 require a minimum score of 450 in Verbal and a minimum score of 490 in Quantitative and an analytical writing score of 4.0 or higher.

\_\_\_\_\_ Submit qualifying Praxis II scores.

- The Praxis II is required for your specific licensure area – these can be located at the following under Middle School Education or Secondary Education <http://www.ets.org/praxis/ky/requirements>.  
**(Applicants must have Educational Testing Services send their OFFICIAL copy of their score report sent directly to Western Kentucky University (if you took your exam outside the state of Kentucky you must also submit a copy to the Kentucky Education Professional Standards Board.)**

\_\_\_\_\_ Submit an official transcript. (This transcript will be reviewed by a MAT advisor associated with the certification area sought. If deficiencies are cited the applicant will be required to take additional undergraduate and/or graduate courses.)

\*Students with a degree from an international institution must submit a transcript evaluation from a service called NACES ([www.naces.com](http://www.naces.com)).

\_\_\_\_\_ Provide the following documentation that will also be used to satisfy partial criteria for admission to the WKU Teacher Education Program:

- \_\_\_\_\_ Three letters of reference.
- \_\_\_\_\_ Physical Exam
- \_\_\_\_\_ TB Screening
- \_\_\_\_\_ Signed commitment to uphold the Code of Ethics for Kentucky School Certified Personnel  
(PAGE 3 of this packet)
- \_\_\_\_\_ Background check

- **An email will be sent from the School of Teacher Education informing you of when to apply to The Graduate School (Step 2).**

## **STEP 2 – GRADUATE SCHOOL APPLICATION**

\_\_\_\_\_ Complete an online Graduate School application. The application can be found at:  
[http://www.wku.edu/graduate/prospective\\_students/](http://www.wku.edu/graduate/prospective_students/)

\_\_\_\_\_ Submit an official copy of your transcript(s) to document completion of a bachelor's degree from an accredited institution.

- Document completion of a bachelor's degree with a major, or equivalent, in an approved subject area.
- Document a cumulative overall grade point average(GPA) of 2.75 or above (counting all course work, undergraduate or graduate) OR a GPA of 3.0 in the last 30 hours of coursework (counting all course work, undergraduate and graduate).

\_\_\_\_\_ Present a letter of application including a professional goals statement (this letter may be the same letter submitted in the departmental application described under Step 1).

### **APPLICATION DEADLINE NOTES:**

Along with all graduate school admission deadlines (see current graduate catalog), for priority consideration for admission to the Middle Grades Education MAT program, students should submit application materials to the graduate school by the following dates:

- ◆ Summer Admission: March 1
- ◆ Fall Admissions: May 1
- ◆ Spring Admission: November 1

Students submitting materials after the above deadline dates cannot be guaranteed that applications will be reviewed in time for admission for the upcoming term nor that course space will be available.



## ACKNOWLEDGMENT OF RECEIPT OF PROFESSIONAL CODE OF ETHICS FOR KENTUCKY SCHOOL CERTIFIED PERSONNEL

### PROFESSIONAL CODE OF ETHICS FOR KENTUCKY SCHOOL CERTIFIED PERSONNEL

704 KAR 20:680

#### Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to hold the responsibilities of the education profession, including the following obligations to students, to parents and to the educational profession:
  - (a) To Students:
    1. Shall provide students with professional education services in a non-discriminatory manner and in consonance with accepted best practice known to the educator;
    2. Shall respect the constitutional rights of all students;
    3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
    4. Shall not use professional relationships or authority with students for personal advantage;
    5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
    6. Shall not knowingly make false or malicious statements about students or colleagues;
    7. Shall refrain from subjecting students to embarrassment or disparagement; and
    8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing or grabbing; rape; threats of physical harm; and sexual assault.
  - (b) To Parents
    1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
    2. Shall endeavor to understand community cultures and diverse home environments of students;
    3. Shall not knowingly distort or misrepresent facts concerning educational issues;
    4. Shall distinguish between personal views and the views of the employing educational agency;
    5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
    6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
    7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.
  - (c) To the Education Profession:
    1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
    2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
    3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
    4. Shall not use coercive means or give special treatment in order to influence professional decisions;
    5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualification; and
    6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualification or those of other professionals.

Section 2. Violation of this administrative regulation may result in cause to initiate proceedings for revocation or suspension of Kentucky certification as provided in KRS 161.120 and 704 KAR 20:585.

**Your signature on this form serves as verification that you have read, understand, and affirm that you will uphold the Professional Code of Ethics for Kentucky School Certified Personnel 704 KAR 20:680.**

Signature

Date



**ACKNOWLEDGMENT OF CHANGE OF PROGRAM REQUIREMENTS CONCERNING TEACHER  
ADMISSIONS REQUIREMENT**

Your signature on this form serves as verification that you have read and understand the following:

If you should change your graduate program, including changing from Standard Route Initial Certification to Alternate Route (Option 6) Initial Certification, you are required by state regulations to meet the current standards for teacher admissions. This may require additional testing and/or updating physicals, TB exams and criminal background checks. The following link will take you to current teacher admission requirements -

[http://www.wku.edu/cebs/programs/req\\_for\\_adm\\_to\\_prof\\_ed.php](http://www.wku.edu/cebs/programs/req_for_adm_to_prof_ed.php)

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Signature

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Date



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**Secondary Education  
Program Reference # 0495  
WESTERN KENTUCKY UNIVERSITY**

## DEPARTMENTAL APPLICATION – Applicant Profile Form

**Attach this form to your Departmental Application Materials**

APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

The following **Departmental Application** requirements must be **sent** to the School of Teacher Education.

School of Teacher Education  
ATTN: MAT Admission Advisor  
1906 College Heights Blvd. #61030  
Western Kentucky University  
Bowling Green, KY 42101-1030

**I certify that the following items are included in my Departmental Application for admission to the Middle Grades Education, Master of Arts in Teaching program:**

\_\_\_\_\_ Present a letter of application including a professional goals statement.

\_\_\_\_\_ Submit the Kentucky state required passing score on the **Pre-Professional Skills Test (PPST August 31, 2014 or Prior)**, the **Praxis Core Academic Skills for Educators (CASE September 1, 2014 or After)** **OR Graduate Record Exam (GRE)**. *THIS MEANS THAT STUDENTS MUST HAVE THE PASSING SCORE ON THE PPST OR the CASE or THE GRE BEFORE THEY MAY BE ADMITTED TO THE PROGRAM.*

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  - Scores prior to August 1, 2011 require a minimum score of 450 in Verbal and a minimum score of 490 in Quantitative and an analytical writing score of 4.0 or higher.

\_\_\_\_\_ Submit qualifying Praxis II scores.

- The Praxis II is required for your specific licensure area – these can be located at the following under Secondary Education <http://www.ets.org/praxis/ky/requirements>

\_\_\_\_\_ Submit an official transcript. (This transcript will be reviewed by a MAT advisor associated with the certification area sought. If deficiencies are cited the applicant will be required to take additional undergraduate courses.)

\_\_\_\_\_ Provide the following documentation that will also be used to satisfy partial criteria for admission to the WKU Teacher Education Program:

- \_\_\_\_\_ Three letters of reference.
- \_\_\_\_\_ Physical Exam
- \_\_\_\_\_ TB Screening
- \_\_\_\_\_ Signed commitment to uphold the Code of Ethics for Kentucky School Certified Personnel (PAGE 3 of this packet)
- \_\_\_\_\_ Background check

Applicant Signature

Date

Note that the Alternate Route and the Standard Concentrations appear identical; however, the differences between these concentrations are characterized by students with and without a temporary provisional teaching certificate and those who must meet the equivalent of the state required student teaching requirements along with the specific content area in which students are seeking certification.

Students in all three concentrations are expected to become competent in theory, research, and application of best teaching practices in their respective fields and to exhibit appropriate teacher disposition behaviors as indicated by the College of Education and Behavioral Sciences Teacher Disposition Rating Form. All professional education courses in the program require satisfactory completion of critical performance indicators (CPIs); these must be submitted as directed before the final course grade is recorded. Each course's CPIs become a part of the student's portfolio that is reviewed periodically throughout the program.

Students who seek admission to the Alternate Route to Teacher Certification must meet additional requirements in order to qualify for temporary provisional certification, and they must complete all requirements for certification within three years of the time of employment by a school district. A recommendation for professional certification will be contingent upon successful completion of the Kentucky Teacher Internship Program (KTIP) and submission of qualifying scores on all required examinations for the desired area of certification. Additional information about the Alternate Route to Teacher Certification concentrations may be found on the website for the Office of Teacher Services.

Upon successful completion of the Master of Arts in Teaching: Middle Grades Education for Initial Certification and satisfaction of all other certification requirements, students who do not participate in the Alternate Route to Certification concentrations but participate in the Standard Concentration will qualify for a Statement of Eligibility for Certification. The Internship course for these students must be a full semester or equivalent in length.

Students in the residency (e.g. GSKyTeach) concentration must meet all expectations associated with that residency program.



***Approved areas for Master of Arts in Teaching (MAT Secondary Certification):***

- Art
- Biology
- Chemistry
- Chinese
- Business and Marketing
- Earth and Space Science
- English/Language Arts
- French
- German
- Mathematics
- Physics
- Social Studies
- Spanish

**\*Candidate must hold a major or equivalent in the content area they are seeking certification in.**



9. Have you ever been convicted of a felony or have pending charges on a felony? Yes\_\_\_\_\_ No\_\_\_\_\_
10. Have you ever been convicted of a sexual misconduct felony or misdemeanor or have pending charges on a sexual misconduct felony or misdemeanor? Yes\_\_\_\_\_ No\_\_\_\_\_

**PLEASE READ AND SIGN BELOW**

To be eligible for the program, the student must have completed all requirements for teacher admissions. In addition, grade point averages must be maintained according to the standards of the program. **The student is responsible for maintaining contact with the department to be assured his/her file is completed.**

Section 5 of the Kentucky Teacher Education and Certification Standards requires an annual report of all teacher candidates who have been admitted to teacher education. I understand the release of selected data from my file is required in state annual reports.

I confirm that the information given in this report is correct and that I understand the guidelines described above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**PART 1:** To be completed by the applicant.

Name: \_\_\_\_\_  
(Last) (First) (Middle/Maiden)

WKU ID Number \_\_\_\_\_ DATE \_\_\_\_\_

Check your major teaching area(s).

\_\_XX\_\_ Secondary Education \_\_\_\_\_ Content Area

**REFER ANY QUESTIONS RELATED TO THE STATEMENTS  
BELOW TO YOUR ADVISOR**

**PART 2:** The student is to check each of the statements below about which he/she has no questions and is to sign at the bottom only after checking all statements.

**CHECK STATEMENTS AFTER READING IF YOU DO NOT HAVE ANY QUESTIONS  
~REFER ANY QUESTIONS TO YOUR ADVISOR~**

- \_\_\_1. Current employment conditions for teachers and demands for the field.
- \_\_\_2. Amount and nature of required class work in Middle Grades Education.
- \_\_\_3. Academic attainment required for admission to teacher education.

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



## **ACKNOWLEDGMENT OF REQUIREMENTS TO ADMISSION FOR GRADUATE LEVEL PROGRAMS LEADING TO INITIAL CERTIFICATION**

Information received regarding Teacher Admission:

\_\_\_\_\_ I received a printed copy of the requirements for admissions to teacher education. (Page 6)

\_\_\_\_\_ I received information regarding the Kentucky certification requirements including all required PRAXIS testing or other relevant assessments. (Page 6)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **ACKNOWLEDGMENT OF RECEIPT OF PROFESSIONAL CODE OF ETHICS FOR KENTUCKY SCHOOL CERTIFIED PERSONNEL**

Your signature on this form serves as verification that you have read, understand, and affirm that you will uphold the Professional Code of Ethics for Kentucky School Certified Personnel 704 KAR 20:680. (Page 7)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **ACKNOWLEDGMENT OF CHANGE OF PROGRAM REQUIREMENTS CONCERNING TEACHER ADMISSIONS REQUIREMENT**

Your signature on this form serves as verification that you have read and understand the following:

If you should change your graduate program, including changing from Standard Route Initial Certification to Alternate Route (Option 6) Initial Certification, you are required by state regulations to meet the current standards for teacher admissions. This may require additional testing and/or updating physicals, TB exams and criminal background checks. The following link will take you to current teacher admission requirements -

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**REQUIREMENTS FOR ADMISSION TO  
GRADUATE LEVEL PROGRAMS LEADING TO INITIAL CERTIFICATION  
COLLEGE OF EDUCATION & BEHAVIORAL SCIENCES  
WESTERN KENTUCKY UNIVERSITY**

**The following conditions must be met for admission to teacher education:**

1. The candidate must file an application for admission to teacher education (TGA1). For this application/file to become and remain eligible for consideration, the student must have been admitted into a graduate program for initial teacher certification. In addition, the student must have met the minimum standards required by the individual department.
2. The candidates must file a statement indicating no convictions or pending charges on a felony or sexual misconduct misdemeanor (TGA1B). Individuals with a conviction or pending charges must contact and confer with the Director of Teacher Services. Falsification of this statement will result in immediate removal from teacher education.
3. The candidate must file a TGA-3 form verifying that he/she understands such information as the current employment conditions, demands of the field, wide range of skills essential to the field, and increasing complexity of the profession.
4. The candidate must file a statement indicating that they have received a written copy of the requirements for admission to teacher education and current Kentucky certification testing requirements (PRAXIS or other required tests).
5. In order to be admitted to teacher education, the candidate must achieve and maintain a minimum overall GPA specific to the program area. The following program specific requirements must be met:
  - Document a cumulative overall grade point average (GPA) of 2.75 or above (counting all coursework, undergraduate or graduate) OR a GPA of 3.0 in the last 30 hours of coursework (counting all coursework, undergraduate and graduate).
6. The candidate must file a statement indicating a commitment to uphold The Professional Code of Ethics for Kentucky School Personnel.
7. To be admitted, the candidate must submit **three letters of recommendation**. Faculty will assess disposition toward teaching or appropriate professional role as reflected in the recommendations.
8. The candidate must provide the Office of Teacher Admissions with an **approved copy of Form C**. If courses are taken that are not on this form, the student must provide the Office of Teacher Admissions with a copy of any changes.

*Western Kentucky University is an Equal Education and Employment Opportunities University*