



**GRADUATE TEACHER EDUCATION ADMISSIONS FILE  
COLLEGE OF EDUCATION & BEHAVIORAL SCIENCES  
WESTERN KENTUCKY UNIVERSITY**

All students seeking initial certification from WKU must be admitted to the Teacher Education Program.  
*Students are responsible* for maintaining contact with Tonya Guyton to be assured that his/her file is completed.

**APPLICATION CHECKLIST**  
*(Please keep this checklist for your records.)*

- File an application for admission to teacher education (TGA1). (Page 2)
- File a statement indicating no convictions or pending charges on a felony or sexual misconduct misdemeanor (TGA1B). (Page 3)
- Sign and file a statement verifying an understanding of 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. (TGA3) (Page 4)
- Sign and file a statement indicating receipt of a printed copy of the requirements for admission to teacher education and current PRAXIS test requirements. (Page 5)
- File a statement indicating a commitment to uphold The Professional Code of Ethics for Kentucky School Personnel. (Page 5)
- Must have overall GPA of 2.75 or 3.0 in last 30 hours
- Present a letter of application including a professional goals statement.
- Submit **three** letters of recommendation with signatures.
- Complete Affidavit of Nondisclosure.
- Complete Central Registry Check (CAN).
- Submit a **COMPLETED PHYSICAL**. **MUST BE ON THE REQUIRED KDE FORM.**
- Submit a completed Background Check.
- Complete teacher admission testing requirements; one of the following completes the requirements:

<b>Testing Requirement –</b>
<b><i>Scores are only valid for 5 years</i></b>
Must take and pass the Praxis II content for SPED LBD after you are in the program – this is not part of admission requirements.

**RETURN COMPLETED FORMS TO:**

Tonya Guyton  
School of Teacher Education – 1034 Gary A. Ransdell Hall  
1906 College Heights Blvd. #61031  
Western Kentucky University  
Bowling Green, KY 42101-1031  
Phone Number: 270-745-2588  
Fax Number: 270-745-6435

1. Name \_\_\_\_\_ SSN # \_\_\_\_\_ Date \_\_\_\_\_  
(Last) (First) (Middle/Maiden)

3. Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Sex \_\_\_\_\_ Race\* \_\_\_\_\_  
                    (month)     (day)     (year)

4. Mailing Address \_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip)

\_\_\_\_\_

(Phone Number)

Teacher Certified in Kentucky Yes \_\_\_\_\_ No \_\_\_\_\_ If yes from what University/College \_\_\_\_\_

XX Special Education

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\_\_ Special Education

**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 Special Education.
- \_\_\_\_ 3. Academic attainment required for admission to teacher education.

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

\_\_\_\_\_  
Date



## **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 -

[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)

\_\_\_\_\_  
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 Program of Study**. 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*



## 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

## PRAXIS INFORMATION

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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 section of the test.

- **PRAXIS REGISTRATION INFORMATION** (<http://www.ets.org/praxis/ky/requirements>) The Kentucky Professional Standards Board (KYEPSB) provides information on required PRAXIS II information and also a link to register for the exams. At this webpage, go to the Assessment Requirement link for the required Teacher Tests.
- **EDUCATIONAL TESTING SERVICES INFORMATION:** (<http://ets.org>) The Education Testing Services provides information on the Praxis exam requirements as well as registration information and testing center information.